

# LGIS Behaviour Change Coordinator Application

## Form Preview

### GENERAL INFORMATION

\* indicates a required field

### ABOUT THE PROGRAM

#### **IMPORTANT - PLEASE READ THE FOLLOWING INFORMATION BEFORE COMMENCING YOUR APPLICATION ONLINE**

Thank you for your interest in the Department of Environment, Science and Innovation (DESI or the department) Let's Get it Sorted (LGIS) Partnership Program (Behaviour Change Coordinator). This is the application portal to submit a funding proposal.

Please read the [program guidelines](#) before continuing this application.

The objectives of the program are to:

- Support groups of geographically aligned councils to engage a coordinator (a resource) to develop and coordinate Education and Behaviour Change (EBC) activities aligned with councils' priorities, regional waste management plans, and that are complementary to activities funded through other department programs
- Facilitate enhanced engagement and efficiencies across councils within a region in relation to EBC activities
- Facilitate delivery of EBC activities.

#### **Key considerations**

Successful applicants must be able to enter into an agreement with the department.

Projects must be completed by 30 June 2028.

The department has acknowledgement of funding requirements for all activities and items funded by the Queensland Government. Specific details of funding acknowledgement will be addressed in any agreement between the department and successful applicants. General information on funding acknowledgement can be found here:

<https://www.qld.gov.au/environment/management/funding/funding-acknowledgment-requirements>

#### **Further information**

The Grants Administration Unit, DESI, is managing the application process. If you wish to discuss any details of your application, please contact the Grants Administration team on (07) 3330 6360 or by emailing [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au).

### BEFORE YOU BEGIN

#### **NAVIGATING (FILLING OUT) THE APPLICATION FORM**

On the left hand side of every screen, there is a box which links directly to every page of the application form. Click the link to move directly to the page you want. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application form.

You are strongly encouraged to save your application form every 5 to 10 minutes to reduce the risk of loss of information.

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### **SAVING YOUR DRAFT APPLICATION FORM**

If you want to leave a partially completed application, press 'save' and log out. When you log back in and click the 'My Applications' link at the top of the screen, you will find a list of applications you have started or submitted.

You can re-open your draft application and continue where you left off.

### **DOWNLOAD DRAFT APPLICATION**

You can also download any application, whether in draft form or submitted, as a PDF file. Click on the 'Download' button at the bottom of the application navigation panel.

### **SUBMITTING YOUR APPLICATION**

You will find a 'Review' button at the bottom of the navigation panel. You need to review your application before you submit it. Ensure that all fields and mandatory questions marked with an asterisk '\*' are completed.

Once you have reviewed your application, you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

**IMPORTANT: Any question marked with an asterisk (\*) is mandatory. Failure to answer any of these questions will stop you from being able to complete and submit your application form.**

**Once you have submitted your application, no further editing or uploading of supporting documents is possible.**

When you submit your application form, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email address that you used to register with SmartyGrants.

***If you do not receive a 'confirmation of submission' email, then your application has not been received. Review the error message highlighted in red and ensure that all mandatory fields have been completed. You should then be able to successfully submit your application.***

### **ATTACHMENTS AND SUPPORTING DOCUMENTS**

You will need to upload attachments to support your application. This is simple but will require you to have the documents saved on your computer, or on a USB stick, or similar.

You will need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however files up to a maximum of 5MB are recommended - the larger the file, the longer it takes to attach.

Remember - some requested document fields are mandatory. Failure to attach them will stop you from being able to successfully submit your application form.

If you are not able to attach a document, please contact SmartyGrants on phone (03) 9320 6888 for technical support.

### **COMPLETING AN APPLICATION IN A GROUP OR TEAM**

A number of people can work on an application form using the same login details, as long as only one person is working on the application form at a time. Ensure that you save as you go. It is recommended that the email address provided be accessible by multiple people within the organisation, such as *admin@project.com.au*. This ensures that correspondence is readily seen and allows for any changes in staff throughout the duration of the project.

### **SPELL CHECK**

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Most internet browsers (including Firefox v2.0 and above, Safari, and Google Chrome) have spell check functions built in. You can switch this function on or off by adjusting your browser settings.

### HELP

If a technical error occurs, staff at SmartyGrants are available to help you. Contact them on phone (03) 9320 6888 during business hours or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au) and quote your application number.

Help is available to guide you through using this form - please download the [Help Guide for Applicants](#).

## PRIVACY STATEMENT

The Department is collecting personal information in the application form to assess your application for funding and prepare a grant agreement should your application be successful.

All personal information you provide in this application form, including all attachments, will be routinely provided to the following parties for assessing the application:

- Other Queensland Government agencies to assess your application; and
- External assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for the Environment and the Great Barrier Reef and Minister for Science and Innovation Ms Leanne Linnard and the Minister's members of staff for reporting purposes (except for that information which relates to the Department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Department's media platforms:

- Your organisation's name
- Total amount of funding allocated
- Project name, location and description
- Project outcomes

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is under the control of the department, you may contact [Right to Information Services](#).

If you have any questions or concerns regarding the privacy of your personal information, please [contact us](#).

**I have read and accept the Privacy Statement. \***

Yes

## ANTI-CYBERBULLYING POLICY

If successful, each grant recipient must ensure that it implements and maintains for the term of the grant agreement, an anti-cyberbullying policy and process for the detection,

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prevention, intervention, reporting and management response of cyberbullying acts or allegations. For further information please visit [Australian Government eSafety website](#).

**I have read and understand this requirement \***

Yes

## APPLICANT DETAILS

\* indicates a required field

**Name of applicant organisation \***

Organisation Name

**Trading Name (if applicable)**

**Applicant ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Primary address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Postal address (if different to above)**

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### Preferred phone number \*

Must be an Australian phone number.

### Primary email \*

Must be an email address.

It is recommended that the email address provided be accessible by multiple people within the organisation, such as [admin@project.com.au](mailto:admin@project.com.au).

## ACCOUNTABLE OFFICER WITHIN APPLICANT ORGANISATION

### Name \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

### Position within organisation \*

### Primary telephone number \*

Must be an Australian phone number.

If you are providing a landline, you must include an area code

### Email address \*

Must be an email address.

### Other phone number

Must be an Australian phone number.

If you are providing a landline, you must include an area code

## PREFERRED CONTACT PERSON WITHIN APPLICANT ORGANISATION

### Is the preferred contact person the same as the Accountable Officer listed above?

\*

- Yes  
 No

## PREFERRED CONTACT PERSON DETAILS

**Please ensure** that this person is aware of the application and able to readily respond to any questions regarding this application. It is preferable the contact person is the registered SmartyGrants user.

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### Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Preferred Contact Officer position \*

### Contact Officer phone number \*

Must be an Australian phone number.

### Contact Officer email \*

Must be an email address.

## ADDITIONAL CONTACT PERSON DETAILS

### Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position \*

### Primary phone number \*

Must be an Australian phone number.

### Primary email \*

Must be an email address.

## PROJECT PARTNERS

### Which region are you applying for? \*

- |  |  |
|--|--|
| <input type="checkbox"/> South East Queensland (CoM)         | <input type="checkbox"/> Greater Whitsundays Council of Mayors (CoM)         |
| <input type="checkbox"/> Darling Downs/South West Queensland | <input type="checkbox"/> Central Queensland RoC                              |
| <input type="checkbox"/> Far North Queensland RoC            | <input type="checkbox"/> Wide Bay Burnett region                             |
| <input type="checkbox"/> North Queensland RoC                | <input type="checkbox"/> Remote Area Planning and Development Board (RAPAD). |
| <input type="checkbox"/> North West Queensland RoC           | <input type="checkbox"/> Other: <input type="text"/>                         |

No more than 1 choice may be selected.

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### Select all councils that are represented by this project. \*

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Aurukun Shire Council              | <input type="checkbox"/> Croydon Shire Council                   | <input type="checkbox"/> Longreach Regional Council               | <input type="checkbox"/> Richmond Shire Council                |
| <input type="checkbox"/> Balonne Shire Council              | <input type="checkbox"/> Diamantina Shire Council                | <input type="checkbox"/> Mackay Regional Council                  | <input type="checkbox"/> Rockhampton Regional Council          |
| <input type="checkbox"/> Banana Shire Council               | <input type="checkbox"/> Doomadgee Aboriginal Shire Council      | <input type="checkbox"/> Mapoon Aboriginal Shire Council          | <input type="checkbox"/> Scenic Rim Regional Council           |
| <input type="checkbox"/> Barcaldine Regional Council        | <input type="checkbox"/> Douglas Shire Council                   | <input type="checkbox"/> Maranoa Regional Council                 | <input type="checkbox"/> Somerset Regional Council             |
| <input type="checkbox"/> Barcoo Shire Council               | <input type="checkbox"/> Etheridge Shire Council                 | <input type="checkbox"/> Mareeba Shire Council                    | <input type="checkbox"/> South Burnett Regional Council        |
| <input type="checkbox"/> Blackall-Tambo Regional Council    | <input type="checkbox"/> Flinders Shire Council                  | <input type="checkbox"/> McKinlay Shire Council                   | <input type="checkbox"/> Southern Downs Regional Council       |
| <input type="checkbox"/> Boulia Shire Council               | <input type="checkbox"/> Fraser Coast Regional Council           | <input type="checkbox"/> Moreton Bay Regional Council             | <input type="checkbox"/> Sunshine Coast Regional Council       |
| <input type="checkbox"/> Brisbane City Council              | <input type="checkbox"/> Gladstone Regional Council              | <input type="checkbox"/> Mornington Shire Council                 | <input type="checkbox"/> Tablelands Regional Council           |
| <input type="checkbox"/> Bulloo Shire Council               | <input type="checkbox"/> Gold Coast City Council                 | <input type="checkbox"/> Mount Isa City Council                   | <input type="checkbox"/> Toowoomba Regional Council            |
| <input type="checkbox"/> Bundaberg Regional Council         | <input type="checkbox"/> Goondiwindi Regional Council            | <input type="checkbox"/> Murweh Shire Council                     | <input type="checkbox"/> Torres Shire Council                  |
| <input type="checkbox"/> Burdekin Shire Council             | <input type="checkbox"/> Gympie Regional Council                 | <input type="checkbox"/> Napranum Aboriginal Shire Council        | <input type="checkbox"/> Torres Strait Island Regional Council |
| <input type="checkbox"/> Burke Shire Council                | <input type="checkbox"/> Hinchinbrook Shire Council              | <input type="checkbox"/> Noosa Shire Council                      | <input type="checkbox"/> Townsville City Council               |
| <input type="checkbox"/> Cairns Regional Council            | <input type="checkbox"/> Hope Vale Aboriginal Shire Council      | <input type="checkbox"/> North Burnett Regional Council           | <input type="checkbox"/> Weipa Town Authority                  |
| <input type="checkbox"/> Carpentaria Shire Council          | <input type="checkbox"/> Ipswich City Council                    | <input type="checkbox"/> Northern Peninsula Area Regional Council | <input type="checkbox"/> Western Downs Regional Council        |
| <input type="checkbox"/> Cassowary Coast Regional Council   | <input type="checkbox"/> Isaac Regional Council                  | <input type="checkbox"/> Palm Island Aboriginal Shire Council     | <input type="checkbox"/> Whitsunday Regional Council           |
| <input type="checkbox"/> Central Highlands Regional Council | <input type="checkbox"/> Kowanyama Aboriginal Shire Council      | <input type="checkbox"/> Paroo Shire Council                      | <input type="checkbox"/> Winton Shire Council                  |
| <input type="checkbox"/> Charters Towers Regional Council   | <input type="checkbox"/> Livingstone Shire Council               | <input type="checkbox"/> Pormpuraaw Aboriginal Shire Council      | <input type="checkbox"/> Woorabinda Aboriginal Shire Council   |
| <input type="checkbox"/> Cherbourg Aboriginal Shire Council | <input type="checkbox"/> Lockhart River Aboriginal Shire Council | <input type="checkbox"/> Quilpie Shire Council                    | <input type="checkbox"/> Wujal Wujal Aboriginal Shire Council  |
| <input type="checkbox"/> Cloncurry Shire Council            | <input type="checkbox"/> Lockyer Valley Regional Council         | <input type="checkbox"/> Redland City Council                     | <input type="checkbox"/> Yarrabah Aboriginal Shire Council     |
| <input type="checkbox"/> Cook Shire Council                 | <input type="checkbox"/> Logan City Council                      |   |  |

### Contact details of councils represented by this project

If additional line items are required you can do this by clicking the Add More button to the bottom right.

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Council name	Council Accountable Officer name	Accountable Officer contact number	Accountable Officer email address

## APPLICATION ELIGIBILITY

\* indicates a required field

### Have you read the LGIS Partnership Program - Behaviour Change Coordinator Guidelines? \*

- Yes  
 No

If you answered 'no', please stop your application and read the guidelines before proceeding any further. Program guidelines here: <https://des.smartygrants.com.au/d/files/dlm/8a15b2a1f0a6f356acde2cdfa1a148fe5f48ec69>

### Eligible organisation

To be eligible for funding under this program, you must be:

(a) a regional group of councils, which is a legal entity (i.e. a regional organisation of councils, RoC). Or

If a group of councils wishes to apply for funding which will benefit multiple local government areas in a region, however the group of councils is not a legal entity, then:

(b) all councils must be identified in the application for funding; and(c) a single council constituted under the Local Government Act 2009 must be nominated as the lead contact, who will be the contracting party and will be responsible for contract management and delivery.

### Is your organisation an eligible organisation? \*

- Yes  
 No

If no, your organisation is ineligible to receive funding

### Eligibility organisation type

#### Please confirm your eligibility type: \*

- A regional group of councils, which is a legal entity i.e. a regional organisation of councils (ROC)  
 A single council constituted under the Local Government Act 2009 (Qld) or the City of Brisbane Act 2010, submitting an application on behalf of a group of councils

### Do you acknowledge, as the Applicant Organisation, that you will be the contracting party and responsible for management and delivery of the project? \*

- Yes  
 No

If no, your application is ineligible.



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**Please confirm that you understand that a participating council can only be represented by one regional coordinator. \***

- Yes  
 No

If no, your application is ineligible.

**Please confirm that only one regional coordinator will be approved per endorsed Regional Waste Management Plan (RWMP)? \***

- Yes  
 No

If no, your application is ineligible.

**Please confirm that up to two regional coordinators will be approved per endorsed RWMP? \***

- Yes  
 No

If no, your application is ineligible.

**Please confirm that up to three regional coordinators will be approved per endorsed RWMP? \***

- Yes  
 No

If no, your application is ineligible.

It is necessary for all applications to include a letter from the representative ROC or similar, on letter head, which:

- Endorses the project; and
- Endorses the project budget and any contributions from the ROC.

**Please upload endorsement from the ROC. \***

Attach a file:

It is necessary for all applications to include a letter from each participating council, on council letter head, from the Chief Executive or equivalent, which

- Endorses the project and the councils participation;
- Endorses the governance and sharing arrangements between councils;
- Endorses the Regional Waste Management Plan; and
- Endorses any cash or in-kind contribution from council.

**Please upload endorsement from each participating council. \***

Attach a file:

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**Is the project consistent with the objectives of the Program? \***

- Yes  
 No

If no, your application is ineligible.

**Will the project resource coordinate development and delivery of education and behaviour change activities that align with the representative RWMP and individual council priorities? \***

- Yes  
 No

If no, your application is ineligible.

**Is the project capable of being completed by 30 June 2028? \***

- Yes  
 No

If no, your application is ineligible.

**Will the project be undertaken in the applicant's region and shared between all participating councils? \***

- Yes  
 No

If no, your application is ineligible.

You are ineligible to apply for this program. You cannot progress any further in this application.

If you would like to discuss this further please contact the Grant Administration Unit on 3330 6360 or [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au).

## PROJECT DETAILS

\* indicates a required field

### PROJECT DETAILS

**Project Title \***

Behaviour Change Coordinator for [insert region name here]

Please add the region name to the above pre-populated field. This should be the same region selected in the question 'Which region are you applying for' of this application form. For example; if the location you are applying for is South East Queensland, the response to this question is - 'Behaviour Change Coordinator for South East Queensland'.

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### Project Summary

- Engage a coordinator in the South East Queensland region, to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.
- Engage a coordinator in the Darling Downs/South West Queensland region, to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.
- Engage a coordinator in the Far North Queensland region, to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.
- Engage a coordinator in the North Queensland region, to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.
- Engage a coordinator in the North West Queensland RoC region, to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.
- Engage a coordinator in the Greater Whitsundays Council of Mayors (CoM), to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.
- Engage a coordinator in the Central Queensland RoC region, to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.
- Engage a coordinator in the Wide Bay Burnett region, to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.
- Engage a coordinator in the Remote Area Planning and Development Board (RAPAD) region, to develop and deliver waste education and behaviour change intervention activities for householders, aligned with the Regional Waste Management Plan.

Choose the relevant project summary for your project from the options above. Only one should be selected.

### Start date \*

Must be a date.

Anticipated employment start date

### End date \*

Must be a date and no later than 30/6/2028.

Anticipated employment end date.

### Are there any councils within the region who are not taking part in the project? \*

- Yes
- No

### Please provide details of why the council/s are not participating and any correspondence had with these council(s) about this matter? \*

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**Attach copies of any correspondence had with council(s).**

Attach a file:

**How will the coordinator be appointed? \***

- |   |  |
|---|--|
| <input type="radio"/> Part time                       | <input type="radio"/> Engaging a contractor                  |
| <input type="radio"/> Full time                       | <input type="radio"/> Appointing wages across existing staff |
| <input type="radio"/> Seconding existing staff member | <input type="radio"/> Other                                  |

**What is the rationale for this appointment approach? \***

**What is the length of employment (month/years)? \***

List the number in years and months eg 2, 2.5, 3

## EDUCATION AND BEHAVIOUR CHANGE PRIORITIES

Please provide details of the priorities, actions and deliverables of the resource.

Link the actions and deliverables to priorities listed in your regional waste management plan and individual council priorities.

More rows can be added if needed.

EBC Priority	Timeframe	Actions and Deliverables	Resource needed
List priorities listed in the EBC			

## OUTCOMES MONITORING AND EVALUATION

### Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)

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- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

Your outcomes	Alignment with our outcomes	How does your intended outcome link to our outcomes?
What changes do you expect will occur as a result of your project (e.g. reduced contamination in yellow bin)? Please be brief. One per row.	Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.

## Your metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

There are two types of metrics. An 'Outcome Metric' is a measurement designed to help you determine whether progress towards an outcome is occurring or not, and quantify the extent to which it is occurring. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example).

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Target	Collection method	Explanatory notes	Type of metric
One per row. Add more rows if you want to list additional metrics (e.g. reduction in litter and illegal dumping incidents.).	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. reports, case studies, administrative data, observation/ investigation.	Add notes if you need to provide more context.	'Activity metrics' measure an activity (e.g. 'Number of households reached through Love Queensland Let's Keep it Clean' tools. 'Outcome metrics' measure the change experienced

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				by a population group (e.g. 'Number of tonnes recyclable material recovered)').

## Our metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative metrics you may be able to report on.

Metric	Target	Collection method	Explanatory notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. reports, case studies, administrative data, observation/ investigation.	Add notes if you need to provide more context.

## COSTS AND BUDGET

\* indicates a required field

### GST INFORMATION

Applicants registered for GST will not be provided with funding to account for costs directly associated with GST and are required to provide the GST exclusive amount in their budget. Recipients registered for GST can claim the GST component for any expenditure that they incur back from the ATO.

Where an applicant is not registered for GST, the budget may include the GST as a cost component of the grant.

For advice on GST, please seek assistance from the [Australian Tax Office](#).

#### Is your organisation registered for GST? \*

- Yes  
 No

### Funding Requested

Funding of up to \$440,000 (GST exclusive) over four years is available per regional coordinator (until 30 June 2028). Please ensure only eligible project costs are listed in the below budget table, refer to the program guidelines for a full list.

All costs listed in the table should be **GST exclusive** figures. Add further rows if required by clicking the 'Add More' button.

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Budget Item	Rationale	2024/2025	2025/2026	2026/2027	2027/2028
		Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

### Budget Totals

<b>Total expenditure 2024/2025</b>	<b>Total expenditure 2025/2026</b>	<b>Total expenditure 2026/2027</b>	<b>Total expenditure 2027/2028</b>
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

**TOTAL GRANT FUNDING SOUGHT**

\$

This number/amount is calculated.

### Cash and in-kind support

All costs listed in the table are to be **GST exclusive** figures.

Specify the nature and extent of support (cash and in-kind) from other sources: detail extent of applicant organisation and partner (councils, other) organisation cash and in-kind support for the project.

Costs that are ineligible for funding but required for successful completion of the project are expected to be contributed by the applicant and supporting councils.

Note all participant contributions must be endorsed by council in the endorsement letter to be uploaded with this application.

- In-kind contributions such as volunteer hours, machinery or equipment provided by your organisation or any other organisation.
- Volunteer time or labour contributed to a project can be calculated at \$46.62 per hour. Professional or contractor time contributed should be calculated at \$100 per hour.

Add further rows if required by clicking the 'Add More' button.

Organisation Contact	Status	Description	Cash Amount	In-kind amount
			\$	\$
			\$	\$
			\$	\$
				Must be a dollar amount.

### Total cash and In-kind support

\$

This number/amount is calculated.

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### Total project costs

**Requested funding**

\$

This number/amount is calculated.

**Total Contributions**

\$

This number/amount is calculated.

**Project Total**

\$

This number/amount is calculated.

**How have costs been calculated? \*****Please provide evidence of cost calculations (employment awards, evidence of current on-costs, quotes etc) \***

Attach a file:

## GOVERNANCE

\* indicates a required field

**How will the resource be shared between councils, including budgeting, on-costs, additional costs, office space, travel? \*****What is the planned governance and reporting structure of the coordinator between councils? \*****Please provide details of the predicted work schedule and workload of the resource. \***

This links with the EBC priorities listed above.

**How will the project be managed and monitored to ensure successful delivery and completion? \***



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What management structures does your organisation have in place to ensure all activities are completed successfully? Who will oversee this project? How will it be monitored to ensure milestones are met?

**Detail participating council's capability and capacity to deliver the project, including evidence of councils working together and previous experience. \***

**Upload any supporting evidence of the governance arrangements for the proposed coordinator position, including management and reporting arrangements.**

Attach a file:

**Please upload a copy of your Risk Management Assessment here.**

Attach a file:

## SUPPORTING DOCUMENTATION

\* indicates a required field

### DOCUMENTATION FOR YOUR ORGANISATION

Please attach one of the following to confirm that your organisation is eligible:

- Certificate of incorporation
- Certificate of registration of a company

\*

Attach a file:

### INSURANCE DOCUMENTATION

#### **CERTIFICATE OF CURRENCY - PUBLIC LIABILITY INSURANCE**

Please upload a Certificate of Currency for public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.

# LGIS Behaviour Change Coordinator Application

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Evidence of public liability insurance must be provided to the Department before any funding is released.

### **Please upload certificate to support your application \***

Attach a file:

Only required for the ROC or lead agency who will be the employer of the coordinator.

### **CERTIFICATE OF CURRENCY - WORKPLACE HEALTH AND SAFETY**

Please upload a Certificate of Currency for Workplace Health and Safety for coverage of workers as required under the *Work Health and Safety Act 2011*.

### **Please upload certificate to support your application \***

Attach a file:

Only required for the ROC or lead agency who will be the employer of the coordinator.

## FINANCIAL DOCUMENTATION

Please provide financial documents to support your application:

- The most recent bank statement of the applicant organisation, showing the BSB and account number.

**Please note:** this will be the nominated bank account the grant funds will be distributed to, should your organisation be successful in receiving funding.

### **Please upload the most recent bank statement to support your application \***

Attach a file:

### **Please attach any other documents that support your application here.**

Attach a file:

## DECLARATION

\* indicates a required field

### CONFLICT OF INTEREST

**Does this project have any real or perceived conflict of interest that you are aware of? \***

- Yes  
 No

A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of

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the project fairly, objectively and independently. A conflict of interest may relate to land ownership, salaries, employment (such as being a Queensland State Government employee), contractor payments or source of project supplies.

**If 'yes' please provide details below.**

### RECIPIENT CREATED TAX INVOICE (RCTI)

*RCTI is a tax invoice generated by the recipient (the Department) responsible for issuing the payment. More information can be [found here](#) at the Australian Taxation Office.*

#### **Agreement to issue RCTI:**

As you have indicated above that your organisation is **registered for GST**. The following conditions will apply if your application is successful:

- The grantee and the Department must be registered for GST when the Tax Invoice is issued;
- The grantee will not issue a tax invoice in respect of the supply of services under this Agreement;
- The grantee acknowledges that it is registered for GST and agrees to notify the Department if the grantee ceases to be registered or if ceases to satisfy any of the requirements relating to RCTI;
- The Department acknowledges that it is registered for GST and agrees to notify the grantee if the Department ceases to be registered or if it ceases to satisfy any of the requirements relating to RCTI; and
- If changes to your GST status occur during the duration of the project, the grantee must notify the Department;
- I understand that the above conditions apply, and that the Department will create an invoice on the organisations behalf, if the application is successful.

**I agree to the above RCTI conditions: \***

- Yes  
 No

### INVOICE

As you have indicated above that you/your organisation is **not registered for GST**. If the application is successful, you will be requested to submit an invoice to the Department for the approved funding amount.

The invoice **must not include GST**.

### DECLARATION

I declare that all information provided in this application is true and correct and no information is false or misleading.

I am authorised by my group/organisation to complete this form.

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I agree that the Department of Environment, Science and Innovation does not accept any liability for the project.

I have the written agreement of all parties identified in the application to include their details within the proposal.

I understand that information provided in this project proposal may be disclosed to internal and external parties as required to undertake assessment of the application in accordance with the program guidelines.

I declare that I have, or will obtain, written approvals from landholders and understand that written approvals are a pre-requisite to receiving any funding for the project.

I declare that I have, or will request, all necessary Commonwealth, State and Local planning permits and any other permits and approvals required to undertake this project and understand that such permits and approvals are a pre-requisite to receiving any funding for the project.

I understand that ownership of materials purchased through this grant remains the property of the applicant organisation.

If successful, I will:

- Ensure that all necessary permits/approvals are obtained prior to the commencement of the project
- Ensure that the project will be covered by appropriate insurances
- Ensure that all relevant health and safety standards will be met
- Ensure that all progress reports are submitted to the department in the form and on the dates specified in the Grant Agreement
- Ensure that acquittal requirements are met in accordance with the Grant Agreement signed by both parties
- Ensure that funds are claimed within six months of notification
- Accept the terms and conditions of the grant in accordance with the Department of Environment, Science and Innovation requirements
- Provide any documentation required by the Department of Environment, Science and Innovation on request.
- Ensure that an anti-cyberbullying policy and process for the detection, prevention, intervention, reporting and management response of cyberbullying acts or allegations is implemented and maintained for the duration of the grant. For further information please visit [Australian Government eSafety website](#).

**I agree to the above \***

- Yes  
 No

**Name of accountable officer \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be a CEO, senior staff member, board member or appropriately authorised person.

**Signature**

Please download/print the form and upload a signed copy below.

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**Upload signed declaration here \***

Attach a file:

**Position of accountable officer \***

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Contact email \***

Must be an email address.

**Date \***

Must be a date.