

# 2024-2025 Conservation Grant Application Form - Round 2

## Form Preview

### Important notes

\* indicates a required field

**BEFORE** you submit an application please ensure you have read the [2024-2025 Community Grants Information Kit](#).

- Applications are funded based on a competitive process and the total funding pool available.
- Only information provided in this application will be used to assess your application.
- Applicants will receive formal notification of the outcome of their application within three months.
- Ensure that your project does not commence prior to receiving formal notification - projects will not be funded retrospectively.
- Applications are funded based on a competitive process and the total funding pool available.

Please ensure you make contact with the Community Grants Team who can provide you with support and ensure you apply under the correct category.

The Community Grants Team

Redland City Council

Ph: (07) 3829 8999

E: [grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au)

**I have consulted with the Redland City Council Community Grants Team \***

- ☐ Yes  
☐ No

**Please provide details**

Council Officer's name, department and any relevant details

**I have read and understood the Community Grants Information Kit \***

- ☐ Yes  
☐ No

Community Grants Program Information Kit can be found at [www.redland.qld.gov.au/grants](http://www.redland.qld.gov.au/grants)

**Please indicate which Conservation Grant sub-category are you applying under? \***

- ☐ Conservation Support - Organisation  
☐ Wildlife Carer Support - Organisation  
☐ Wildlife Carer Support - Individual

### Applicant Details

\* indicates a required field

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### Applicant Details

Individuals are eligible to apply under the sub-categories Wildlife Carer Support only

**Are you applying as an individual or an organisation? \***

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

**Primary Address \***

Address

Suburb State Postcode

**Postal Address \***

Address

Suburb State Postcode

**Primary Phone \***

**Primary Email \***

**What is the purpose of the organisation? \***

Must be no more than 150 characters.

**How many members does the organisation have ? \***

Must be a number and at least 1.

### Authorised Officer Contact Details

An authorised officer of the applicant organisation (e.g. Chief Executive Officer, President or Chair).

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### Authorised Officer Contact Details

First Name

Last Name

### Authorised Officer Position

### Authorised Officer Primary Phone Number

Must be an Australian phone number.

### Authorised Officer Primary Email

Must be an email address.

### Authorised Officer Contact Details

Who will be managing the project, event or activity?

**All grant correspondence will be directed to this contact person.**

### Applicant Project Contact

First Name

Last Name

### Applicant Project Contact Position

### Applicant Project Contact Primary Phone Number

Must be an Australian phone number.

### Applicant Project Contact Primary Email

Must be an email address.

### Is the organisation a legal not-for-profit and/or Incorporated entity? \*

☐ Yes

☐ No - auspice required

Further details on eligible organisations can be found [here](#). If an auspice is required, a signed agreement between the applicant and sponsoring organisation must be uploaded at the end of the application form.

### Does the organisation have a bank account in the name of the legal entity?

☐ Yes

☐ No - auspice required

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### Organisation Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

### Incorporation Number/Australian Company Number \*

### Under which Act is the organisation Incorporated? (Tick the relevant box) \*

- ☐ Associations Incorporation Act 1981 (QLD)
- ☐ Co-operatives National Law Act 2020 (Qld)
- ☐ Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth)
- ☐ Local Government Act 2009 (Qld)

### Do you have an ABN \*

- ☐ Yes
- ☐ No

### 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.

### Are you associated with a Wildlife group? \*

- ☐ Yes
- ☐ No

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### Please provide details of Wildlife Carer Group

### Wildlife Carer Support

#### Copy of current Wildlife carer registration (DEHP) \*

Attach a file:

#### Permits - Evidence of relevant permits (per animal species) \*

Attach a file:

### Mandatory criteria

Please attach all mandatory documents and supporting information.

#### Incorporation, company registration certificate or any other documentation demonstrating the organisation's legal status \*

Attach a file:

#### Current public liability insurance Certificate of Currency (minimum \$20million) \*

Attach a file:

#### Latest signed audited financial statement or annual Treasurer's report. \*

Attach a file:

## Auspice Details

\* indicates a required field

### Auspice Organisation Details

#### Auspice Organisation Name \*

Organisation Name

Auspice organisation must be a legal not-for-profit entity

#### Auspice Primary Address \*

Address

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

### Auspice Postal Address \*

Address

  

Suburb State Postcode

### Auspice Primary Phone Number \*

### Auspice Primary Email \*

### Incorporation Number / Australian Company Number \*

### Under which Act is the organisation incorporated? \*

- ☐ Associations Incorporation Act 1981 (Qld)
- ☐ Corporations Act 2001 (Cwlth)
- ☐ Cooperatives Act 2002 (Cwlth)
- ☐ Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth)
- ☐ Local Government Act 2009 (Qld)

### Does the organisation have an ABN? \*

- ☐ Yes
- ☐ No

### Auspice Primary Bank Account

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

### Auspice 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.

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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.

### Auspice Accountable Officer

An authorised officer of the Auspice organisation (e.g. Chief Executive Officer, President or Chair).

**All grant correspondence will be directed to this officer.**

#### Auspice Contact Name \*

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

#### Position \*

#### Contact Phone \*

#### Contact Email \*

### Letter of agreement from Auspice to take on the management and financial responsibility for the project activities \*

Attach a file:

Download a copy of the [Community Grants Auspice Agreement Template](#)

### Attach a Statement by Supplier form.

Attach a file:

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Required if you do not have an ABN. Statement by Supplier forms available [here](#)

### Eligibility Checklist

#### Eligibility Requirements for Conservation Support and Wildlife Carer (organisations)

##### Requirements for Organisations - I confirm

- ☐ Organisations be a not-for-profit and incorporated entity;
- ☐ Have an active ABN or Statement by a supplier;
- ☐ Be operating and financially viable;
- ☐ Hold Public Liability Insurance (\$20 million);
- ☐ Not hold a licence for more than 20 gaming machines;
- ☐ Have a bank account in the name of the legal entity;
- ☐ Have no outstanding debts or grant acquittals to Council; and
- ☐ Project is based in Redland City.

If you have ticked ALL of these items you are ELIGIBLE to apply.

#### Eligibility Requirements for Wildlife Carer (Individuals)

##### Requirements for Individuals - I confirm

- ☐ Have an active ABN or provide a Statement by a supplier;
- ☐ Have a bank account in the name of the legal entity (e.g. the individual's name);
- ☐ Have no outstanding debts or grant acquittals to Council;
- ☐ Demonstrate registration as a wildlife carer with the Department of Environment and Heritage Protection (DEHP) or equivalent;
- ☐ Demonstrate you have been an active carer for at least 12 months; and
- ☐ Project is based in Redland City.

If you have ticked ALL of these items you are ELIGIBLE to apply.

##### Ineligible Applicants

- ☐ Government or semi-government organisations i.e. hospitals and libraries;
- ☐ Public and private education institutions (i.e. primary, secondary and independent schools or tertiary institutions);
- ☐ For profit businesses;
- ☐ Child care and after-school care service providers;
- ☐ Political parties and political lobby groups;
- ☐ Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit; and
- ☐ Organisations that are supported through Council's Targeted funding allocations to deliver community services, if applying for the same project.

If you have ticked one of these items you are INELIGIBLE to apply.

##### Applicants cannot request funding for the below:

- ☐ Day-to-day operational costs for an organisation, including staff wages, rent and insurances (unless there is evidence it is an additional expense incurred by the funded project);
- ☐ Projects for fundraising purposes where proceeds will be provided to a third party;
- ☐ Projects of a political nature or those which incorporate political activities;

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- ☐ Projects operated for commercial purposes;
- ☐ Projects which begin before grants are awarded (no grants will be awarded retrospectively);
- ☐ Payment of debts to any entity including Council;
- ☐ Recurrent projects;
- ☐ Projects considered the core responsibility of other levels of government;
- ☐ Project costs already supported through other levels of government;
- ☐ Events or activities in competition or conflict with Council;
- ☐ Projects that have the same or similar outcome that have been funded under any other Council programs including: operational funds; Sponsorship; the Regional Arts Development Fund; and the Mayor and Councillors Community Benefit Fund;
- ☐ Capital works and fixed structures;
- ☐ Project costs incurred outside the funding period;
- ☐ Purchase of vehicles or large capital items;
- ☐ Purchase of alcohol, prize money or prizes including gift cards;
- ☐ Donations;
- ☐ Veterinary fees;
- ☐ Requests for administration costs greater than \$500 or 5% of the total project cost; and
- ☐ Under Conservation Support, requests for equipment greater than \$3,000 or 30% of the total project cost (Wildlife Carer Support can request 100% of the total project e.g. equipment for the care, rehabilitation or release of orphaned wildlife.)

If you have ticked ANY of these items you are INELIGIBLE to apply. Please contact the Community Grants Team to discuss - (07) 3829 8999.

## Project details

\* indicates a required field

### Project Title \*

What is the name of the project?

### Project Description. \*

Word count:

Provide a short description (100 words recommended) of the project. What are you planning to do?

### Is your project activity to be conducted in Redland City? \*

- ☐ Yes
- ☐ No - Ineligible to apply

Projects must be conducted in Redland City LGA to be eligible for funding.

### Address of the location where project will take place?

Address

  

Must be in Redland City

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### Who is the land owner where the activity will occur? \*

☐ Council ☐ Privately owned ☐ State Government ☐ Other:

If you are not the land owner, please provide a copy of land owner consent from the land owner.

### Please provide written consent from the land owner / manager. \*

Attach a file:

### Project Start Date \*

Must not start before 1/12/2024

### Project End Date \*

Must be within 12 months from start date

## Partnerships

Applications are assessed on;

- evidence of involvement from other relevant organisations in either the planning or delivery of the project; and
- evidence of partnership contributions either monetary or in-kind.

e.g. local governments, sport/recreation clubs, community organisations and schools.

### List the confirmed project partners

### What is the partners' contribution to the project?


## Ability to Deliver

Priority will be given to applications that address the following;

- project demonstrates appropriate qualifications and/or level of experience of individuals/organisations delivering activities;
- a project plan demonstrates capacity of the organisation to undertake all aspects of the project, including milestones, evaluations, marketing, and the acquittal process;
- budget is comprehensive, realistic and represents value for money; and
- any in-kind or monetary contribution towards the overall cost of the project is evident.

### If required has your organisation engaged qualified contractors to support the project? \*

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**Can you provide an example of a successful project your organisation has delivered in the past and its outcomes. \***

A [Project Plan Template](#) can be found under 'Helpful Forms' on [Council's website](#)

**Please attach a Project Plan outlining the activities and milestones for the project. \***

Attach a file:

## Outcomes and Benefits

\* indicates a required field

### Benefits / Opportunities

Priority is given to initiatives that demonstrate one or more of the following;

- project responds to identified needs and emerging local issues;
- project provides positive outcomes and benefits for the community; and
- where appropriate project demonstrates evidence of strategies that enable the project to continue beyond the life of the funding.

**Why is the project needed? \***

Explain how the project was identified, what issue/s are you aiming to address?

**What measures will be put in place to ensure the ongoing sustainability of the project? \***

**Who are the primary beneficiaries of this project/program? \***

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

**Does the project compliment other projects/services/initiatives addressing the target group? Please provide details**

Alignment to RCC Strategic Priorities (Outcomes)

Your activity goals or objectives should align with one or more of our Community Grants program objectives aligning to the Redland City Council strategic goals outlined in [Our Future Redlands - a Corporate Plan to 2026 and Beyond](#).

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)

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? 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.

Sub-Category Details

\* indicates a required field

Wildlife Carer Support Grants

How long have you been a registered Wildlife carer? \*  
☐ < 12 months -      ☐ Over 12 months      ☐ 3 - 5 Years      ☐ > 5 years  
Ineligible to apply  
Evidence of registration with DEHP to be submitted at end of application

Are you requesting funding for vehicle mileage allowance? \*  
☐ Yes  
☐ No

Is the grant for equipment ONLY (i.e. 100% of funding request)?  
☐ Yes  
☐ No

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### Equipment

#### Requests for equipment can be considered if:

- essential to the delivery of the project and there is a demonstrated need; and
- for Conservation Support cost for equipment is not to be greater than \$3,000 or 30% of the total project cost (whichever is lesser); or
- for Wildlife Carer Support, up to 100% of the total project cost if relevant to the purpose of the subcategory (e.g. equipment for the care, rehabilitation or release of orphaned wildlife.)

#### Equipment Funding Amount Requested \*

\$

Must be a dollar amount and at least 1.

#### Please provide details of the need for this equipment? \*

#### What are the benefits / outcomes this equipment will provide? \*

### Vehicle Mileage

#### Requests for vehicle mileage allowance (up to 100% of the grant) can be considered for Wildlife Carer Support if:

- essential to delivery of the project and there is a demonstrated need;
- it is relevant to the purpose of the subcategory (e.g. transport of injured animal to/from veterinary surgery);
- evidence of previous year's vehicle mileage expenditure is submitted (to support projected expenditure) when applying for the grant; and
- a vehicle log book (including date of travel, pick up location, start and end odometer readings) is submitted on acquittal of the grant.

#### Vehicle Mileage Amount Requested \*

\$

Must be a dollar amount.

#### Please provide evidence of previous year's vehicle mileage expenditure \*

Attach a file:

#### Evidence of previous year's mileage expenditure \*

Attach a file:

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### Budget

\* indicates a required field

#### Total Grant Amount Requested \*

\$

Must be a dollar amount and no more than 10000.

#### Total Project Cost \*

\$

Must be a dollar amount.

What is the total estimated cost of your project? including cash and in-kind value.

### Budget

**Provide a breakdown of the costs essential for the delivery of the project.**

**The application must clearly demonstrate which expenditure items funding will be used towards, should the application be successful.**

#### Budget Tips

- TWO (2) written quotes for each **grant expenditure item are required - please upload at end of application form**
- If your organisation is registered for GST, then you can apply for up to the maximum grant amount **plus GST**. Therefore, you will need to list the item amount **excluding GST** (if applicable) for each requested item.
- If your organisation is not registered for GST, you can apply for up to the maximum amount **including GST**. You will need to list the amount **including GST** (if applicable) for each requested item.
- Local suppliers must be used unless items cannot be sourced locally.

**Note:** If your application is successful and your organisation is registered for GST, Council will add the GST on top of the approved grant amount - this component is declared to the Australian Tax Office (ATO).

Please list items that the grant funding will be used for. Eligible items are listed in the Community Grants Information Kit.

**Grant Expenditure - Please Total cost (\$)**  
**list items the grant will be used towards**

**Quotes (TWO quotes per expenditure item)**

Please list items that the grant funding will be used for.	Must be a dollar amount and equal total grant amount requested.	A minimum of 1 file must be attached.

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### Applicant cash and in-kind contributions \$

Cash	\$
In-kind	\$
Please list the cash values and in-kind (\$ value) that your organisation will be funding / providing towards the project.	Must be a dollar amount.

### Contributions from other funding partners that will support the project. \$

	\$
	\$
	\$
	\$
List the cash value and in-kind support (\$ value) that your project will receive from other organisations .	Must be a dollar amount.

## Community Grant Application Survey

Would you like to participate?

This is not a mandatory requirement. Any feedback is greatly appreciated in the ongoing improvement of the grant program.

### Are you willing to complete the Community Grant Application Survey?

- ☐ Yes  
☐ No

### How would you rate the ease of completing the application form?

- ☐ Very Easy  
☐ Easy  
☐ Difficult  
☐ Very Difficult

If you found the application difficult, please provide further details.

### Were the instructions and eligibility criteria clear and easy to understand?

- ☐ Yes  
☐ No

If no, what areas did you find needed clarification?

Did the application form allow you to adequately convey the impact and objectives of your project?

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- ☐ Yes  
☐ No

**If not, what additional questions or fields would help better represent your proposal?**

## Certification

\* indicates a required field

To be acknowledged by the Chair, President or Chief Executive Officer of the applicant organisation. **If your organisation is not incorporated, this certification is to be made by the Auspicing organisation.**

**To be acknowledged by applicant if applying as an Individual.**

### **Information Privacy Act 2009**

*Redland City Council uses personal information to deliver its functions and services. Council will only use personal information you have provided for the purpose of processing this application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Information Privacy Act 2009 and other local government acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with Council's Privacy Policy.*

*Please note the information provided in this application and in related documentation and discussions may be provided to members of the Community Grants Assessment Panel in order to assist Council in assessing your application.*

*By submitting this application, you consent to Council publishing your name, the project name, project description and Council's funding contribution. We may also use your details for promoting Council's funding program.*

### **I confirm that: \***

- ☐ I consent to the information contained within this application being disclosed to Redland City Council for the purpose of assessing, administering, reporting and monitoring my current and any future Redland City Council grant applications
- ☐ I understand that if Redland City Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with Redland City Council
- ☐ I understand that if the Redland City Council approves the grant I will be required to accept the terms and conditions of the grant in accordance with Redland City Council's contractual agreement
- ☐ I understand that Redland City Council reserves the right to publish successful applicant details
- ☐ I certify that to the best of my knowledge the statements made in this application are true

### **Name and Position Title \***

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### **Additional information in support of your application**

Attach a file:

Letters of support, evidence of partnerships etc.