LGIS Behaviour Change Intervention Application
Form Preview

Application information

* indicates a required field

ABOUT THE PROGRAM

CLOSING DATE: Midday, Thursday 6 June 2024.

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. 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 Queensland councils to deliver education and behaviour change interventions for the correct use of existing kerbside waste and recycling services by Queensland households.
- Increase recovery and recycling rates and reduce contamination in kerbside waste and recycling services.
- Support Queensland councils to deliver education and behaviour change interventions that aim to reduce the incidences of litter and illegal dumping.
- Increase recovery of lost resources from litter and illegal dumping behaviours.
- Facilitate the implementation of consistent, statewide messaging for improving kerbside recycling practices and reducing litter and illegal dumping in Queensland.

To better understand your project and whether it aligns with the objective of the program, the department is looking for key information including proponent details, project details, governance and funding. Proponent details must be entered into the SmartyGrants form below. However, remaining project information can be attached in whatever format suits the applicant.

Key considerations

Successful applicants must be able to enter into an agreement with the Department and projects must be completed by September 2025.

Successful applicants will be required to provide Queensland Government acknowledgement of funding as part of any promotional activity or items where funding has been received under this program. Acknowledgment information is available at: www.qld.gov.au/environment/management/funding/funding-acknowledgment-requirements

HELP

If a technical error occurs, staff at SmartyGrants are available to help you. Contact them on (03) 9320 6888 during business hours or email 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.

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.

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 (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.

SPELL CHECK

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.

Further information

The Grants Administration Unit, DESI, is managing the application process. If you wish to discuss any details of your application, please don't hesitate to contact the Grants Administration team (07) 3330 6360 or emailing grantsadministration@des.qld.gov.au.

PRIVACY STATEMENT

DESI 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, Minister for Science and Innovation Leanne Linnard and the Minister's members of staff for reporting purposes (except for information which relates to the department's confidentiality obligations).

The department will seek your consent for any use or disclosure outside these specific terms.

If your application is successful, the following information will be routinely published on DESI'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 an anti-cyberbullying policy and process for the detection, 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 Eligibility

* indicates a required field

Have you read the LGIS Partnership Program – Behaviour Change Intervention Grant Guidelines? *
○ Yes
○ No
If you answered 'no', please stop your application and read the guidelines before proceeding any further. Program guidelines available here: https://des.smartygrants.com.au/d/files/dlm/a86531979a299b5a4fa170d2bb4d4f54743f16.

Are you a local government body constituted under the Local Government Act 2009 (Qld) or the City of Brisbane Act 2010? *
○ Yes
○ No

Is your council eligible for project funding as per the eligibility criteria under the program guidelines? *
○ Yes
○ No

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

Contact the department via grantsadministration@des.qld.gov.au if you wish to discuss this further.

Endorsement from council

It is necessary for councils to provide a letter from the council Chief Executive (or equivalent), on council letterhead, for:

- Endorsement of the project; and
- Endorsement of the project budget and any co-contributions from council.

Do you confirm that the project, and any co-contributions, are: *
○ Endorsed by the council Chief Executive (or equivalent)
○ Currently in the process of seeking council endorsement
○ Intend to seek council endorsement
Please note: if successful in obtaining funding, council endorsement will need to be provided prior to entering into a grant agreement.

Applicant Details

Applicant organisation *
Organisation Name

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Primary Address *

Postal Address (if different to Primary Address)

Preferred phone number *

Must be an Australian phone number.

Other phone number

Must be an Australian phone number.

Organisation preferred email *

Must be an email address.
Please ensure a generic email address is provided.

Applicant Accountable Officer

Name *

Title First Name Last Name

Applicant Accountable Officer position *

Applicant Accountable Officer phone number *

Must be an Australian phone number.

Applicant Accountable Officer email *

Must be an email address.

Additional contact person details

Additional Contact Officer *

Title First Name Last Name

Additional Contact Officer phone number *

Must be an Australian phone number.

Applicant Contact Officer email *

Must be an email address.

Project partners (if applicable)

Partner organisation name

Organisation Name

Partner 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Preferred phone number

Must be an Australian phone number.

Preferred email

Must be an email address.

CONFLICT OF INTEREST DECLARATION

Please advise if any of the above contact officers have a conflict of interest for this project. (e.g. they work for the Department of Environment, Science and Innovation, or the company they own is also going to be the main contractor for the project) *

If you selected 'yes' to the above, please advise officers name and the identified conflict.

Please select which Stream you are applying for: *

- ○ Stream 1 - Kerbside Waste Service Interventions
- ○ Stream 2 - Litter and Illegal Dumping Interventions
- ○ Both - Stream 1 and 2

Provide details below of other funds received through active grants, pilots, and/or programs from the Department of Environment and Science/Department of Environment, Science and Innovation.

Funded program title	Funding received (excluding GST)
	$
	$
	$

Stream 1 - Kerbside Waste Services Interventions

* indicates a required field

ELIGIBILITY

Endorsement of Regional Waste Management Plan

To be eligible, a council must provide evidence of endorsement from the Chief Executive or Council Board of the applicable Regional Waste Management Plan. Please upload the endorsement on the Required Documents page 6.

Does your council's proposed project relate to education and behaviour change interventions for single unit dwellings: *

○ With existing red-lid/general waste, yellow-lid or green-lid bin kerbside waste services that have been operational for at least 2 years; or
○ Receiving a new yellow-lid bin kerbside waste service?

PLEASE NOTE: funding for new green bin services is not available through this Program, due to the availability of support through GROW FOGO (website - https://www.qld.gov.au/environment/circular-economy-waste-reduction/funding-grants/grow-fogo).

Have you read the intervention guide and proposed toolkit documents and acknowledge what is required in your project? *

○ Yes
○ No

Do you agree to utilise the Queensland Government's 'Let's Get it Sorted' name style and promotional assets, as part of implementing your project? *

○ Yes
○ No

Use of the Household Waste Behaviour Change Intervention Guide and supporting toolkits.

Information on the toolkits

Councils have the option of using the statewide material, key messages and intervention assets. Applicants should note that the use of the "Let's get it sorted" name style is a requirement for successful projects. If councils are using their own intervention assets, they must be updated with the "Let's get it sorted" name style.

Select here to request permission to view toolkits.

PROJECT DETAILS

Project title *

Short project description *

Word count:
Must be no more than 100 words.

Provide a short description (100 words recommended) of your project - what are you going to do?

Start date *

Must be a date.

End date *

Must be a date.

What service does your project relate to? *

- ○ Red lid bin
- ○ Yellow lid bin
- ○ Green lid bin

How long has this service been in operation by council? *

number of months/years

Which one of the following problem behaviours does your proposed project intend to target and/or address? *

- ☐ Recyclable materials placed in the general waste bin
- ☐ Items that can be recycled through specialised recycling schemes placed in general waste bin
- ☐ Household items that cannot be recycled placed in yellow-lid bin
- ☐ Recyclable items placed in yellow-lid bin in bags
- ☐ Items that could be recycled but are soiled placed in the yellow-lid bin
- ☐ Items that are suitable for specialised recycling schemes placed in yellow-lid bins
- ☐ Dangerous or hazardous items placed in either recycling or general waste bin
- ☐ Food and garden waste placed in general waste or recycling bin
- ☐ Non-organics placed in organics bin
- ☐ Unacceptable organics placed in organics bin
- ☐ Biodegradable items put in the organics bin
- ☐ Food waste in garden organics bin
- ☐ Food packaging in the organics bin
- ☐ Other:

No more than 3 choices may be selected.
PLEASE NOTE: Best practice is to target a single behaviour, however you may choose up to 3 interconnected behaviours.

Provide a short rationale (less than 500 words) for the proposed behaviour change intervention based on the above selected behaviour/s. Please provide supporting evidence, as required. *

Word count:
Must be no more than 500 words.

Supporting evidence/attachments (if required)
Attach a file:

Clearly detail the proposed project's objectives and likely potential outcomes and benefits.

No.	Objective	Outcomes	Benefits
Must be a number.			

What are the target project locations and why? *

Where will the project be primarily located? *

A map can be attached in the Additional Supporting Documentation section at the end of the form if desired.

What are the total number of households being targeted? *

Must be a number.

What is the target audience, including demographics as per the research? *

E.g. age group, CALD group.

Please outline council's capability to deliver the chosen behaviour change intervention? *

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

How will you determine that the project has been successful? *

E.g. quantitative and qualitative

MILESTONE TABLE

Complete this section to include significant dates or activities that will occur during your project.

STAGES:

- **Explore** - project preparation, gathering baseline data (including community engagement), explore context and features and forming partners and governance.
- **Understand** - analyse and interpret data, refine target behaviours.
- **Act** - implement strategies, monitor and adjust.
- **Review** - demonstrate impacts and report outcomes, improve as required and next steps.

Milestone	Activity	Completion Date	Stage
		Must be a date.	

Please allocate below the amount of time expected to complete the stages of your chosen project and provide reasoning for this. Noting that the entire program must be completed within 12 months.

Stage	Time Allocated	Reasoning and Risks
	e.g. weeks or months	
Explore		
Understand		
Act		
Review		

Is the council's proposed project the only education and behaviour change intervention being run for kerbside waste services in the local government area? *

○ Yes
○ No

If no, please provide details of the other education and behaviour change intervention and how it compliments or impacts this proposed project.

Costs and budget

PLEASE NOTE: Provision of grant funding to local governments is not considered a taxable supply and so Goods and Services Tax (GST) is not applicable. Please ensure all figures provided are **GST exclusive.**

Stage	Expenditure Activity	Budget ($)
		GST Exclusive
Explore		$
Understand		$
Act		$
Review		$

Budget Totals

Total amount of funding being sought

$

This number/amount is calculated.

In-kind contributions to the project ($)

$

Must be a dollar amount.

Total Project Cost

$

This number/amount is calculated.

Does council have the capability to maintain or extend project deliverables beyond the life of the funding? *

○ Yes
○ No

Stream 2 - Litter and Illegal Dumping Interventions

* indicates a required field

ELIGIBILITY

Does the proposed project relate to education and behaviour change intervention for an existing litter or illegal dumping issue? *

○ Yes
○ No

Which litter and illegal dumping behaviour change toolkit has been chosen for your proposed project? *

○ Cigarette butt litter
○ Roadside litter
○ Kerbside dumping

Have you read the intervention guide and proposed toolkit documents and acknowledge what is required in your project? *

○ Yes

○ No

Do you agree to utilise the Queensland Government's 'Love Queensland, Let's keep it clean' name style as part of implementing your project? *
○ Yes
○ No

Use of the Litter and Illegal Dumping Intervention Guide and supporting Toolkits

Information on the toolkits

Applicants should note that the use of the 'Love Queensland, Let's keep it clean' name style is a requirement for successful projects. If councils are using their own intervention assets, they must be updated with the 'Love Queensland, Let's keep it clean' name style.

Select here to request permission to view toolkits.

PROJECT DETAILS

Project name *

Short project description *

Word count:
Must be no more than 100 words.
Provide a short description (100 words recommended) of your project - what are you going to do?

Start date: *

Must be a date.

End date: *

Must be a date.

What are the target project locations and why? *

Where will the project be primarily located? *

A map can be attached in the Additional Supporting Documentation section if desired.

Does your target location require property/landowner permissions to complete the project? *
○ Yes
○ No

○ N/A

Please provide property/landholder permissions, if applicable:
Attach a file:

Provide a short rationale (less than 500 words) for the proposed behaviour change intervention and any supporting data/findings to support the need for an intervention. *

Word count:
Must be no more than 500 words.

Objectives

Clearly detail the proposed project's objectives, potential outcomes and benefits.

No.	Objective	Outcome	Benefits
Must be a number.			

Please outline council's capability to deliver the chosen behaviour change intervention? *

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

How will you determine that the project has been successful? *

Does this project build upon previous work or form a component of a larger body of work? *

MILESTONE TABLE

Complete this section to include significant dates or activities that will occur during your project and what stage they are relevant to.

STAGES:

- ***Explore -*** *project preparation, gathering baseline data (including community engagement), explore context and features and forming partners and governance.*
- ***Understand -*** *analyse and interpret data, refine target behaviours.*
- ***Act -*** *implement strategies, monitor and adjust.*
- ***Review -*** *demonstrate impacts and report outcomes, improve as required and next steps.*

Milestone	Activity	Completion date	Stage
		Must be a date.	

Please allocate below the amount of time expected to complete the stages of your chosen toolkit and provide reasoning for this. Noting that the entire program must be completed within 12 months.

Stage	Time Allocated	Reasoning and Risks
	e.g. weeks or months	
Explore		
Understand		
Act		
Review		

Milestones and budget

PLEASE NOTE: Provision of grant funding to local governments is not considered a taxable supply and so Goods and Services Tax (GST) is not applicable. Please ensure all figures provided are **GST exclusive.**

Proposed milestone payments for the maximum funding of $40,000 (GST exclusive):

1. Commencement of contract to support the Explore - 10% (maximum $4,000)
2. Completion Understand - 50% (maximum $20,000)
3. Completion Act - 15% (maximum $6,000)
4. Completion Review - 25% (maximum $10,000)

Variations to this will be considered per applicant’s funding requirements.

Please provide proposed budget for each stage of the proposed project.

Stage	Expenditure Activity	Budget ($)
Explore		$
Understand		$
Act		$
Review		$

Detailed budget costs

Total amount of funding being sought

$

This number/amount is calculated.

In-kind contribution to the project

$

Must be a dollar amount.

Total project cost

$

This number/amount is calculated.

Does council have the capability to maintain or extend project deliverables beyond the life of the funding? *

○ Yes
○ No

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)
- 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. decrease in cigarette butt litter)? 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.	

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	Type of metric	Target	Collection method	Explanatory notes
One per row. Add more rows if you want to list additional metrics (e.g. reduction in litter and illegal dumping incidents.).	'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 by a population group (e.g. 'Number of tonnes recyclable material recovered).).	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.

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 to 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.

Required Documentation

* indicates a required field

Your application must contain the documents listed below.

Your application may be deemed ineligible if you fail to provide the appropriate supporting documents as requested.

FINANCIAL DOCUMENTATION

Please read the following carefully and provide the correct financial documentation.

Organisations established for over 12 months must provide the following:

- The latest signed, audited financial statement (*financial statement must include account name, BSB and account number. If it does not include these details, please also provide a current bank statement which does).*

Organisations established for less than 12 months with no audited financial statement must provide all of the following:

- Balance sheet
- Income and expenditure statement, and
- Current bank statement showing account name, BSB and account numbers (top part of bank statement).

Please attach the relevant financial documents here *
Attach a file:

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 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

SUPPORTING DOCUMENTS

Please upload the following:

- Letter from the Chief Executive (or equivalent), on council letter head, which certifies the project and confirming applicant contributions
- Evidence of endorsement of the applicant's regional waste management plan (stream 1 only)
- Valid quotations to support cost estimates
- A risk management plan and mitigation strategies
- Property/Landholder Permissions (as applicable)

Upload documents here: *

Attach a file:

INSURANCES

Successful applicants must be covered by at least the following insurances, which must remain current for the duration of the project:

- Certificate of currency for Public Liability Insurance of at least $20 million (in total and per event).
- Certificate of currency for Workplace Heath and Safety Insurance and adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act* 2011.
- Certificate of currency for Professional Indemnity Insurance of at least $10 million.

Certificates of currency for these insurances must be provided to the department before execution of the grant agreement and prior to release of any funding.

Upload insurances here: *
Attach a file:

FURTHER INFORMATION

Please attach any other supporting documents or evidence here. For example, council executive support or written support from project partners.

Please provide any extra information that is relevant or may assist in assessing your project.
Attach a file:

Declaration

* indicates a required field

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

I am authorised by council to complete this form.

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 Deed
- ensure that acquittal requirements are met in accordance with the Grant Deed 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.

I agree to the above *

○ Yes ○ No

Name of authorised person *

Title First Name Last Name

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.

Upload signed declaration here: *

Attach a file:

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

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