

Protecting Our Places application form 2024

Closing date: 5 pm Tuesday 2 April 2024

Important information

Completing this form

- It is **essential** that you read the *Protecting Our Places program application guide 2024* (the **application guide**) because this will help you complete the application. The 'More information' section at the end of this form includes a link to the guide and other documents and websites referred to in the guide.
 - The structure of the application guide mirrors this form, for example, the guide has each of the 5 parts of the form (A to E), subheadings and questions in the same order as this form. This means you can easily find the question you are working on in the guide.
- To complete this form, you **must have** Adobe Acrobat Reader DC installed. This is free to download.
- The form will need to be saved each time. Once you have completed all of the details, save your final application and send it as an email attachment together with additional attachments.
- Answer every question. Where a question does not apply to your proposal, write 'not applicable' or briefly explain why.

Additional attachments

- Two maps, one **project location map** and one **project works map**, must be attached to your application:
 - The project location map locates your site within a regional context and should include a scale bar.
 - The project works map indicates what work you want to do during your project and where this work will occur. It must include a scale bar, even if it is only an approximate scale bar. This helps us understand the size of your proposed

works. If your proposed works extend over more than one site, please attach a project works map for each site.

- Additional attachments, such as a land management plan, should be included if you consider they enhance the merit of your application.

Submitting your application

- Part E of this application form provides a checklist for you to review before emailing your application and attachments to: apply@environmentaltrust.nsw.gov.au by the closing date: **5 pm Tuesday 2 April 2024**.
- The NSW Environmental Trust (the Trust) will advise all applicants if they are successful or unsuccessful. Unsuccessful applicants will be provided feedback to help improve their future applications.
- Successful applicants will receive project management support and training during the mandatory face-to-face regional workshops conducted at the start of their project.
- Applications that are late, incomplete or ineligible will not be considered.

Enquiries

NSW Environmental Trust

Telephone: 02 8837 6093

Email: info@environmentaltrust.nsw.gov.au

Part A: About your organisation and people

Applicant and organisation details

Refer to 'Part A: About your organisation and people' of the **application guide** (see link to guide in the 'More Information' section).

A1 Applicant details

| | | | |
|----------------|----------------------|--------------------|--|
| Contact person | <input type="text"/> | | |
| Organisation | <input type="text"/> | | |
| ABN | <input type="text"/> | Registered for GST | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Postal address | <input type="text"/> | | |
| Suburb | <input type="text"/> | State | <input type="text"/> |
| | | Postcode | <input type="text"/> |

A2 What is the legal status of your organisation?

Select **one** only.

The 'More information' section includes links to relevant websites and registers.

| | |
|---|----------------------|
| <input type="checkbox"/> NSW Local Aboriginal Land Council | |
| <input type="checkbox"/> NSW Registered Native Title Body Corporate Indigenous Corporation number: | <input type="text"/> |
| <input type="checkbox"/> Aboriginal non-profit incorporated organisation Indigenous Corporation Number (ICN): | <input type="text"/> |
| <input type="checkbox"/> NSW Incorporated Association* Incorporation number: | <input type="text"/> |
| <input type="checkbox"/> A non-distributing NSW Co-operative* Co-operative registration number: | <input type="text"/> |
| <input type="checkbox"/> Unincorporated Aboriginal organisation/group supported by an external manager** | |
| Other (please detail) | <input type="text"/> |

* If you are an association or co-operative you will need to provide a copy (as an attachment to your application) of your organisation's objectives/mission statement confirming the organisation's activities seek to provide benefits for and participation from Aboriginal people and

communities. See section '2. Eligibility' in *Protecting Our Places program guidelines 2024-25* (the **program guidelines**) for further information (see link to guidelines in 'More Information' section).

** If you are a community group that is not incorporated, you must nominate an external manager to auspice grant funding on your behalf. See section '2. Eligibility' in the **program guidelines** for more information and fill in the external manager details at section A5 of this form.

A3 Has this application been endorsed by your organisation's governing body/board?

You need to provide written confirmation that your body/board is aware of the project and their endorsement is required. It is important for them to confirm their understanding and commitment to support the proposed activities.

Note: failure to include a **letter of endorsement** without a reasonable reason may impact the assessment of your application.

No - If **no**, please explain why (e.g. the board is due to meet next month, you only recently became aware of the funding opportunity).

Yes - If **yes**, attach the letter of endorsement to the grant application (the 'More information' section includes a link to a sample letter of endorsement).

A4 Who is the applicant's primary contact?

Name

Title/Position

Organisation

Email

Phone

Mobile

A5 Who has authorised this application?

Include the details of an office bearer in your organisation (e.g. general manager, chairperson, CEO) who can confirm the accuracy of this information and can authorise the application.

| | | | |
|----------------|----------------------|--------|----------------------|
| Name | <input type="text"/> | | |
| Title/Position | <input type="text"/> | | |
| Organisation | <input type="text"/> | | |
| Email | <input type="text"/> | | |
| Phone | <input type="text"/> | Mobile | <input type="text"/> |

External manager authorisation (if applicable)

If you intend on appointing an external manager to manage the grant funding (i.e. auspice funds on your behalf), include the details of an office bearer (e.g. general manager, chairperson, CEO or executive officer) who can confirm the accuracy of the information within the application and can commit the organisation to the grant, if awarded. This person will be a contact for the project.

| | | | |
|----------------------|----------------------|--------------------|--|
| Organisation | <input type="text"/> | | |
| ABN | <input type="text"/> | Registered for GST | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| ICN* (if applicable) | <input type="text"/> | | |
| Postal address | <input type="text"/> | | |
| Suburb | <input type="text"/> | State | <input type="text"/> |
| | | Postcode | <input type="text"/> |
| Title | <input type="text"/> | First name | <input type="text"/> |
| | | Surname | <input type="text"/> |
| Position | <input type="text"/> | | |
| Phone | <input type="text"/> | Mobile | <input type="text"/> |
| Email | <input type="text"/> | | |

* Indigenous Corporation Number

A6 Current status of your organisation?

How does your organisation make decisions?
(e.g. board, committee, quorum of members, director)

| |
|--|
| |
|--|

| | | |
|----------------|-----------------------------------|--|
| Office bearers | President/chair/CEO | |
| | Treasurer/chief financial officer | |

Number of years trading

Number of full-time employees

Number of part-time employees

If you are a membership-based organisation, approximately how many members do you have?

A7 Insurance

It is a condition of your grant that you have adequate insurance cover, including public liability insurance of \$10 million (minimum), workers compensation and volunteer insurance. Please provide details of your insurances below:

| | Public liability | Workers compensation | Volunteer |
|------------------------|------------------|----------------------|-----------|
| Company | | | |
| Policy numbers | | | |
| Coverage | | | |
| Currency (expiry date) | | | |

A8 Has your organisation previously received Environmental Trust funding?

No Yes If yes, please provide reference numbers and/or project title

| Program | Reference number | Project name | Amount \$ | Status |
|---------|------------------|--------------|-----------|--------|
| | | | | |
| | | | | |

A9 Has your organisation received grant funding for this project site from a body other than the Trust?

No Yes If yes, please provide details

| Funding source | Year | Amount \$ | Status |
|----------------|------|--------------|--------|
| | | | |
| | | | |
| | | | |

Part B: About your project

Tangible environmental outcome

B1 Project title (maximum of 100 characters including spaces)

B2 Project summary – tell us what your project is about

B3 Project location and map – where will the project take place?

Provide location information for your project (see links in ‘More information’ section).

Local Aboriginal Land Council

Local Land Services region

Local government area

State electorate

Decimal degrees (e.g. latitude –32.190189, longitude 149.945062) can be determined by accessing **Google Maps** , navigating to your project site and right-clicking on ‘What’s here?’

Latitude
(decimal degrees)

Longitude
(decimal degrees)

A **project location map** must be submitted with your application to show the project boundaries within a regional context. It should include major regional landmarks, such as rivers, major roads, towns, cities and national parks, as well as standard inclusions like a scale, north point and legend. It allows the Technical Review Committee to understand where the project is located within the landscape and how it will interact with other environmental assets.

Please refer to the *Guide to developing maps for NSW Environmental Trust grant applications* (see link in 'More Information' section) which offers a step-by-step guide to preparing appropriate maps using **NSW Spatial Map Viewer**.

Attach your project location map and mark it Attachment 1.

B4 Project works map(s) – to show what works will occur on site

A **project works map** must be submitted with your application. It is specifically focussed on your project site and should provide a clear picture of your project's activities and/or work zones. It is also very important to include standard mapping elements such as a scale bar (even if it is only an approximate scale bar), north point and legend. These will allow the Technical Review Committee to clearly understand what and where you are planning for your project activities. It is good to think of the map as a visual representation of all the words you've written in your application.

Please refer to the *Guide to developing maps* which offers a step-by-step guide to prepare an appropriate map using **NSW Spatial Map Viewer** to assist your preparation.

Attach your project works map and mark it Attachment 2.

B5 Land ownership – who owns the land and/or holds a lease over the land?

Who owns the land where the proposed works will take place?

Owner:

If a lease exists, who is the leaseholder (lessee) of the land where the proposed work will take place?

Leaseholder:

Do you have written approval/permission from the landowner, manager and/or leaseholder to undertake works on the site? Written approval in the form of a **letter of support** should be attached with the application (see link in 'More Information' section):

| | | | |
|-------------|-----------------------------|------------------------------|-----------------------------|
| Landowner | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Leaseholder | <input type="checkbox"/> NA | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If no, please explain why (e.g. you will gain approval when the board next meets).

Project justification

Clearly describe the environmental issue you are addressing and explain its significance to the NSW environment. Use evidence to demonstrate that there is a strong need for action. Further information can be found in the **program guidelines** (see link in 'More Information' section).

B6 What are the cultural and environmental issues you want to address?

B7 What studies, reports, assessments or management plans exist for the site and/or the environmental issues? Please note, evidence is not essential.

| Document title and date | Who is the author? | What part of the document does your project relate to and how will it address the environmental issue and/or meet a target. |
|-------------------------|--------------------|---|
| | | |
| | | |
| | | |

B8 What work do you want to do? List activities in the sequence you plan to undertake them.

B9 Mandatory capacity-building workshops

Successful grantees are required to undertake mandatory capacity-building workshops facilitated by the Trust. The workshops provide support to grantees to fully develop their project plan.

These workshops occur over 2 orbits, both 2 days in duration:

- Orbit 1 is scheduled for **October 2024**.
- Orbit 2 is scheduled for **November 2024**.

You must attend all 4 days of the workshops.

The workshops are conducted in regional locations depending on the location of successful grantees.

Each grantee can nominate at least 2 attendees. The workshops should be attended by the people who will manage or have direct involvement in the project. Elders and/or project partners are welcome to attend at any stage of the workshop series.

Name of attendee

Name of attendee

B10 Is the protection of a specific threatened species the primary focus of your project?

No Yes If 'yes', list the species you wish to focus on in your project, in priority order.

For assistance, go to the **Threatened biodiversity profile search** webpage or the Department of Climate Change, Energy, the Environment and Water (the department) **Threatened species** webpage (see links in 'More Information' section).

| No. | Common name | Scientific name | NSW conservation status |
|-----|-------------|-----------------|-------------------------|
| | | | |
| | | | |
| | | | |

B11 Will your project be carried out in a threatened ecological community?

No Yes If 'yes', list the community impacted by your project and how you found out about the community (e.g. plan of management, the department's mapping).
Further instructions on how to locate threatened ecological communities near your project is provided in the **application guide**.

| No. | Community name | How did you find out? | NSW conservation status |
|-----|----------------|-----------------------|-------------------------|
| | | | |
| | | | |
| | | | |

B12 Is this project part of a larger, ongoing program?

No Yes If yes, briefly explain the linkages between this project and your overarching program.

B13 Are the environmental issues or the activities proposed core business or the legal responsibility of any person or organisation involved in the project?

No Yes **Note:** the portion of the project that is core business is not eligible for funding. However, funding may be available for the parts of the project that are not core business.

Capacity to deliver

Refer to **Part B ‘Capacity to deliver’** of the **application guide**.

B14 Collaborators

List up to 4 key people/organisations who will work with you to deliver this project and their roles and responsibilities. Others may be identified during Stage 1 – Planning.

Letters of support (see link to an example letter in the ‘More Information’ section) need to be prepared by each project partner or key stakeholder who is fundamental to the delivery of your project. If not included with the application, there will be an expectation that this letter will be provided with the Stage 1 – Planning progress report.

| Person’s name, position and group/organisation | Reason for involvement | Intended role in project design and/or delivery | Letter of support confirming participation included Yes/No |
|--|------------------------|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

B15 Experience

Briefly outline your organisation's experience with similar projects. **Note:** experience is not essential as support will be provided during the capacity-building workshops.

B16 Please declare any real, potential or perceived conflicts of interest

This can relate to any aspect of the proposed project. For example, agreeing to pay a family member or close friend to manage the project without any recruitment, seeking quotes or actively looking for other contractor/s or people capable of doing the work.

Indicative project budget

Refer to **Part B ‘Indicative project budget’** of the **application guide**.

B17 Please provide an indicative budget breakdown of the funding you are seeking

You need to provide an indicative budget for both the planning and implementation stages of your project. This includes general expenditure items and their amounts. A detailed budget will be prepared during the project management workshops.

Budget considerations for inclusion:

- Funds to employ a project manager for Stages 1 and 2 should be included.
- Funds for an end-of-project audit are mandatory.
- Applicants are encouraged to consider including funds to engage an Elder as project ambassador.

| Stage 1 – Planning (maximum \$12,000) Expenditure item | Estimated funds sought from the Trust \$ | Estimated contribution by others \$ |
|---|---|--|
| When entering dollar amounts below, do not enter the comma or \$ sign , this is automated. (e.g. \$10,000 should be entered as 10000) | | |
| EXAMPLE: Community meeting including catering and venue hire (Delete this row once you’ve completed the budget) | \$1,000 | \$200 |
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |
| | | |
| Elder (project ambassador) (calculated by allocating an hourly rate & multiplying by total number of hours) | | |
| Project management (capped at up to 30% of the total project value and includes salary and salary on-costs) | | |
| Stage 1 – Planning total | | |

Part C: Referees

Refer to 'Part C: Referees' of the **application guide**.

Please provide details of 2 referees outside of your organisation who we can talk to about your organisation and your project.

Referee 1

Name

Title/Position

Organisation

Email

Phone

Mobile

Referee 2

Name

Title/Position

Organisation

Email

Phone

Mobile

Part D: Application feedback

Please provide some basic feedback on your experience with applying to the Protecting Our Places program. The Trust uses feedback to improve its processes and future program documents.

1. Where did you hear about the program?

- | | | |
|---|---|--|
| <input type="checkbox"/> Newspaper advert | <input type="checkbox"/> Email from the Trust | <input type="checkbox"/> Trust website |
| <input type="checkbox"/> Web search | <input type="checkbox"/> Colleague or other contact | <input type="checkbox"/> Specialist/professional network |
| <input type="checkbox"/> Other | | |

2. Time taken to develop your project (including negotiations with collaborators)

- | | | | |
|--|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Less than 5 hours | <input type="checkbox"/> 5–20 hours | <input type="checkbox"/> 20–40 hours | <input type="checkbox"/> More than 40 hours |
|--|-------------------------------------|--------------------------------------|---|

3. Time taken to complete the application form

- | | | | |
|--|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Less than 2 hours | <input type="checkbox"/> 2–5 hours | <input type="checkbox"/> 5–10 hours | <input type="checkbox"/> More than 10 hours |
|--|------------------------------------|-------------------------------------|---|

4. Difficulty completing the application

- | | | | | |
|------------------------------------|-------------------------------|-----------------------------------|------------------------------------|---|
| <input type="checkbox"/> Very easy | <input type="checkbox"/> Easy | <input type="checkbox"/> Moderate | <input type="checkbox"/> Difficult | <input type="checkbox"/> Very difficult |
|------------------------------------|-------------------------------|-----------------------------------|------------------------------------|---|

5. Do you have any suggestions for improvements or issues you would like to raise?

Part E: Application submission

Use the following checklist to make sure that your application is complete and accurately represents your project. It is recommended that you read the **program guidelines** and **application guide** to make sure your application is consistent with the program objectives and rules, particularly those sections covering the eligibility and assessment criteria. Links to these guides are provided in the 'More information' section.

Is your application complete?

- All questions in the application form have been answered.
- Answers have been typed only in the spaces provided in the form. The blue boxes provided for answers to questions are a set size; and the boxes should not expand to accommodate additional text if you continue to type beyond the bottom of the text box. Text that is not visible in the text box will not be considered.
- An A4-size project location map (including a scale) is included as Attachment 1.
- An A4-size project works map (including a scale) is included as Attachment 2.
- The application has been authorised by the appropriately authorised person.
- Letters of support from project partners/stakeholders are included.
- A letter of endorsement from your organisation's governing body/board is included.

How to submit your application

- Save your application form PDF as: 'Organisation name - POP application'.
- Save your attachments as, for example: 'Organisation name – Attachment 1 – project location map'(file naming requirements are explained in the application guide).
- Submit your entire application by email. Postal or faxed submissions will not be accepted.
- Only submit one application per email. Email subject line must be: 'Organisation Name – POP Application'.
- If you are submitting 2 applications, number them accordingly (i.e. POP Application 1 or 2).
- Do not zip your application documents. Compressed/zipped files will not be accepted by the Trust.
- Application forms must be sent in PDF format.

Email to: apply@environmentaltrust.nsw.gov.au

Closing date: 5 pm Tuesday 2 April 2024

Applications that are late, incomplete or ineligible will not be considered.

More information

Protecting Our Places guidelines and application forms

- [Protecting Our Places application guide 2024](#)
- [Protecting Our Places program guidelines 2024–25](#)
- [Sample letter of support and tips \(Protecting Our Places 2024\)](#)
- [Sample letter of endorsement and tips \(Protecting Our Places 2024\)](#)
- [Guide to developing maps for NSW Environmental Trust grant applications](#)

Organisation legal status information and registers (Question A2)

- [NSW Aboriginal Corporations – Registration options](#) – Office of the Registrar of Indigenous Corporations (ORIC) webpage
 - [Public register of Aboriginal corporations – ORIC webpage. Use the ‘FIND A CORPORATION’ search function.](#)
- [Aboriginal non-profit incorporated organisation](#)
- [NSW Incorporated Associations – About associations](#) – Fair Trading webpage
 - [NSW Incorporated associations register](#)
- [NSW Registered Native Title Body Corporates](#)
- [Non-distributing NSW Co-operatives – About co-operatives](#) – Fair Trading webpage
 - [Search for co-operatives in NSW \(Co-operatives register\)](#)

Locality websites/administrative boundaries (Question B3)

- [Local Aboriginal Land Council areas](#)
- [Local Land Services regions](#)
- [Local councils](#)
- [State electorate boundaries](#)

Other useful websites

- [Adobe Acrobat Reader](#)
- [Google Maps](#)
- [NSW Spatial Map Viewer](#)
- [Threatened species webpage](#) – Department of Climate Change, Energy, the Environment and Water
- [Threatened biodiversity profile search](#)