Habitat Action Grants
Application Form 2019

Small grant – maximum $2,000 (excluding GST)

*Before completing this application you must read the Application Guidelines 2019 listed on the website at: http://www.dpi.nsw.gov.au/hag

1. Project title:

2. Is this project proposal in a coastal catchment (i.e. east of the Great Dividing Range) or an inland catchment (i.e. west of the Great Dividing Range)? (Please circle or delete as appropriate)

   COASTAL  INLAND

3. Funding Requested: $  
   Your estimated in-kind contribution: $  

4. Contact details* (*To be used to contact you to provide additional information about your application, and other matters related to the Habitat Action Program)

   Organisation:
   ABN:  
   GST registered?  Yes / No  
   Postal address:  
   Project manager name:  
   Phone number:  Mobile:  
   Email:

5. Project team and identified role and area of expertise of each team member*

<table>
<thead>
<tr>
<th>Name</th>
<th>Role within this project</th>
<th>Expertise within this project</th>
<th>Contact Details</th>
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*Project team members are those actually involved in the project, rather than those who have provided one-off advice (these people can be listed in Section 15).

5.1. Project Partners: List all other parties who have, or will provide financial or in-kind support towards your project. List the details of support being provided.

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5.2. Conflict of interest: Please outline any perceived or actual conflict of interest that may result from members of the project team.

5.3. Previous project experience:

<table>
<thead>
<tr>
<th>Grant source</th>
<th>Date applied</th>
<th>Project Name</th>
<th>Completed? Yes / No</th>
<th>Date completed</th>
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</table>

If not complete, explain why:

<table>
<thead>
<tr>
<th>Grant source</th>
<th>Date applied</th>
<th>Project Name</th>
<th>Completed? Yes / No</th>
<th>Date completed</th>
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</table>

If not complete, explain why:

6. Proposed project duration: (projects should run for 1 year only).

Start date: End date:

7. Media summary: (40 words or less - this will be used for website promotion - please provide a brief project description, more information can be provided in Section 10).

8. Project location and ownership:

Please attach maps indicating site location (including in catchment and regional context such as nearby towns) and photos of the site. Note: if the application is successful, photos can be taken from the same point during works and post-works to show the project’s progress i.e. a photo point.

Street address:

Latitude: Longitude:

<decimal degrees: eg -33.903666> (decimal degrees: eg 151.196145)

Lot/DP or Crown Land Identification Number and Reserve Name:

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Nearest town:

Waterway name: River catchment:

Is the site open to the public? (please delete or circle as appropriate) Yes / No

If Yes, provide details:

Who owns/manages the land? Choose: local government / state government / private

Land owner/manager contact number:

Note: If you are not the owner of the land on which the proposed activities are to be undertaken you will need written permission. This must be submitted with your application.

9. Development approvals:

Note: A successful Habitat Action Grant application does not negate the requirement for a NSW DPI Fisheries permit if applicable.

Are development approvals required? (please delete or circle as appropriate) Yes / No

If yes, outline details.

Have approvals been obtained or discussed with applicable government agency? (please delete or circle as appropriate) Yes / No / Pending / N/A

If yes, outline details.

10. Background: (Include the identified need for the proposed project and what issue the project will address. For degraded areas, describe the impact/cause of degradation and outline how the project will remove or mitigate this cause – include photos of degraded habitat).

11. Project objectives: Please list what you plan to achieve.


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13. What are your planned outcomes?

<table>
<thead>
<tr>
<th>Riparian fencing</th>
<th>(km)</th>
<th>Revegetation</th>
<th>(km)</th>
<th>(ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weed management</td>
<td>(km)</td>
<td>(ha)</td>
<td>Wetland rehabilitation</td>
<td>(ha)</td>
</tr>
<tr>
<td>Re-snagging</td>
<td>(no. of snags)</td>
<td>Erosion protection</td>
<td>(km)</td>
<td>(NOT revegetation)</td>
</tr>
<tr>
<td>Educational resources</td>
<td>(e.g. no. of signs/ brochures)</td>
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</table>

Other outcomes not listed above (please describe):

14. Methodology: How do you propose to carry out the project? Describe the stages of the project, including timeframes for each stage, and the methods and personnel that will be employed at each stage. Attach plans or diagrams where applicable.

**Please note:** Projects will be funded for 12 months only.

15. Project consultation and support: Attach letters of support or expert advice.

**Please Note:** Preference will be given to applications which demonstrate recreational fisher support and/or involvement. You must speak to one of the DPI Fisheries staff listed in the Guidelines regarding your project during development of the application.

15.1 Who from the contact list (refer to Guidelines document) have you spoken to about this proposal?

15.2 Who else have you spoken to about the project?

16. Maintenance: Please provide detail as to what activities will be implemented at the project site to promote general care and survival of the works once works have been completed. Include who will be responsible for these activities. The contribution toward matching funds of maintaining the project is capped at 3 years; however 3 years should be viewed as a minimum maintenance period after works are completed and the Final Report has been submitted.

17. Project promotion: How will the project activities and outcomes be promoted to the wider community? E.g. local media, newsletters, social media. Please note: Project promotion and communication is encouraged.
18. **Budget**: Provide a full cost breakdown of the total project including the line items for which you are seeking a Habitat Action Grant. You must also include in the project budget table any in-kind support (noting the requirement for dollar for dollar matching support).  
**Please note**: a maximum of **$2,000 (excluding GST)** can be sought for individual project applications.

**Good and services tax (GST):**
- If you, or the organisation administering the project, are **registered for GST**, please quote GST exclusive costings in your budget. The Trust will add GST to your grant payment.
- If you, or the organisation administering the grant, are **not registered for GST**, you will still pay GST on goods and services, therefore you need to quote GST inclusive prices in your budget.

**Example Budget (for a weeding and revegetation project)**

Guide only – **ENSURE VALUES ARE RELEVANT TO YOUR PROJECT.**

<table>
<thead>
<tr>
<th>Project item</th>
<th>Total cost per item</th>
<th>Funding Habitat Action Grant</th>
<th>Funding other (applicant in-kind, voluntary, other grant etc)</th>
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<tbody>
<tr>
<td>eg. Weed Control - herbicide 25L</td>
<td>$100</td>
<td>$100</td>
<td>$0</td>
</tr>
<tr>
<td>eg. Native tubestock for revegetation</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>eg. Voluntary labour - Revegetation &amp; weed control</td>
<td>$2,450</td>
<td>$0</td>
<td>$2,450</td>
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<tr>
<td>eg. Voluntary labour - On-going maintenance / weed control 6 days/yr x 2 people @ $35/hr for 3 years</td>
<td>$8,820</td>
<td>$0</td>
<td>$8,820</td>
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**Total** | **$12,870** | **$1,600** | **$11,270** |

Column 1 – describe item in detail (breakdown costs). Column 2 – total item and project costs. Column 3-4 – funding request from Habitat Action Grants and in-kind contributions. Total for Column 4 must be greater than total in Column 3.

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19. Your Project Budget:

Have you received funding or are you expecting to receive funding for this project from another source? Y/N

If YES you must identify the other party as project partner in your application. You may include this as in-kind to your project. You must identify the project line items to which this money will be used.

Please be realistic with costings – include quotes where possible.

**Administration:** cost associated with your project are **not** to exceed 10% of your total project budget.

**In-kind and voluntary labour** – maximum $35/hour only.

<table>
<thead>
<tr>
<th>Project item: Description of activity item, quantity &amp; cost per unit</th>
<th>Total cost per item</th>
<th>Funding Habitat Action Grant</th>
<th>Funding other (applicant in-kind, voluntary, other grant etc) Minimum Dollar for Dollar Contribution</th>
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<td><strong>Total</strong></td>
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20. **Milestones:** Break your project down into major steps some of which can be linked to a funding payment instalment. Please ensure a minimum of 10% of the total Fish Habitat Action Grant requested is linked to the submission of the Final Report. **

<table>
<thead>
<tr>
<th>Proposed Milestone Date (insert timeframe in months)</th>
<th>Milestone description</th>
<th>Funding Payment %</th>
<th>$</th>
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<tbody>
<tr>
<td>0 months</td>
<td>Execution of Funding Agreement</td>
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<tr>
<td>months</td>
<td>[insert activity reached to achieve payment]</td>
<td></td>
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<tr>
<td>12 months</td>
<td>Completion of program and submission and approval of final report by NSW DPI and RFT</td>
<td>10%</td>
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<td><strong>TOTAL:</strong></td>
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**NOTE:** It is preferred that 10% of the total budget is retained for the final payment. This will be provided on completion of the project and receipt of the project’s final report. Should the application be successful, a suitable payment schedule may be negotiated between the 2 parties.

**BEFORE YOU SUBMIT**
Please ensure you meet the program’s requirements BEFORE submitting your application. Applications may not be assessed if you do not have the following, if you do not have any of these, please explain:

- Minimum dollar for dollar (1:1) matching funds, either in-kind support or dollars?
- Y/N

- Involvement or support from local recreational fishers/fishing club?
- Y/N

- Included letter of support from local recreational fishers/fishing clubs?
- Y/N

- Letters of support and contact details from landholders and other stakeholders/partners involved in the project?

- You must have spoken to NSW DPI Fisheries contacts listed in Guidelines document (for project suitability to the program). State who below.

- Name of NSW DPI Fisheries contact spoken to:
  - Obtained technical advice from other experts (e.g. bank stabilisation, fish passage, re-snagging).
  - Y/N

- Location Maps (regional and local scale)

- Site Photos (max 5)

- Answered all the questions in the application form?

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