Habitat Action Grants Application Form 2018

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

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. **Contact details*** (*Personal details will only 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:

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

Name	Role within this project	Expertise within this project	Contact Details
			Ph:
			Email:
			Ph:
			Email:
			Ph:
			Email:
			Ph:
			Email:

**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).*

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

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

5. Previous project experience

Have you or the organisation managed similar projects previously?	Yes / No

If Yes, provide details for 2 most recent project:

Grant source	Date applied	Project Name	Completed? Yes / No	Date completed
If not complete, explain why:				
Grant source	Date applied	Project Name	Completed? Yes / No	Date completed
If not complete, explain why:				

6. Proposed project duration Projects should run for 1 year.

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:
(decimal degrees: eg -33.903666)

Longitude:
(decimal degrees: eg 151.196145)

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:

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 habitats).

11. Project objectives Please list what you plan to achieve

12. Benefits Describe direct benefits to recreational fishing.

13. What are your planned outcomes?

Riparian fencing	(km)	**Revegetation**	(km) (ha)
Weed management	(km) (ha)	**Wetland rehabilitation**	(ha)
Re-snagging	(no. of snags)	**Erosion protection**	(km) (NOT revegetation)
Educational resources	(e.g. no. of signs/ brochures)		

Other (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.

15. Project consultation and support Attach letters of support or expert advice. **Note:** preference will be given to applications which demonstrate recreational fisher support and/or involvement.

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

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.

17. Project promotion How will the project activities and outcomes be promoted to the wider community? e.g. local media, newsletters, social media. **Note:** Project promotion and communication is encouraged.

Habitat Action Grants Application Form 2018

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

Budget Provide a full cost breakdown of the total project including the project items for which you are seeking a Habitat Action Grant and those that do not require Habitat Action Grant funding, including in-kind support (noting the requirement for dollar for dollar matching support).

Note: a maximum of $2,000 (excluding GST) can be sought for individual project applications using this application form.

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 stay 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.

1	2	3	4
Project item: **Description of activity item, quantity & cost per unit**	**Total cost per item**	**Funding Habitat Action Grant**	**Funding other (applicant in-kind, voluntary, other grant etc)**
eg. Weed Control - herbicide $100 25L drum	$100	$100	$0
eg. Native tubestock for revegetation 500 plants @ $3 per plant	$1,500	$1,500	$0
eg. Voluntary labour - Revegetation & weed control 35 hours x 2 volunteers @$35 per hour	$2,450	$0	$2,450
eg. Voluntary labour - On-going maintenance / weed control 6 days/yr x 2 people @ $35/hr for 3 years	$8,820	$0	$8,820
Total	**$12,870**	**$1,600**	**$11,270**

Example Only

Column 1 – describe item in detail (breakdown costs). Column 2 – total item and project costs. Total for Column 4 must be greater than total in Column 3.

18. Your Project Budget

Please be realistic with costings
Add more rows as required.

Project item: **Description of activity item, quantity & cost per unit**	**Total cost per item**	**Funding Habitat Action Grant**	**Funding other (applicant in-kind, voluntary, other grant etc)**
	$	$	$
	$	$	$
	$	$	$
	$	$	$
Total	**$**	**$**	**$**

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

19. 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.****

Proposed Milestone Date (insert timeframe in months)	**Milestone description**	**Funding Payment** **%**	**$**
0 months	Execution of Funding Agreement		
months	*[insert activity reached to achieve payment]*		
months	Completion of program and submission and approval of final report by NSW DPI and RFT	**10%**	
	TOTAL:		**$**

*** **NOTE:** It is preferred that 10% of the total budget is retained for the final payment, which will be provided on completion of the project and receipt of the project's final report. **This does not mean that 10% of the budget should be allocated for administration relating to completion of the final report for the project**. If there is a need for this amount to be reduced (eg applicant is a small organisation / private landholder with low cash flow, and funding is used to pay contractors), there is room for negotiation on this final payment should the application be successful.*

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:

	Y/N
Minimum dollar for dollar (1:1) matching funds, either in-kind support or dollars?	
Involvement or support from local recreational fishers/fishing club?	
Included letter of support from local recreational fishers/fishing clubs?	
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. for fish passage issues)	
Included **a map and photographs** of the proposed project site to indicate its local, catchment and regional context?	
Answered **all the questions** in the application form?	