Australian Government

Department of Industry, Science and Resources

Sample application form

Great Barrier Reef Citizen Science Program

This document shows the questions included in the online application form for this grant opportunity. 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 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. *If a question is not mandatory it will be clearly marked – Optional.*

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 your 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, Google Chrome and Microsoft Edge
- 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.

A. Program selection

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

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

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)

  or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

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 – Great Barrier Reef Citizen Science Program
- Field 2 select – Great Barrier Reef Citizen Science Program

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

Up to $4.3 million is available for this grant opportunity. The Great Barrier Reef Citizen Science Program (the program) will run from 2024-25 to 2029-30. The program will foster connection, education and stewardship of the Great Barrier Reef (the Reef) and deliver on the goals and strategic actions of the Reef 2050 Plan.

The projects deemed successful in this grant process will need to support citizen scientists to generate meaningful data which may inform future policy and program delivery. The Australian Citizen Science Association's definition of Citizen Science will be observed for this program and is as follows: public participation and collaboration in scientific research with the aim to increase scientific knowledge.

The objectives of the program are to:

- enable the general public to contribute to [Reef Trust Outcomes](#) and the delivery of the [Reef 2050 Plan](#)
- build greater community participation and stewardship
- engage the public in science by offering opportunities to participate, as citizen scientists, in scientific research projects that enhance understanding of the impact of biodiversity conservation efforts and/or water quality improvements.

The intended outcomes of the program are to:
- contribute to Reef Trust Outcomes and the Reef 2050 Plan
- generate credible, reliable data that directly related to the Great Barrier Reef which may support policy, program and management decision-making
- increase uptake of voluntary stewardship behaviours amongst Reef communities
- increase community participation in scientific research projects where participants learn new skills, form new networks, receive acknowledgement for their participation, and receive updates on their participation in specific research projects.

The maximum grant amount is $2 million. The minimum grant amount is $150,000.

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 17 January 2025. Please take account of time zone differences when submitting your application.

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.

B.   Eligibility

We will ask you the following questions to establish your eligibility for the Great Barrier Reef Citizen Science Program grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is.
    - an entity incorporated in Australia
    - an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
    - an incorporated association
    - an incorporated not for profit organisation
    - a publicly funded research organisation (PFRO) as defined in section 14 of the guidelines
    - an Australian local government agency or body as defined in section 14 of the guidelines
    - a Queensland Government agency or body
    - none of the above.

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

- Do you have relevant permits and approvals in place, or the ability to obtain relevant permits and approvals for your project?

You must answer yes to proceed to next question.

- Will your project align with the best practice citizen science advice available on the Australian Citizen Science Association's website?

You must answer yes to proceed to next question.

- Will your project generate and make available credible, reliable data on biodiversity and/or water quality improvements that is directly related to the Great Barrier Reef World Heritage Area?

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.

D.   Key contacts

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

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

- Title
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

Authorised signatory

- Title
- Given name
- Family name
- Phone number
- Email address

E. About your organisation

We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.

E.1. Latest financial year figures

All values must be whole numbers. For example:

6.5 months should be presented as 7 months

$2 million should be presented as $2,000,000.

- Has your organisation existed for a complete financial year?
- If yes, what was the latest complete financial year?
- If no, enter the number of months completed in the financial year to date.

Provide the following figures for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering $0 is acceptable if applicable for your organisation.

- Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E.2. ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification (ANZSIC) details for your organisation from a drop-down menu:

- your organisation's main revenue earning ANZSIC division.
- your organisation's main revenue earning ANZSIC class.

E.3. Indigenous organisations

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.

F.   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.*

F.1.   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 for publication.

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 foster connection, education and stewardship of the Great Barrier Reef and deliver on the goals and strategic actions of the Reef 2050 Plan.

F.2.   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 later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

F.3.   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.

F.4.   Project duration

If you are successful, you can commence your project no earlier than 1 February 2025.

Your project must be completed by 31 March 2030.

The start and end dates you enter here will drive the visible financial years in the project budget on the next page.

The project length will be calculated by the start and end dates you enter.

- Estimated project start date

- Estimated project end date
- Estimated project duration (in months)

F.5.   Project milestones

Provide details on the project milestones including the key activities occurring at each milestone. You must enter a minimum of 5 and a maximum of 10 milestones.

The milestone start and end dates must be within the project start and end dates.

- 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.
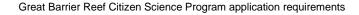
- Estimated start date
- Estimated end date

F.6.   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 location 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

G. Project partners

Provide details about all project partners.

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

If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

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 outlined in section 7.2 of the guidelines.

H. Project budget

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

- *Registered for GST - enter the GST exclusive amount.*

- *Not registered for GST - enter the GST inclusive amount.*

In order to achieve the minimum grant amount, your expenditure but be greater than $150,000. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.

You must attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

The following limits will be applied to the selected eligible expenditure items in the table below:

- *Administrative support activity costs are limited up to a maximum of 10 per cent of total eligible expenditure.*

- *Costs associated with monitoring and reporting activities are limited up to a maximum of 5 per cent of total eligible expenditure.*

- *The cost of an independent audit of project expenditure is limited up to a maximum of 1 per cent of total eligible expenditure.*

H.1. Eligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Labour and on-costs		$
		2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$
		2028/29	$
		2029/30	$
	Contractor costs		$
		2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2028/29	$
		2029/30	$
	Administrative support (Up to 10% of total eligible expenditure)	2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$
		2028/29	$
		2029/30	$
	Monitoring and reporting (Up to 5% of total eligible expenditure)	2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$
		2028/29	$
		2029/30	$
	Equipment		$
		2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$
		2028/29	$
		2029/30	$
	Domestic travel	2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$
		2028/29	$
		2029/30	$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Staff training	2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$
		2028/29	$
		2029/30	$
	Independent audit (Up to 1% of total eligible expenditure)	2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$
		2028/29	$
		2029/30	$
	Other expenditure		
		2024/25	$
		2025/26	$
		2026/27	$
		2027/28	$
		2028/29	$
		2029/30	$
Total			

Provide details of 'Other eligible expenditure.'

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

H.2.   Grant amount sought

Enter the grant amount sought. We will add GST to this where applicable.

The minimum grant amount under this grant opportunity is $150,000.

The maximum grant amount under this grant opportunity is $2 million.

I.   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.

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.

I.1.   Assessment criterion 1 (50 points)

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

Alignment with the program objectives and outcomes.

You should demonstrate this by identifying how your project:

   a. aligns with the Reef Trust Outcomes, including how the data from your project supports the maintenance or enhancement of the Outstanding Universal Value of the Great Barrier Reef (Reef) World Heritage Area

   b. contributes to the Reef 2050 Plan (in particular, to Enablers A and B)

   c. will strengthen community stewardship and partnerships amongst Great Barrier Reef communities

   d. will have a genuine research outcome and pathway to impact through

      i. the collection of data and metrics to enhance understanding of the impact of biodiversity conservation efforts and/or water quality improvements relating to the Great Barrier Reef World Heritage Area

      ii. the storage and publishing of citizen science-generated research outputs in an open-access format.

   e. intends to use the grant funding to leverage support and funding opportunities from other partners and community stakeholders, to support outcomes of the grant program beyond the life of the project.

I.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 through identifying

   a. your capacity to deliver the project, including a track record of managing similar projects

   b. your access to key personnel with the right skills and experience including project management, research and technical expertise

   c. how you will manage and monitor the project including how you will manage risks

   d. your readiness to commence the project (with appropriate insurance and approvals if applicable)

   e. how you will monitor and evaluate community stewardship during the project, including:

      i. baseline data

    ii.   the proposed measures of success/indicators

    iii.   targets linked to the objectives and outcomes of the project and how this information will be used to assess, adapt and report progress

You may wish to refer to a pilot toolkit for monitoring community stewardship for the Reef for a universal approach to measuring community Reef stewardship, to guide your monitoring and evaluation approach.

You must provide a detailed project plan to support your response to these criteria, including governance and risk management frameworks.

If your project engages Traditional Owners to incorporate a cultural knowledge component, the principes of Free, Prior and Informed Consent (FPIC) must apply.

J.   Bank account details

J.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.

J.2.   Account details

All payments are in AU$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

J.3.   Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

Given name

Family name

Email address

Phone number

K. Application finalisation

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

K.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.

K.2. Additional information

The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

You should attach additional supporting documentation here. You should only attach documents that we have requested.

Individual files must be smaller than 2.0MB, and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Project plan

You must attach a detailed project plan to support your response to the assessment criteria, including governance and risk management frameworks.

Detailed project budget

You must attach a detailed budget that reflects the expenditure listed in your project budget summary.

Risk management and mitigation plan

You must attach a risk management and mitigation plan describing how you propose to monitor and manage identified risk relevant to your project.

K.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

You must select from a drop-down menu.

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

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

You must select from a drop-down menu.

L.   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 and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- 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 grant opportunity guidelines, including the grant agreement, 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 applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

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 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.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true