



Action on the Ground

Round Two Application Form



1. Purpose

This application form is to be used for applications to round two of the *Action on the Ground* program. Round two of *Action on the Ground* will provide grant funding of \$30 million (GST Exclusive) for projects over the period July 2013 to April 2017.

Action on the Ground is seeking applications from farmers, land managers, farming groups, large farming enterprises, farmer 'care' 'grower' groups/organisations, researchers, industry and non-government groups working in partnership with research, industry, non-government or government organisations to undertake on-farm projects to **trial** abatement technologies, strategies and management practices to **measure** and demonstrate how these can reduce agricultural greenhouse gas emissions (methane and nitrous oxide) or sequester carbon in soil while maintaining or enhancing productivity.

Departments of state or territory governments are not eligible to apply for *Action on the Ground* grants but may support projects as project partners.

Action on the Ground is delivered on behalf of the Commonwealth of Australia through the Department of Agriculture, Fisheries and Forestry (the department).

APPLICATIONS MUST BE LODGED BY 5 PM (AEST) 23 May 2013

2. How to complete this form

Fully complete the application with reference to the round two *Action on the Ground* grant guidelines - 2013 (guidelines) and the application support notes.

The application must be submitted by the legal entity (applicant) that will enter into the funding deed with the department on behalf of the Australian Government. The applicant must be an Australian legal entity.

All questions marked with * must be completed. The information required in the application form will be used to assess the application. If the application form is incomplete or is not in the format specified by the *Action on the Ground* guidelines the application will be deemed to be ineligible for assessment (Section 7 of the guidelines).

Online applications are preferred.

We recommend that you complete your responses to the assessment criteria in Microsoft Word using standard fonts (i.e. Arial, Times New Roman, Calibri) then copy, paste and save each criterion to the form. Character limits apply in the form.

To enable website links and automatic retrieval of information within the application form we recommend that your computer is connected to the internet when completing the form.

If your organisation is submitting more than one application, download a new application form for each application. Each application form is assigned a unique **application ID** number at the time of download. The online application system will only allow an application form to be submitted once.

If you are submitting more than one application you must list the **application ID** numbers (**AOTGR2-XXXX**) of the other applications where requested in the form. The **application ID** number is shown on the top left of the submission receipt notice after successful submission of each application form.

At any stage of completion the application form can be saved to your computer by using the SAVE button at the end of the form. The application form can then be completed and submitted at a later date.

Follow the directions in the application form to complete your application. If the form is incomplete in any way you will receive an error message when you attempt to submit your application. All error messages must be addressed before the application can be submitted.

NOTE: Once an application form has been submitted it cannot be retrieved or altered in any way by the applicant or the department.

Privacy Statement

Information provided to the department is for the purposes of administration of the program and assessment of an application. In providing this information (personal or otherwise) applicants consent to the department using the information for the above mentioned purpose and any other related purpose (Section 12 of the guidelines). The department may disclose an applicant's personal information to any parties that may be engaged for the purposes of assessment, program evaluation or through a legal entitlement to access such information.

The department will store the personal information collected by it in compliance with its obligations under the *Privacy Act 1988 (Cth)*. Applicants may access or correct personal information by either emailing the department at: aotg@daff.gov.au or sending a letter to GPO Box 858 Canberra ACT 2601.

If you are unable to submit your application on-line you may request a hard copy application pack by calling the *Action on the Ground* hotline on 1800 025 005.

3. Project title

Provide a title for this project. (Limit 100 characters)

The project title will be used on all documentation relating to this application and will be published on the department's website should the application be successful.

Project Title *

Project commencement date *

Project completion date *

Total grant funds (GST Exclusive)

Total project budget (GST Exclusive)

4. Applicant organisation details

To submit an eligible application under round two of *Action on the Ground* the applicant must be an Australian legal entity (Section 6 of the guidelines).

Enter the ABN or ACN of the applicant who will enter into the funding deed with the department then click the ABN/ACN Lookup button to verify the applicant's legal name (and trading name if applicable). *

Legal name *

The legal name is the name that appears on all official documents and legal papers. It may be different to the trading name.

ABR entity code *

ABR entity type *

Trading name *

Enter the applicant's registered trading name. This may be different to the applicant's legal name. *

Entity type *

Are you registered for GST? *

Yes No

Are you a registered charitable institution? *

Yes No

Provide contact details for the applicant.

Applicant Postal Address *

Suburb/Town *

State *

Postcode *

5. Authorised person details

Complete this section with details of the person who is authorised on behalf of the applicant to enter into the funding deed with the department.

Title: * Mr Mrs Miss Ms Other

First name *

Last name *

Position in organisation

Phone (business hours) *

Alternative phone

Email *

6. Applicant contact details

Complete this section with details of the contact person.

The applicant contact is the person that may be responsible for the development, conduct and delivery of the project.

Is the contact person the same as the authorised person? * Yes No

7. Assessment criteria

Selection criteria are individually weighted. The weighting for each criterion is given as a percentage of the overall assessment score. The information provided here will be used in the funding deed and may be used for information and/or promotional purposes.

Assessment criteria 1 – Project priorities 20%

What priority/ies for *Action on the Ground* are you proposing to address in this project? *

(Section 3 of the guidelines) One or more priority must be selected.

Methane emissions

Nitrous oxide emissions

Carbon sequestration in soil

a) Project description (Limit 400 characters) *

Provide a brief description of your project.

b) On-farm abatement or carbon sequestration outcomes (Limit of 2500 characters for each priority)

For each priority selected describe how the abatement technology, practice or management strategy will reduce on-farm greenhouse gas emissions or sequester carbon in soil.

c) Trial practices (Limit 4000 characters for each priority)

For each priority selected describe in detail the emission abatement technology, farming practice or management strategy to be trialled.

Assessment criteria 2 – Project activities 30%

a) Project management *

Identify the roles and responsibilities of all employees or project partners who have key roles in the delivery of the project in the table below.

Up to 15 rows can be completed in the table below.

Project Roles and Responsibilities				
Name	Organisation	FTE	Role Limit 100 characters	Responsibility Limit 200 characters
		0.0		

b) Project partners *

Provide details of all project partners involved in this project in the table below.

A project partner may be an individual or legal entity that is providing contributions to support the delivery of this project, or will undertake specific activities for the delivery of this project. This could be providing funding, sampling and analysis, scientific oversight, etc.

Up to 20 project partners can be listed in the table below.

Project Partner Details					
Partner name	Town	State	Postcode	Project role Limit 100 characters	Financial contribution
					<input type="radio"/> Yes <input type="radio"/> No

c) Service providers

Provide details of all organisations that will be contracted to provide services to the project in the table below *

A service provider may be an individual or legal entity that is providing services to the project on a fee-for-service basis and is NOT involved in the day-to-day management and delivery of the project or as a project partner.

Up to 10 service providers can be listed in the table below.

Service Provider Details		
Service provider name	Service activities Limit 400 characters	Estimated service cost \$ (GST Exclusive)

d) Project method (Limit 4000 characters for each priority)

For each priority selected describe how the project will be implemented on-farm.

In your response include the establishment of trial and control sites, how the trials will be undertaken, including a specific description of abatement technology, farming practice or management strategies to be used, how the application of treatments will be managed, how the integrity of trial sites will be controlled and maintained over the life of the project, controls used to monitor project activities and trial sites and the role of project partners in trial activities.

e) Project activities *

List the key project activities and when they will be undertaken in the table below.

Include such things as project set up activities, working with farmers to establish trial sites, baseline sampling, treatments, crop planting and harvest or livestock management activities, routine sampling, key project management activities and communication events.

Up to 30 key activities can be included in the table below.

Project Activity Timeline		
Key project activity Limit 100 characters	Activity start date (dd/mm/yyyy)	Activity end date (dd/mm/yyyy)

f) On-farm trial sites *

Identify where the on-farm trials will be undertaken in the table below.

As part of the assessment process the applicant may be asked to provide written evidence that the property owner has agreed to provide and maintain trial sites over the life of the project.

Up to 30 trial sites can be included in the table below.

On-farm Trial Sites				
Owners name	Nearest Town	State	Postcode	Trial area (ha)

g) Project data - measurement and evaluation (Limit 4000 characters for each priority)

For each priority selected describe what information/data will be collected for each trial site/livestock activity to measure and evaluate how the project activities are reducing emissions or increasing carbon sequestered in soil compared to the control site(s)/standard herd management practice.

Include how this data will be collected, measured and evaluated. Include the roles of any project partners or service providers.

h) Production data (Limit 2000 characters)

Describe what production data will be collected to measure and evaluate how production outcomes compare between the trial and control sites. *

i) Data and information management (Limit 1600 characters)

Explain how project data will be managed and stored, if and how information will be shared/made available over the life of the project and how the results of this project will be made publicly available. *

Assessment criteria 3 – Scientific or technical basis for project 15%

a) Scientific or technical basis for project (Limit 2500 characters for each priority)

For each priority selected describe the scientific or technical research outcomes underpinning the proposed project.

Applications proposing activities to sequester carbon in soil must be based on the outcomes of research conducted in Australia.

b) Peer review *

Provide the name, qualifications and relevant expertise of at least one reviewer who will peer review the project outcomes and the final report in the table below.

Up to three reviewers can be listed in the table below

Project Peer Review		
Reviewers Name	Organisation	Qualifications/expertise <small>Limit 200 characters</small>

Assessment criteria 4 – Risk assessment 10%

a) Risk management *

Identify any potential risks you foresee to the project and how these will be managed over the life of the project in the table below.

You should identify any risk and the associated controls that will be put in place to minimise the likelihood and/or consequences of the risk preventing the project from achieving its stated outcomes. In developing the risk matrix table you should consider the risks to delivery of the overall project and any risk specific to each practice/technology being trialled, the factors that may prevent the delivery of the intended practice, measurement or analysis, and consider how this will impact on the project results.

Remember that the likelihood and consequence of the risk occurring are assessed after planned or existing controls have been applied.

Up to 10 risks can be identified in the table below.

A risk matrix table is provided at www.daff.gov.au/actionontheground

Risk Management						
The risk <small>Limit 50 characters</small>	Potential causes/ sources <small>Limit 100 characters</small>	Potential impacts <small>Limit 100 characters</small>	Existing controls <small>Limit 100 characters</small>	Likelihood	Consequence	Risk level

The risk Limit 50 characters	Potential causes/ sources Limit 100 characters	Potential impacts Limit 100 characters	Existing controls Limit 100 characters	Likelihood	Consequence	Risk level
						unknown

b) Do you substantially accept the terms of the department's standard funding deed? * Yes No

Assessment criteria 5 – Managerial and financial competency 10%

a) Detail relevant experience and capacity of the applicant to manage and report on projects of this nature. Identify the managerial or financial roles of project partners where relevant. *

(Limit 1600 characters)

b) Provide examples of projects you have delivered in the table below. *

Up to three projects can be provided in the table below.

Project Management Experience				
Project name	Description Limit 400 characters	Funded by	Value \$ (GST Exclusive)	Duration (years)

c) Detail the financial management systems and policies in place to manage and report on the expenditure of project funds. *

(Limit 1000 characters)

Assessment criteria 6 – Project budget 10%

a) Applicant contributions *

Detail any contributions (cash and in-kind) provided by the applicant in the table below.

All contributions are to be identified, using one or more of the budget items listed, entered as whole dollars and as GST Exclusive amounts.

	2013-14 \$	2014-15 \$	2015-16 \$	2016-17 \$	Total (GST Exclusive)
Project staff and administration	0	0	0	0	0
On-farm costs	0	0	0	0	0
Monitoring (sampling and analysis)	0	0	0	0	0
Evaluation and reporting	0	0	0	0	0
Communications	0	0	0	0	0
Travel	0	0	0	0	0
Total	0	0	0	0	0

b) Project partner contributions

Detail any contributions (cash and in-kind) provided by the project partner(s) in the table below.

All contributions are to be identified, using one or more of the budget items listed, entered as whole dollars and as GST Exclusive amounts.

c) Do you have the written authority from each project partner confirming that their listed contribution can be offered as part of the project and is fully available for the project? *

Yes No

The department reserves the right to request copies of project partner's written authorities either as part of the assessment process or prior to executing the funding deed to ensure that project partner contributions are fully available to the project. Should written authorities not be available on request by the department the application may be deemed to be ineligible for funding.

d) Project budget *

Identify Commonwealth funding sought from the department (Grant) using the line items in the budget table below.

All budget amounts are to be entered, using one or more of the budget items listed, as whole dollars and GST Exclusive amounts.

Funding provided by the applicant and project partners will be automatically entered in the 'Other' column.

Project Budget										
Budget Item	2013-14		2014-15		2015-16		2016-17		Total Grant Funds \$	Total Project Budget \$
	Grant \$	Other \$	Grant \$	Other \$	Grant \$	Other \$	Grant \$	Other \$		
Project staff and Administration	0	0	0	0	0	0	0	0	0	0
On-farm costs	0	0	0	0	0	0	0	0	0	0
Monitoring (sampling and analysis)	0	0	0	0	0	0	0	0	0	0
Evaluation and reporting	0	0	0	0	0	0	0	0	0	0
Communications	0	0	0	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0	0	0	0
Equipment	0		0		0		0		0	0
Total	0	0	0	0	0	0	0	0	0	0
Max amounts	280,000		190,000		170,000		135,000		775,000	

Note:

- i. Total value of equipment or assets with an individual value of <\$4000 per item only.
- ii. Maximum project funding available for each project is \$775,000 (GST Exclusive).
- iii. There are funding limits for each financial year.
- iv. Funding is sought by year (not by milestones). Funding aligned to milestones and years will be negotiated as part of the development of the funding deed.
- v. All amounts in budget fields must be GST Exclusive.
- vi. Payment to your organisation will be dependent on your GST status.

Assessment criteria 7 – Project communications 5%

a) Explain how your communications strategy will provide information on the outcomes of the project to farmers, the broader agriculture sector, researchers and any other relevant stakeholders. (Limit 1000 characters) *

In your response provide information on the communication products and activities that will be used to engage and communicate project outcomes to stakeholders and the broader agriculture sector, including publication in peer reviewed technical and scientific literature.

Are you willing to freely share and make publicly available project information, data and results, including engaging in collaborative activities with researchers undertaking projects through the *Filling the Research Gap* program? *

Yes No

Are you willing to freely share and make publicly available project information, data and results, including engaging in collaborative activities with extension providers undertaking projects through the *Extension and Outreach* program? *

Yes No

8. Other considerations

Where projects are considered equal on merit on the basis of assessment against the above assessment criteria, the following additional criteria may be considered by the Expert Advisory Panel (additional considerations are equal in weighting):

- Previous funding for similar activities under round one of the *Action on the Ground* or *Filling the Research Gap* programs.
- The number of farmers and land managers participating in the project through on-farm trials and the size of the trials
- The size, extent, and geographic distribution of the on-farm trials and agricultural sectors represented in relation to the *Action on the Ground* priorities being addressed.
- Whether the farm practices or management strategies proposed are likely to be considered as common practices for the CFI or specifically excluded on the CFI negative list (see www.climatechange.gov.au.cfi).

9. Other applications to round two of Action on the Ground

Have you submitted other applications for grant funding under round two of *Action on the Ground*? * Yes No

10. Declaration and submission

Declaration

In making this application I declare, by ticking the relevant boxes, that:

- I have read, understood and agree to the information and conditions as described in the round two *Action on the Ground guidelines – 2013*.
- To the best of my knowledge all information provided in this application is true and correct and no information is false or misleading.
- I have the agreement of all parties identified in this application to include their details with this application.
- I have the written authority of the project partner/s named in the application to offer the full amount of contributions listed in Assessment Criteria 6 above exclusively for this project.
- I have the written agreement of the property owner/s to provide and maintain a trial site(s) over the life of the project.
- I understand that the information in this application may be disclosed to various parties as described in the round two *Action on the Ground guidelines – 2013*.
- As the applicant I am not receiving funding from any other source that will duplicate the activities for which funds are requested through round two of *Action on the Ground*.

Name *

Date *

Position in organisation *