**Grassroots Grant Project Drafting Document**

2023-24 Hills & Fleurieu Grassroots Grants

Tier 1 up to $3,000

This form is OPTIONAL to use:

The purpose of this MS Word version of the online application is to collaborate with others (on the application). You can use this form to work up your project and share, however, once it comes time to submit, you **must do this into the Smartygrants online web form**.

You may notice there will be parts of this form that make sense to just leave until it’s time for input into SmartyGrants – one example being the file upload sections – just leave that until you enter SmartyGrants.

**\*\*This Microsoft Word version cannot be submitted as an application\*\***

**Preliminary project details**

|  |  |
| --- | --- |
| Project title: |  |

**If this application is a continuation of a current Grassroots Grant (which has not been acquitted), please provide a quick update to the project, indicating how you are progressing with the schedule and likely completion date:**

|  |
| --- |
|  |

**Have you discussed your project with a Hills and Fleurieu Landscape Board (HFLB) staff member? Recall that speaking to HFLB is an eligibility requirement.**

Yes [ ]

No [ ]

Please see the Guidelines on our website for contact details of relevant staff: <https://www.landscape.sa.gov.au/hf/get-involved/grants-and-funding/grassroots-grants>

**Name of staff member:**

|  |
| --- |
|  |

**Does your application reflect any advice given?**

[ ]  Yes [ ]  No [ ]  To some degree [ ]  Unsure

**Any further comments on this?**

|  |
| --- |
|  |

**Applicant details**

Individual [ ]

Organisation [ ]

|  |  |
| --- | --- |
| Organisation name: |  |
| First name: |  |
| Last name: |  |
| Contact person first and last name: |  |
| Phone number: |  |
| Email address: |  |
| Postal address: |  |

**Entity details**

Are you a legal entity?

Applicants must be a legal entity (eg an incorporated association, individual, partnership, corporation/ company) or be sponsored by a legal entity.

[ ]  Yes [ ]  No

Entity type (note this is a drop down list in the online form that includes entity types such as: *Individual, Incorporated Association, Partnership, Corporation, Govt Organisation,Non-government organization, School and Other):*

|  |
| --- |
|  |

Do you have a sponsor?

If you are **not a legal entity** you must have a sponsor to enter into the grant agreement and be responsible for managing the funding on your behalf.

[ ]  Yes [ ]  No

***Applicants who are not legal entities must have a sponsor. You will be unable to progress with this application until you arrange for a sponsor.***

***For further information about this requirement please contact Shane Johansen on 0408 427 372.***

Do you have an ABN?

[ ]  Yes [ ]  No

ABN:

|  |
| --- |
|  |

To check your ABN is correct, go to: [ABN Lookup (business.gov.au)](https://abr.business.gov.au/)

Having an ABN means that your group will not be subject to 46.5% withholding tax on the funds provided. If your group does not have an ABN, and your grant application is successful, you will need to complete and return a ‘Statement of Supplier’ form with your grant agreement. Without the ‘Statement of Supplier’ form, 46.5% of the payment is required to be deducted and passed on to the Australian Tax Oﬃce (ATO) under the ‘No ABN withholding’ arrangements. Here is the ATO form: <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

**Sponsor information (if applicable)**

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Organisation name: |  |
| Contact person first and last name: |  |
| Phone number: |  |
| Email address: |  |
| Postal address: |  |
| Sponsor ABN: To check the ABN is correct, go to:[ABN Lookup (business.gov.au)](https://abr.business.gov.au/) |  |

Sponsor conﬁrmation is required

### On the web form in Smartygrants, you will need to upload documentation (such as a letter of confirmation) from your sponsor conﬁrming their willingness to accept legal and ﬁnancial responsibility for the project if successful.

**Project details**

|  |  |
| --- | --- |
| Project duration: | Anticipated start date: Must be a date and between 1/7/2023 and 31/12/2024.Anticipated end date:Must be a date and no later than 31/12/2024. |
| Project location: | Which council area is your project in? \*[ ] City of Victor Harbor[ ] Adelaide Hills Council[ ] City of Onkaparinga[ ] District Council of Yankalilla[ ] Mount Barker District Council[ ] Alexandrina CouncilAt least 1 choice must be selected. |
| Address:  | Where will your project be delivered?:(please provide a street address for your project if you can) |
| Is your project located within public land\*? | [ ] Yes[ ] No[ ] PartiallyIf yes or partially, provide type/name of public land: |

\*Public land is considered to be National Parks and reserves, council-owned land, Crown lands and any other non-privately-owned lands.

**Applicant type**

What type of applicant are you?

[ ]  School or community group (applying for a grant to ONLY cover costs of equipment, PPE or materials)

[ ]  School or community group (applying for OTHER PROJECT SPEND than above)

[ ]  School or community group (applying for a MIX of project spend and equipment purchase)

[ ]  Other applicant applying for a project

If you are in doubt about these categories, please call Shane Johansen 0408 427 372

**Project Description**

**Complete this only if you selected this type of applicant:**

***School or community group (applying for a grant to ONLY cover costs of equipment, PPE or materials)***

Please describe what you want to buy; what you want to use it for; the setting in which it will be used; and the outcomes you hope the purchase will bring about. In addition, if possible relate how the equipment will contribute to the priorities in our plan.

Quotes and prices etc can be uploaded on Smartygrants.

### Please describe your project below \*:

|  |
| --- |
|  |

**Project Description**

**Complete this only if you selected this type of applicant:**

***School or community group (applying for OTHER PROJECT SPEND than above)***

*OR*

***Other applicant applying for a project***

Please describe your project including the issues it focusses on; how it proposes to address them; its beneﬁts to the region/community and any particular locations or communities being targeted. **Remember to address the assessment criteria in the guidelines (section 7) as you write.** If your project is producing quantiﬁable deliverables or outputs (e.g. area of planting or number of tubestock) please include numbers/quantity here (and in the budget table later).

### Please describe your project below \*:

|  |
| --- |
|  |

**Project Description**

**Complete this only if you selected this type of applicant:**

***School or community group (applying for a MIX of project spend and equipment purchase)***

Please describe your project including the issues it focusses on; how it proposes to address them; its beneﬁts to the region/community and any particular locations, communities, industries etc that are being targeted. **Remember to address the assessment criteria in the guidelines (section 7) as you write.** If your project is producing quantiﬁable deliverables or outputs (e.g. area of planting or number of tubestock) please include numbers/quantity here (and in the budget table later).

Relating to equipment purchase please also include what you want to buy; what you want to use it for; the setting in which it will be used; and the outcomes you hope the purchase will bring about. In addition, if possible relate how the equipment will contribute to the priorities in our plan.

Quotes and prices etc can be uploaded later in this application.

### Please describe your project below \*:

|  |
| --- |
|  |

**Landscape Plan Priorities**

Please indicate which of the landscape plan's priorities the project contributes to (refer to guidelines). For more information refer to the regional landscape plan [here.](https://www.landscape.sa.gov.au/hf/about-us/our-plans/our-regions-plan)

## Identify the priority area/s that the project aligns with:

[ ]  Water

[ ]  People

[ ]  Nature

[ ]  Land

[ ]  Climate

At least 1 choice must be selected.

# **Approvals, permits and considerations**

### Have all relevant approvals or permits been sought or obtained (eg from Council, water aﬀecting activities, landholders)? These must be obtained prior to works commencing.

[ ]  Yes [ ]  No [ ]  Not applicable

Please provide details:

|  |
| --- |
|  |

On the web form in Smartygrants you will need to attach any documentation relating to any approvals that you may have obtained.

Have you consulted or enquired with First Nations about your project?

[ ]  Yes [ ]  No [ ]  Not applicable

Have you considered risks to Aboriginal heritage (particularly soil disturbing activities)?

[ ]  Yes [ ]  No [ ]  Not applicable

[Link to Aboriginal Heritage Act 1988](https://www.legislation.sa.gov.au/lz?path=%2Fc%2Fa%2Faboriginal%20heritage%20act%201988) for your information.

Please elaborate regarding your answers above on First Nations and Aboriginal Heritage:

|  |
| --- |
|  |

# **Project Budget**

### Are you/your sponsor registered for GST?

[ ]  Yes [ ]  No

Expenditure

Please outline your expenditure items here, including quantities being purchased etc as well if applicable. Don't use commas (i.e. $1000 NOT $1,000).

**All expenditure items need to include GST where it is payable.** There is some important information about GST and Grants in our FAQs on our website. Please review. [here.](https://www.landscape.sa.gov.au/hf/get-involved/grants-and-funding/grassroots-grants)

Use this table to **also** record other contributions both cash and/or in-kind in the 'Other contributions' (i.e. NOT in the Grassroots Grants column). In kind or volunteer time is valued at $46.62 per hour.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure item** | **Details** | **Requested grant ($ value)** | **Other contributions** | **Details of other contributions** |
|  | Provide details of expenditure item | Must be a dollar amount and no more than 20000 | Must be a dollar amount. |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Expenditure total Grassroots Grants:

|  |
| --- |
| $ |

On the web form in Smartygrants this will be tallied and populated automatically for you

Expenditure total Other:

|  |
| --- |
| $ |

On the web form in Smartygrants this will be tallied and populated automatically for you

Status of Other contributions

Provide confirmation or otherwise of the Other $ you have indicated in the table above:

|  |  |  |  |
| --- | --- | --- | --- |
| **Other funding item** | **Its amount $**Must be a dollar amount | **Status** | **Notes**Please provide any other details regarding status if you feel it supports your application. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Upload supporting information here

Use this section to provide any required supporting documentation. This may include letters of support, landholder permissions, partner contribution confirmations, contractor quotes, budget workings to show hourly rates and or unit costs as relevant (i.e. to show value for money)

**Please attach anything else that supports your application here. \***

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|  |

Upload any other supporting documents here

**If you are unable to provide some supporting information please elaborate here:**

|  |
| --- |
|  |

**Declaration and Consent**

\* indicates a required ﬁeld

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be diﬀerent to the contact person listed earlier in this application form).

* I certify that the application form has been checked for errors and that the organisation, and if applicable the sponsor, is supportive of the project.
* I conﬁrm that the project sponsor, has agreed to accept responsibility for the legal and ﬁnancial accountability of the project and to receive funding, should the application be successful.
* I consent to the release of information in this application form for commercial, publicity and public information purposes.
* I agree to comply with the Hills and Fleurieu Landscape Board’s grant acquittal requirements, outlined in the guidelines.
* I acknowledge and agree that it is my responsibility to assess and consider the risks and scope of insurances required (minimum $1 million Public Liability) for the life of the project, should the application be successful. This will include providing a completed risk assessment table as part of forming an agreement (if successful).

I agree \* [ ]  Yes

Name of authorised person \*

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Position: |  |
| Position held in organisation (if applicable). |  |
| Date: |  |