



Australian Government

Department of Industry, Science, Energy and Resources

Department of the Prime Minister and Cabinet

Sample application form

Black Summer Bushfire Recovery Grants Program

Version June 2021

This document shows the questions included in the online application form for this Black Summer Bushfire Recovery Grants Program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

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A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.]

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Black Summer Bushfire Recovery Grants Program
- Field 2 select - Black Summer Bushfire Recovery Grants Program

When you have selected the program, the following text will appear.

The grant opportunity provides funding to communities who have been impacted by the 2019-20 bushfires.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on 2 September 2021. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Black Summer Bushfire Recovery Grants.

Are you one of the following entities?

- an entity incorporated in Australia
- a company limited by guarantee
- an incorporated association
- an incorporated not for profit organisation
- a non-distributive co-operative
- an incorporated trustee on behalf of a trust
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#)
- an Australian local governing agency or body as defined in section 15 (for example, a Council)
- Mount Hotham Alpine Resort Management Board (ABN: 93 938 780 598), the Falls Creek Alpine Resort Management Board (ABN: 21 789 770 569), or the Mt Buller and Mt Stirling Resort Management Board (ABN: 44 867 982 534)
- an Australian Capital Territory government agency or body.

You must select one of the eligible options from a drop down menu to proceed to next question.

- Is your project in one or more of the eligible Local Government Areas (LGAs) listed in Appendix A of the grant opportunity guidelines?*

You must answer yes to proceed to next question.

- Will your project support the recovery or resilience efforts of communities in eligible Local Government Areas (LGAs) affected by the 2019-20 bushfires?*

You must answer yes to proceed to next question.

- Does your project have at least \$20,000 in eligible project expenditure?*

You must answer yes to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. About your organisation

D.1. Indigenous organisation

Is your organisation Indigenous owned?*

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?*

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

Sample

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Recovery or Resilience Needs

Identify one or more of the recovery or resilience needs your project aims to support.

You need to select one or more of the kinds of recovery or resilience needs - social recovery, economic recovery and/or recovery of the built environment. See Section 6.1 of the grant opportunity guidelines.

Select from list below

- social recovery and resilience
- economic recovery and resilience
- recovery and resilience of the built environment

E.2. Project Type

Select one or more of the criteria below that best describes/supports your eligible project activities

See section 6.1 of the grant guidelines and Appendix B

Select from list below

- projects that address an urgent and unmet need resulting directly from the 2019-20 bushfires
- enhance the cultural life of the community
- preserve or increase employment
- help to mitigate climate-related risk and damage
- address the health impacts of the bushfires
- benefit of Indigenous people or communities
- protect or promote interstate and overseas trade and commerce
- be delivered through a relevant communications service
- undertaken in the Australian Capital Territory
- run by local councils
- involve meteorological observations or statistical collection and analysis
- relate to insurance.

E.3. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your community.

E.4. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide a project plan including risk assessment which you should attach later in your application.

The level of information provided should be commensurate with the grant amount requested. For example, we expect a short project plan for a grant amount of \$300,000 or less, but for a larger grant amount, we expect a more comprehensive project plan.

E.5. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.6. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

Your project can start upon execution of a grant agreement, estimated to be from January 2022.

You must complete your project by 31 March 2024.

- Estimated project start date
- Estimated project end date

E.7. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 10 milestones.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date
- Estimated end date

E.8. Eligible Local Government Areas (LGAs)

Select your Eligible LGA from Appendix A

You can only undertake project activities in a Local Government Area (LGA) that has been declared as eligible for assistance under the Disaster Recovery Funding Arrangements (DRFA) for the 2019-20 bushfires. Individual projects may include activities that are undertaken in multiple eligible LGAs. Eligible LGAs are listed in Appendix A.

E.9. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$20,000.

You will also be required to attach a detailed project budget later in the application form. [Refer to the grant opportunity guidelines for the requirements of the budget.

Please note the below budget limitations:

Administrative support/overheads (including project management or project co-ordination) (max 10% of the grant)

Staff training (max 5% of the grant)

Contingency costs (max 10% of the grant)

Report on project outcomes (max 5% of the grant)

| | | | |
|----|---------------------|--|-----|
| 1 | Project expenditure | Equipment/ Materials (purchase or hire) | 100 |
| 2 | Project expenditure | Salary | 100 |
| 3 | Project expenditure | Contracts (excluding consultancies) | 100 |
| 4 | Project expenditure | Infrastructure / Building, including approvals | 100 |
| 5 | Project expenditure | Workshops, conferences and events | 100 |
| 6 | Project expenditure | Domestic Travel | 100 |
| 7 | Project expenditure | Administrative support/overheads (including project management or project co-ordination) | 10 |
| 8 | Project expenditure | Planning, environmental or other regulatory approvals | 100 |
| 9 | Project expenditure | Staff Training (max 10% of the grant) | 10 |
| 10 | Project expenditure | Contingency (max 10% of the grant) | 10 |
| 11 | Project expenditure | Report on project outcomes (max 5% of the grant) | 5 |
| 12 | Project expenditure | other | 100 |

| Type of expenditure | Head of expenditure | Financial Year | Cost |
|---------------------|---|----------------|------|
| Project expenditure | | | \$ |
| | Equipment/ Materials (purchase or hire) | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Salary | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Contracts | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Infrastructure / Building including approvals | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Workshops / Conferences /Events | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Domestic Travel | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Administrative support/ overheads (including project management or project coordination) | | \$ |

| Type of expenditure | Head of expenditure | Financial Year | Cost |
|---------------------------|---|----------------|------|
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Planning, Environmental or other regulatory approvals | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Staff Training | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Contingency | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Report on project outcomes | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| | Other | | \$ |
| | | 2021/22 | \$ |
| | | 2022/23 | \$ |
| | | 2023/24 | \$ |
| Total project expenditure | | | |

Total Project costs

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (50 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

How your project will assist in community recovery from the 2019-20 bushfires

You must demonstrate this by describing:

- a. how your project addresses the recovery or resilience needs of the community directly related to impacts of the 2019-20 bushfires through the adoption of/or investment in one or more of the following:
 - **social recovery and resilience needs** of the local community may include supporting mental and physical wellbeing and recovery, improving community connections and social inclusion through community development activities, cultural events and workshops, protecting local heritage and addressing disadvantage within the community, preserving Aboriginal cultural heritage and supporting Indigenous communities through activities, workshops and events.
 - **economic recovery and resilience needs** of the region may include job creation, new businesses, tourism and supporting local producers and suppliers. Projects must support communities, not just individual businesses or organisations.
 - **recovery and resilience of the built environment needs** may include the improvement or extension of existing infrastructure in a manner that drives economic growth, creates jobs and makes the affected LGA or broader region a more attractive place to live or visit.
- b. how your project complements, builds on and does not duplicate existing or planned 2019-20 bushfire recovery efforts in the community.
- c. the broader benefits that your project will deliver for the region and the community.

G.2. Assessment criterion 2 (50 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Capacity, capability and resources to deliver the project

You should demonstrate this by identifying

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience

- b. sound project planning to manage and monitor the project, including scope, implementation methodology, timeframes, budget and risk management planning (including mitigation of health risks associated with the current COVID-19 pandemic).

H. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions.

Sample

I. Bank account details

H.1 Bank Account Details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

Account details

Account name

BSB

Account number

Payment contact

Title

Given name

Family name

Position Title

Email address

Phone Number

Mobile number

J. Application finalisation

You must answer the following questions and add any supporting documentation required.

J.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

J.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3. Additional documentation

You must attach the following supporting documentation.

Files must be smaller than 2MB and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif. Filenames should only include letters and numbers and should be fewer than 40 characters in length.

Please note there is a cumulative file size limit of 20MB for each application. For any issues please contact 13 28 46. You will not be able to submit your application until all mandatory attachments have been uploaded.

- **Project Plan***

A detailed project plan that includes a risk management plan

- **Project Budget***

A detailed project budget that identifies costs under each head of expenditure and includes an explanation of how the costs were determined. Include any other third party contributions.

- **Evidence of community support***

Letters of support for your project, this can include testimonials

- **Evidence of landownership (where applicable)**

Where the proposed project site/s are not owned or managed by you, written consent is required from the property owner and/or property manager that allows for the implementation of the proposed project on each project site.

- **Trust deed (where applicable)**

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust. If your trust deed is too large or you cannot upload your document please contact us via BSBR@industry.gov.au

K. Primary contact page

You must provide the details of a primary contact for your application. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

Sample

L. Application declaration

In order to submit your application you will be required to agree to the following declaration.

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

L.2. Applicant declaration

I declare that I have read and understood the [program/grant opportunity] guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about

the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this [program/grant opportunity], has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.