

Future Drought Fund: Drought Resilient Soils and Landscapes Grants Program

Application Form – Guidance Document and Checklist

NOTE: This document is for illustration purposes only to assist applicants with preparing responses to the online application form.

It does not display all questions contained in the application form due to the dynamic functionality driven by (depending on) applicant responses to certain questions. Therefore, you may be required to answer other questions in the application form in addition to those outlined in this guidance document.

This document **cannot** be submitted to the Community Grants Hub as part of your application.

What to consider when preparing your application.

- read all grant opportunity documents before you start your application
- gather required documents
- if you are leading other partners as part of a consortium (that is a combined application), contact your partners early to ensure that the final application has the full support of all partners
- start your application early and plan to submit well before the final deadline. Late applications will not be accepted
- you will not be able to progress through the application form until you have satisfied all relevant questions within each section (the standard sections of the application form are outlined below)
- if you need to gather additional information and come back to finish the application, you can click on the 'Save and exit' button at the bottom of the application form. Please ensure you take note of your submission ID to be able to return to and complete your application.

Step through guide of the standard sections within the application form

1. **Information** – This section will provide you with a 'Submission ID' (top right-hand side of the application form) and ask for your email address.
2. **Application Information** – This section outlines general information about the grant opportunity.
3. **Use of information** – This section outlines the use of information that you provide in your application form.
4. **Existing grant recipient** – In this section you will be required to confirm if you (the applicant) are an existing grant recipient. That is, do you have any existing Australian Government grants administered by the Community Grants Hub?
5. **Applicant details** – This section has several components and requires you to provide information about your organisation/structure. Depending on the answers you provide you may also need to provide/attach additional information. For example, if you answer 'no' when asked for an ABN number, you will need to include a 'Statement by supplier form (reason for not quoting an ABN to an enterprise)'.

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6. **Eligibility requirements** – This section requires information about the applicant/project to determine eligibility. Refer to the Grant Opportunity Guidelines (section 4 for eligibility criteria).
7. **Governance** – This section requires information about the applicant's governance arrangements. This includes 'reportable events' and whether the applicant can provide supporting documents – documented organisational and financial policies and procedures, business plan and/or strategic plan and risk management plan. (You will not be required to provide these documents at this point).
8. **Project/Activity Details** – This section requires information about your proposed project, including, but not limited to: project title, description, location, start and end date.
9. **Financials** – This section requires information on how the proposed grant funding will be split across each financial year and each service area (LGA). This section also requires bank account details for receipt of grant payments (if successful).
10. **Financial ratio analysis** – This section requires information to support understanding of your financial viability as an applicant. For example: although you are not required to attach them to the application at this stage, you are asked IF you could provide the two most recent sets of year-end statements?
11. **Assessment criteria** – This section will require you to address the assessment criteria. Refer to section 6 of the Grant Opportunity Guidelines. Please note that character limits apply – up to 3500 characters (approx. 525 words) per assessment criterion. (Spaces are included in the character limit).
12. **Additional information** – This section requires information on whether you plan to deliver the project/activity as the lead agency of a consortium, and if so, provide details of all consortium members.
13. **Attachments** – This section requires you to provide the required attachments (refer to section 7.1 of the Grant Opportunity Guidelines).
14. **Applicant contacts** – This section asks you to provide the name and contact details of your preferred contact person, and an alternative contact person. These nominated people will be the ongoing contact points for all correspondence regarding your application and the project (if successful).
15. **Declaration** – This section requires you to declare that you have read, understood and agree to the information provided as part of this grant opportunity. You are also required to declare that the information you have provided is true and accurate to the best of your knowledge, and if you have any conflicts of interest in submitting the application.

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Application Checklist

The following checklist has been prepared to assist you in making sure that your application is complete before you submit. This document should **not** be attached to your application - **please note this is a guide only.**

| Tick | Checklist |
|--------------------------|--|
| <input type="checkbox"/> | <p>Read all information in the Grant Opportunity documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Grant Opportunity Guidelines <input type="checkbox"/> Questions and Answers <input type="checkbox"/> Project Budget template <input type="checkbox"/> Commonwealth Standard Grant Agreement and Conditions <input type="checkbox"/> Commonwealth Standard Supplementary Terms <input type="checkbox"/> This Guidance document |
| <input type="checkbox"/> | <p>Check that you are an eligible applicant, and that your proposed project meets the eligibility requirements.</p> <p>In particular, you need to ensure that your project budget is compliant with eligible expenditure activities (including <u>not</u> exceeding any caps for example 10% administration or 25% capital expenditure etc. placed on specified activities). Refer to section 5.3 and 5.4 of the Grant Opportunity Guidelines.</p> |
| <input type="checkbox"/> | <p>Complete the online application form on GrantConnect or Community Grants Hub.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide all information requested <input type="checkbox"/> Address all eligibility criteria and assessment criteria <input type="checkbox"/> Include all required attachments. <ul style="list-style-type: none"> ○ Documentation to support applicants' entity type ○ Trust deed and any subsequent variations (if applying as a Trustee) ○ Project budget on the provided <u>mandatory template</u> ○ Evidence of support from consortia partners (if applicable) <p>Refer to section 7.1 of the Grant Opportunity Guidelines for further information on attachments.</p> <p><input type="checkbox"/> Submit your application/s to the Community Grants Hub by 9.00 pm (AEDT) on Tuesday 11 January 2022.</p> <p>NOTE that late applications will not be accepted, so to avoid any complications with submitting your application, we recommend that you do not leave this until the closing time. Please allow sufficient time for you to complete, check and submit your application – well ahead of the closing time.</p> |
| <input type="checkbox"/> | <p>Save a copy of your application for your records.</p> |

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