Application Form

Flying-Fox Roost Management in Queensland

Grant program details

Grant program details	
Program stream	Select an item:
Name of grant program	Flying-Fox Roost Management in Queensland

Please complete all sections of this form:

1 – Information about Council
2 – Information about the project
3 – How the proposal addresses the assessment criteria
4 – Project costs
5 – Declaration and authorisation
6 – Additional information

Section 1

Council details

Council details	
Council name	
Council address	

Principal contact person within Council			
Title			
First name		Last name	
Position title		Phone	
Email			
Secondary contact person within Council			
Title			
First name		Last name	
Position title		Phone	
Email			

Joint applications (regional collaboration/group of councils)	
Lead Council	*A single council must be the contracting party and will be responsible for contract management and delivery*
Is this application being made in partnership with any other councils?	☐ Yes ☐ No

If yes, please complete the following details:		
Partner name		
Organisation type		
Partner address		
Letter of support A letter of support from each partner must be submitted including: • details of the partner organisation • an overview of how the partner organisation will work with the lead Council and any other partner organisations in the group to successfully complete the project/service • the roles/responsibilities of the partner organisation and the resources they will contribute (if any) • details of a nominated management level contact officer		☐ Attached

Section 2

Project details

Project details	
Project (title) Maximum of 10 words to be used in project plan and all correspondence	
Project type	Roost vegetation enhancement
Project description	
Project plan	
Please attach a Project Plan **OR** include, as a minimum: a. Project title b. Project description, including objectives and resilience outcomes c. Scope of works d. Project schedule – project timeframes, clear milestones and deliverables e. Detailed project budge f. Project risks.	

Project location

For non-infrastructure projects, detail one central location such as the applicant's central office	
How is the location identified?	☐ Street address and lot on plan (all lots must be listed) or ☐ Street address and lot on plan for an adjoining or adjacent property of the premises (appropriate for road reserves or water bodies adjoining or adjacent to land).

Enter either stress address or coordinates:

Street address *Add additional rows as required*				
Site Number	Lot and Plan Number (e.g. RP, SP)	Street address	Town/Suburb	Postcode
Site 1				
+ Add additional site/s				

OR

Coordinates For projects involving a single point location, please provide start X-coordinate and start Y-coordinate. X and Y-coordinates can be found using Google Maps. For projects involving multiple sites on one asset, please list coordinates of each site. Please enter 5 decimal places for greater asset location. X values must be between 132.00001 and 155.00001 Y values must be between -9.00001 and -30.00001				
Site Number	Start X-coordinate:	End X-coordinate:	Start Y-coordinate:	End Y-coordinate:
Site 1				
+ Add additional site/s				

Electorate/s		
Site Number	State Electorate/s	Federal Electorate/s
Site 1		
+ Add additional site/s		

Land ownership

[for capital projects]

Has the Council secured land tenure arrangements?	
Does Council have all necessary approvals confirmed to allow the project to proceed? Provide details.	

Project readiness

What stage is the proposed project at?	Contractual stage

Priority

Total number of applications being submitted	
If more than one application is being submitted, order of priority for this application compared to the other applications (with 1 being the highest priority)	

Timeframes

Estimated project start date *This date must be from [01/06/2021] onwards*	
Estimated project completion date *This date must be before [31/12/2024]*	
Please provide details of any potential issues that may impact on the commencement and/or completion of this project	

Project Risk Management Register

Submit a completed Risk Management Register, using the template in *Appendix A*, to provide details of any potential risks that may impact on the commencement and/or completion of this project and identify mitigation strategies.	☐ Yes – Risks and mitigation strategies identified

Section 3

Alignment with objectives

Strategic Alignment	
How does this project align with the program aims and objectives? (Refer to the Program Guidelines)	

Response to assessment criteria

Please insert the assessment criteria from the relevant Program Guidelines, or attach a separate document with your responses to the assessment criteria.

Criterion	**Response**
1.	

2.	
3.	
4.	
5.	

Financial soundness and value for money

How does this project demonstrate financial soundness and value for money? Consider the: whole-of-life costs (if applicable); return on investment; avoided costs; qualitative considerations (e.g. social, environmental and health benefits). Attach an options analysis or cost-benefit analysis (if applicable).	

Provide details of the ongoing operational, maintenance and replacement costs for the project and outline how these costs will be met.

Operational, maintenance and replacement details	**Whole-of-life costs**	**$ per year**	**Funding source**
	$	$	
	$	$	
	$	$	

Supporting documentation (as applicable)

Copy of flying-fox roost management plan	
Copy of strategic/community plan	
Evidence of consultation	
Evidence of planning permission, environmental approval, building approval, as relevant	
Maps	
Other	

Section 4

Proposed project budget

Breakdown of project costs (include all funding sources)	Amount (ex GST)
Estimated Total Project Cost (the total estimated cost of the project, which includes both Eligible Project Costs and ineligible costs)	$
Third Party Contributions (if any) (please specify contributor details and amounts in the table below)	$
Ineligible costs (costs that are not Eligible Project Costs under the Program Guidelines).	$
Total Eligible Project Cost	**$**
Recipient's Contribution	$
Project Funding sought (i.e. funds to be provided by the State for the Project)	**$**

Note: applicants must ensure the Project Funding sought aligns with the requirements for funding under the Program Guidelines.

Further details on Third Party Contributions

Third Party Contributions *Please indicate the sources, value and approval status of all funding contributions to the project.* *Do not include in-kind contributions in this section*			
Third Party Contributor (entity contributing funding)	**Contribution description** (e.g. grant, loan, etc.)	**Status**	**Amount (ex GST)**
			$
			$
Total Third Party Contributions			**$**

Cost break down

Breakdown of project costs *Provide a breakdown of all project costs, including a contingency of up to 15 percent, and indicate how these costs will be distributed between the financial contributors*	☐ Yes – Project cost breakdown attached
How have costs been calculated?	Select from items:
Additional notes on funding matters that may impact upon delivery of the project	

Section 5

Supporting document checklist

☐	
☐	
☐	
☐	

Section 6

Additional information

This section is optional - include any additional relevant information not otherwise provided in this application form.

Terms and conditions

Declaration and Authorisation

☐	By submitting an application, the applicant:
	• warrants to the State that:
	  ○ the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in determining whether or not to select the applicant for the Grant Program;
	  ○ the proposed project complies with the Program Guidelines;
	• undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;
	• acknowledges that the State will rely on the above warranty and undertaking when evaluating the application;
	• acknowledges that the State may elect to remove an applicant at any stage as a result of material changes to the information presented in its application;
	• acknowledges that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
	• is taken to have accepted the guidelines and these terms and conditions.

Authorised Person		Position title	
Signature		Date signed	

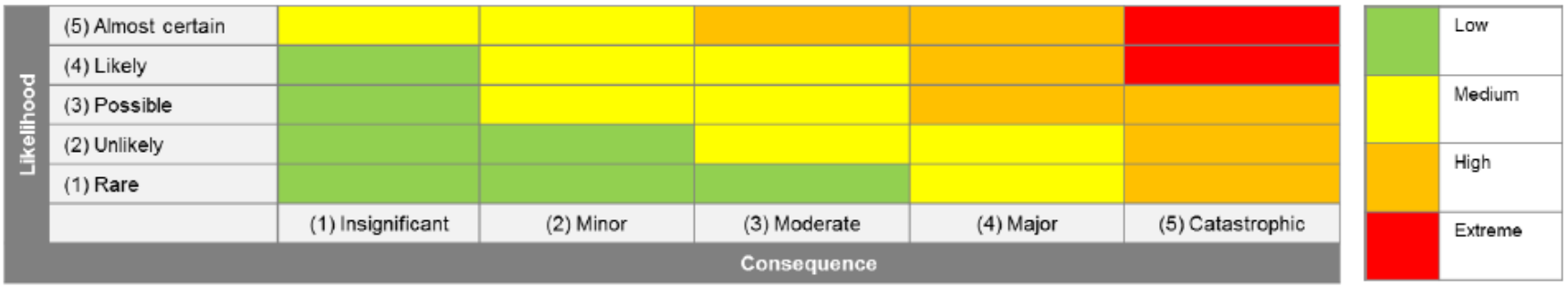
Glossary

Refer to the Program Guidelines for the full list of Definitions	
Term	Meaning
Eligible Project Costs	means the costs that the Project Funding may only be applied towards and described in section 2.5(a) of the Program Guidelines
Estimated Project Start Date	means the proposed date the Project and its associated activities are scheduled to commence
Estimated Project Construction Start Date	means the proposed date the construction component of the Project is scheduled to commence
Estimated Project Completion Date	means the proposed date the Project, and its activities, is scheduled to be completed by
Estimated Total Project Cost	means the total estimated cost of the project, which includes both Eligible Project Costs and ineligible costs
Ineligible costs	means the costs that are not Eligible Project Costs and described in section 2.5(b) of the Program Guidelines
Program Guidelines	means the guidelines applicable to the Grant Program, as amended from time to time.
Project Funding	means the funds requested to be provided by the State to the Recipient.
Project Funding Agreement End Date	means the date the Project Funding Agreement period ends
Recipient	means the successful applicant provided with funding by the State
Recipient's Contribution	means the financial contribution by the Recipient to complete the Project
Third Party Contribution	means the financial contribution provided by another entity
Third Party Contributor	means another entity, other than the Council and the Administration Agency, that will provide the Third Party Contribution.
Total Eligible Project Costs	means the total cost of the project that does not include ineligible costs

Appendix A – Risk Management Template

Provide details of any potential risks that may impact on the commencement and/or completion of this project.

#	Risk Category	Risk Description	Likelihood	Consequence	Rating	Mitigation/Treatment Strategy

Legend:

Likelihood of occurrence	Definition (Rate of occurrence)
Almost certain	Several times within the next year, or over 90% probability
Likely	Once within the next year, or 70% – 90% probability
Possible	At least once within the next 1 – 5 years, or 30% – 70% probability
Unlikely	Once within the next 5 – 10 years, or 10% – 30% probability
Rare	Less than once in the next 10 – 20 years, or less than 10% probability