



## APPLICATION DETAILS

### Natural Resource Management (NRM) Climate Change Impacts and Adaptation Research Grants Program

In preparing your application please refer to the NRM Climate Change Impacts and Adaptation Research Grants Program Guidelines (Grant Guidelines) and the relevant draft Funding Agreement.

If you are applying for projects in more than one cluster, you must submit a separate application for each cluster project.

**The closing date for applications is at 2:00pm (Eastern Standard Time) on 27 September 2012**

**Applications must be emailed to [DCCEEgrants@climatechange.gov.au](mailto:DCCEEgrants@climatechange.gov.au) and identified as:**

**"<Applicant name>: Impacts and Adaptation Grants Program APPLICATION" in the subject field.**

As outlined in Section 4.1.1 of the Grant Guidelines, applications must be no more than 8MB and include the following:

- 1) **A completed Application Form** (this form) submitted as a PDF file with no substantial layout changes. Please provide responses in the boxes provided.
- 2) **Attachments** (clearly marked with the applicant's details), which include:
  - A. the **declaration** signed by an appropriately authorised representative of the applicant organisation - the declaration page will need to be either signed electronically, or printed, signed by the authorised representative, scanned and attached to this application form;
  - B. copies of **resumes** for key staff members involved in the delivery and management of the project;
  - C. **written evidence** demonstrating commitment to the proposed project by any Consortium members;
  - D. evidence of **financial viability** by providing audited financial statements including a copy of the auditor's statement; and
  - E. **supporting material** (optional) - any supporting information must be submitted with the application and limited to 10 A4 pages. It is advised that applicants discuss supporting material with the Department of Climate Change and Energy Efficiency (the Department) to determine suitability prior to submitting an application.

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## PRIVACY NOTICE

The use and disclosure of information provided in this application is regulated by the relevant provisions and penalties of the *Public Service Act 1999*, the *Privacy Act 1988*, the *Freedom of Information Act 1982*, the *Crimes Act 1914* and the general laws of the Commonwealth of Australia.

The information contained in this application will be regarded as private and confidential and will be treated as such by the Department. This is subject to the operational need to provide applications to assessors, and any statutory or legal requirements to provide information to the Commonwealth Parliament and other organisations, for audit, law enforcement, investigative or other legitimate governmental purpose.

As part of the assessment process for this application, the Department may need to consult with, and provide material from this application to other government agencies or bodies, other organisations and/or relevant individuals, in order to substantiate any claims or statements made in this application, or to otherwise assist in the assessment of this application. If this occurs, the Department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality provisions.

If this application is approved, the broad details of the application may be disclosed by the Department for purposes such as promoting the program and reporting on its operation and policy development. This information may also be used in answering questions in Parliament and its committees. In addition, the selected project information will be made publicly available. Public announcements may include the:

- name of the successful applicant organisation and of any consortium members
- title and description of the project and its intended outcomes ; and
- amount of funding awarded.

## PRE-APPLICATION CHECKLIST

*Before making a decision on whether or not to apply for funding under this grants program, you should read the Grant Guidelines and answer the following questions.*

|  |     |    |
|--|-----|----|
| 1. Do you meet all the eligibility requirements outlined in Section 2.3 of the Grant Guidelines?   | Yes | No |
| 2. Are you able to address the merit selection criteria in Section 2.4 of the Grant Guidelines?  | Yes | No |
| 3. Is the amount of Commonwealth Government funding requested below, or equal to, the upper limit in Section 1.6 of the Grant Guidelines (GST exclusive)?        | Yes | No |
| 4. If the answer to question 3 is 'No', is a clear budget profile and explanation of why additional funds are sought provided with the proposal?                 | Yes | No |
| 5. Can you demonstrate that the proposed activities are additional to routine activity and will not duplicate those which are being funded under other programs? | Yes | No |
| 6. If successful, are you able to complete the project within the specified timeframe?   | Yes | No |
| 7. If successful, are you willing to comply with the draft Funding Agreement appropriate to the project governance arrangements?                                 | Yes | No |
| 8. If the answer to question 7 is 'No', are you able to propose changes to the Funding Agreement for negotiation?  | Yes | No |
| 9. Have you been a legal entity for at least 12 months?  | Yes | No |
| 10. Are you registered under the Corporations Act/state & territory incorporation legislation?   | Yes | No |
| 11. Are you registered for goods and services tax (GST)?   | Yes | No |
| 12. Are you able to provide the Department with evidence of financial viability, as an attachment to this application form?                                      | Yes | No |
| 13. If successful, are you able to provide the Department with:  |     |    |
| a. Proof of ABN or ACN   | Yes | No |
| b. Bank account details  | Yes | No |
| c. Proof of consistency with insurance requirements  | Yes | No |

### CONTACT DETAILS

**For further information on the program or application process, contact the Department:**

**Email:** [DCCEEgrants@climatechange.gov.au](mailto:DCCEEgrants@climatechange.gov.au) **Phone:** (02) 6159 7196.

Please note: all emails requesting further information should clearly marked:

'<Applicant Name>: Impacts and Adaptation Grants Program ENQUIRY'.

# APPLICATION FORM

## 1 PROJECT SUMMARY

### 1.1 Project title

### 1.2 Name of Lead Organisation

### 1.3 Lead Organisation type

*If other, please describe*

### 1.4 Consortium members, if applicable

*Please do not include the lead organisation.*

*Please contact the Department if there are more than 4 Consortium members.*

*Attach evidence of support from Consortium members (**Attachment B**).*

| ID | 1.4.1 Organisation name | 1.4.2 Key contact name |
|----|-------------------------|------------------------|
| 1  |                         |                        |
| 2  |                         |                        |
| 3  |                         |                        |
| 4  |                         |                        |

### 1.5 Cluster area

*Cluster names can be found at Attachment 1 of the Grants Guidelines.*

*If delivering a project nationally, please state the research topic you will focus on (e.g. future water availability).*

### 1.6 Summary of project costs

*Information should be transferred here from Section 6.2 of this application form. Funding is to be the total from all years and all components are to be GST exclusive.*

*Applicants are able to apply for Commonwealth Government funding between \$500,000 and \$1 million.*

|   |    |
|---|----|
| (a) Total Commonwealth Government funding | \$ |
| (e) Total project funding                 | \$ |

## 2 CONTACT DETAILS

*In the case of a Consortium arrangement, please provide details of the lead organisation. The lead organisation will be responsible for the project and financial arrangements.*

### 2.1 Lead Organisation details *(Please use the organisation's legal name)*

|  |  |                 |  |
|--|--|-----------------|--|
| 2.1.1 Organisation name                                  |  |                 |  |
| 2.1.2 Chief Executive Officer                            |  |                 |  |
| 2.1.3 Office address                                     |  |                 |  |
| 2.1.4 Suburb/Town  |  |                 |  |
| 2.1.5 State/Territory                                    |  | 2.1.6 Postcode  |  |
| 2.1.7 Postal address<br><i>(if different from above)</i> |  |                 |  |
| 2.1.8 Suburb/Town  |  |                 |  |
| 2.1.9 State/Territory                                    |  | 2.1.10 Postcode |  |
| 2.1.11 ABN or ACN number                                 |  |                 |  |

### 2.2 Key project contact

|   |  |                |  |
|---|--|----------------|--|
| 2.2.1 Title                                       |  |                |  |
| 2.2.2 Name  |  |                |  |
| 2.2.3 Position                                    |  |                |  |
| 2.2.4 Organisation                                |  |                |  |
| 2.2.5 Address<br><i>(if different from 2.1.7)</i> |  |                |  |
| 2.2.6 Suburb/Town                                 |  |                |  |
| 2.2.7 State/Territory                             |  | 2.2.8 Postcode |  |
| 2.2.9 Phone / Mobile                              |  |                |  |
| 2.2.10 Email                                      |  |                |  |

### 2.3 Secondary project contact *(in the case of the key project contact being unavailable)*

|                      |  |  |  |
|----------------------|--|--|--|
| 2.3.1 Title          |  |  |  |
| 2.3.2 Name           |  |  |  |
| 2.3.3 Position       |  |  |  |
| 2.3.4 Phone / Mobile |  |  |  |
| 2.3.5 Email          |  |  |  |

### **3 PROJECT OVERVIEW**

*Please provide an overview of the project in the box below. The overview should include the objectives of the project; the delivery approach and the products to be developed. The overview should be no more than 500 words.*

## **4 PROJECT MANAGEMENT**

*Please provide responses for the following questions. Responses should be no more than 200 words. Responses should consider the merit criteria specified in section 2.4 of the Grant Guidelines.*

**4.1 Describe the governance arrangements of the project. If a Consortium, please describe how the project team will collectively constitute a Consortium capable of achieving the project objectives.**

**4.2 Describe the financial systems and policies that are/will be put in place to manage the funding.**

## 5 PROJECT STAFF

Attach resumes for key staff (**Attachment C**).

| 5.1.1 Name, title and organisation | 5.1.2 Expertise | 5.1.3 Role in project<br><i>Refer to activity/outputs and milestones as per Section 8.1</i> |
|------------------------------------|-----------------|---|
|                                    |                 |   |
|                                    |                 |   |
|                                    |                 |   |
|                                    |                 |   |
|                                    |                 |   |
|                                    |                 |   |
|                                    |                 |   |
|                                    |                 |   |
|                                    |                 |   |

## 6 PROJECT FUNDING AND BUDGET

Note that the overall budget profile for the Program is weighted towards the first two years of the grants program (section 1.6 of the Grant Guidelines), with core deliverables and functions to be delivered by the end of 2013-14. A small amount of funding is available in the final two years to continue the ongoing advice and support function.

### 6.1 What is the total amount of Commonwealth Government funding being sought? (\$A in table 6.2 below)

\$ AUD (GST exclusive)

### 6.2 Funding, contributions and expenditure

| Funding* Sources<br>(cash and in-kind)                              |  | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 | Total funding | Proportion of total<br>project funding (%) |
|---|--|-----------|-----------|-----------|-----------|---------------|--|
| <i>Indicative budget profile of Commonwealth Government funding</i> |  | (45%)     | (40%)     | (8%)      | (7%)      | (100%)        |  |
| Commonwealth Government funding*                                    |  | \$        | \$        | \$        | \$        | \$            | %  |
| Proponent funding – monetary contributions*                         |  | \$        | \$        | \$        | \$        | \$            | %  |
| Proponent funding - in-kind contributions*                          |  | \$        | \$        | \$        | \$        | \$            | %  |
| Funding from other sources (provide details in Section 6.5 below)*  |  | \$        | \$        | \$        | \$        | \$            | %  |
| <b>Total Project Funding*</b>                                       |  | <b>\$</b> | <b>\$</b> | <b>\$</b> | <b>\$</b> | <b>\$</b>     | <b>100%</b>                                |
| <b>Expenditure*</b>   |  |           |           |           |           |               |  |
| Staff Costs* (include salaries, on-costs and overheads)             |  | \$        | \$        | \$        | \$        | \$            | %  |
| Operating*  | Travel   | \$        | \$        | \$        | \$        | \$            | %  |
|   | Stakeholder engagement* ( <i>excluding travel</i> ) e.g. workshop venues | \$        | \$        | \$        | \$        | \$            | %  |
|   | Publications and communications*   | \$        | \$        | \$        | \$        | \$            | %  |
| Other*<br><i>h</i>  |  | \$        | \$        | \$        | \$        | \$            | %  |
| <b>Total Project Expenditure*</b>                                   |  | <b>\$</b> | <b>\$</b> | <b>\$</b> | <b>\$</b> | <b>\$</b>     | <b>100 %</b>                               |

\*All funding and expenditure components are to be GST exclusive.



**6.3 Has your project received any other Commonwealth Government funding or have you applied for any other Commonwealth government funding for this project?**

Yes      No

*If yes, provide details*

**6.4 Please describe how the project activities are additional to routine activity and will not duplicate those which are being funded under other programs?**

**6.5 Is the amount of Commonwealth Government funding being sought above the upper limit identified in Section 1.6 of the Grant Guidelines?**

Yes      No

*If yes, justify and describe the expected additional benefits*

## **7 PROJECT DESIGN AND IMPLEMENTATION**

*Please provide responses to the following questions. Responses should be no more than 500 words. The questions in italics are provided as a guide, but applicants should ensure they consider the merit criteria specified in Section 2.4 of the Grant Guidelines when providing responses.*

### **7.1 What will be the outcomes of the project?**

*How will the project outcomes meet the objectives of the Impacts and Adaptation Grants Program and improve regional planning for climate change beyond the end of the project?*

## **7.2 How will the project team deliver these outcomes?**

*How will the project team work effectively with regional NRM organisations, and ensure that the research and advice delivered is of high quality and meets end-user needs?*

*How will the project team take into account existing research and guidance in the project approach?*

**7.3 What experience does your project team have relevant to delivering the project outcomes?**

*What experience do you have in working with regional NRM organisations?*

*What experience do you have in delivering climate change information and providing guidance for decision-making and planning?*

*Can you provide evidence of the success of previous projects in meeting end-user needs?*

## 8 PROJECT DELIVERABLES

### 8.1 Describe your milestones, activities and outputs

Please describe the activities that will constitute milestones. What products or reports do you intend to deliver? Please include the key elements of the activities and specify the types of tools/reports. Responses should be no more than 125 words for each milestone. The number of milestones is expected to vary depending on the project approach. If you are proposing more than 10 milestones, please contact the Department.

| Milestone/Activity | Description of activity and outputs | Completion Date | Proposed milestone payment (\$) |
|--------------------|-------------------------------------|-----------------|---------------------------------|
| Milestone 1        |                                     |                 | \$                              |
| Milestone 2        |                                     |                 | \$                              |
| Milestone 3        |                                     |                 | \$                              |
| Milestone 4        |                                     |                 | \$                              |
| Milestone 5        |                                     |                 | \$                              |
| Milestone 6        |                                     |                 | \$                              |

| Milestone/Activity | Description of activity and outputs | Completion Date | Proposed milestone payment (\$) |
|--------------------|-------------------------------------|-----------------|---------------------------------|
| Milestone 7        |                                     |                 | \$                              |
| Milestone 8        |                                     |                 | \$                              |
| Milestone 9        |                                     |                 | \$                              |
| Milestone 10       |                                     |                 | \$                              |

## **9 PROJECT EVALUATION AND RISK**

*Please provide responses for the following questions. Responses should be no more than 300 words. Responses should consider the merit criteria specified in section 2.4 of the Grant Guidelines.*

**9.1 Please provide a summary of how progress and success of the project will be measured and reported against the outcomes of the project.**

**9.2 Identify any key risks or constraints that may interfere with the delivery of the project, and proposed actions to minimise those risks.**

## 10 REFEREES

Please provide the contact details of at least two referees the Department can contact if needed. Please include a brief description of the relationship that you have with them.

| 10.1.1 Name and title | 10.1.2 Contact details<br>(Email and phone number) | 10.1.3 Description of relationship |
|-----------------------|--|------------------------------------|
|                       |  |                                    |
|                       |  |                                    |
|                       |  |                                    |

## 11 COMPLIANCE

### 11.1 Compliance with Funding Agreement

11.1.1 Do you accept all terms of the draft Funding Agreement?

Yes      No

11.1.2 If you ticked No, please list each clause you would not accept and include a short explanation.

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## PRE-SUBMISSION CHECKLIST

Before submitting your application, please ensure you answer 'Yes' to the following questions.

|  |     |    |
|--|-----|----|
| 1. Have you sought funding below the upper limit in Section 1.6 of the Grant Guidelines (GST exclusive)? If 'No', have you provided adequate explanation of why additional funds are sought? | Yes | No |
| 2. Are all costs included in the budget considered eligible expenditure (section 3.1.1 of the Grant Guidelines)?   | Yes | No |
| 3. Have you declared any other Commonwealth Government financial support that is directly related to the proposed project and demonstrated that it is not duplicative?                       | Yes | No |
| 4. Is the proposed project consistent with the objectives in Section 1.2 of the Grant Guidelines?  | Yes | No |
| 5. Have you attached all documents required in Attachments A-E?  | Yes | No |
| 6. Is the total size of your application less than 8MB?  | Yes | No |



## **ATTACHMENTS**

### **A: Declaration**

Please ensure the declaration is signed either electronically or by printing, signing, scanning and attaching to this application form.

### **B: Letters of support**

Any projects that have consortium arrangements must include letters of support. Letters of support must provide written evidence that demonstrates a partner's commitment to the proposed project, and outline any cash and/or in-kind contributions from the consortium member.

### **C: Staff resumes**

Maximum length of each resume—2 pages.

### **D: Evidence of financial viability**

Provide audited financial statements including a copy of the auditor's statement.

### **E: Supporting material**

Applicants may choose to provide relevant supporting material to assist in the assessment of their proposal. Supporting information must be:

- submitted with the application
- limited to 10 A4 pages
- clearly marked with the applicant's full name and address details
- discussed with the Department to determine suitability prior to submitting an application.

## Attachment A: DECLARATION

| I declare that: |  | Tick to agree |
|-----------------|--|---------------|
| 1               | I have read and understand the Natural Resource Management (NRM) Climate Change Impacts and Adaptation Research Grants Program Guidelines and draft Funding Agreements.  |               |
| 2               | I will provide additional information on request, to assist the Department in assessing this application, and I understand that any additional information provided forms part of the application.   |               |
| 3               | The proposed project for which funds are sought has not commenced and would not be undertaken in the normal course of business.  |               |
| 4               | The proposed project has not already received Commonwealth Government funding.   |               |
| 5               | To the best of my knowledge, all information contained in this document is true and correct.   |               |
| 6               | This organisation has (or will have) the capacity and necessary resources to implement the work under the Funding Agreement.   |               |
| 7               | This organisation is financially viable and is not going through external administration processes.  |               |
| 8               | I have the authority to sign this declaration and enter into contracts on behalf of this organisation / these organisations.   |               |
| 9               | I declare that this organisation / these organisations consent to the use and disclosure of information provided in this application in accordance with the privacy notice at the beginning of this application form.  |               |
| 10              | I declare that this organisation / these organisations have obtained consent, or are otherwise permitted, to disclose personal information about any person named in this application to the Department, and for the Department to use and disclose that information in accordance with 9 (above). |               |
| 11              | I understand, and acknowledge on behalf of this organisation / these organisations, that giving false or misleading information in this application is an offence under the <i>Criminal Code Act 1995</i> .  |               |
| 12              | I understand that funding is not guaranteed and will only be awarded to successful applicants.   |               |

Authorised Officer Signature:

Date:

Authorised Officer Name: \_\_\_\_\_

Authorised Officer Position: \_\_\_\_\_

Authorised Officer Organisation: \_\_\_\_\_

Witness Signature:

Date:

Witness Name: \_\_\_\_\_

Witness Position: \_\_\_\_\_

Witness Organisation: \_\_\_\_\_