



*Since 1998*

# **SALP 2021 Application**



Department of Biodiversity,  
Conservation and Attractions



## Application Information

Please ensure you thoroughly review the **Funding Guidelines** prior to submitting a grant application. It contains important information about the eligibility of applicants and projects.

Applications must be submitted by **6pm Friday 15<sup>th</sup> May 2020**.

It is preferred that you submit your application through the [online application form](#).

This alternative application form reflects the content of the on-line application for the Swan Alcoa Landcare Program (SALP) Grants. If you use this form you can provide the completed application and all your attachments via email to [melinda.mcandrew@perthnrm.com](mailto:melinda.mcandrew@perthnrm.com) or:

By Hand to: Level 2, 161 Great Eastern Highway BELMONT WA 6104

By Post to: PO Box 59 BELMONT WA 6984

If you need any assistance, please contact the SALP Manager Melinda McAndrew on 9374 3333 or email [melinda.mcandrew@perthnrm.com](mailto:melinda.mcandrew@perthnrm.com).

## The Application Layout

Through the application there are some colour coded instructions to help ensure you don't miss any additional information needed:

- Where you need to download a template to fill in, they are **highlighted with yellow shading**
- Where you need to prepare attachments, they are **highlighted in RED TEXT**

## 1. APPLICANT DETAILS

The Applicant is the lead group or organisation responsible for applying for the project grant and completing the project.

Name of Applicant (Organisation Name):			
Contact Person:		Position in Group:	
Email Address:			
Primary Contact Number:		Secondary Contact Number:	
Contact Mailing Address:			
		Postcode:	

### What Entity Type is your group?

- Incorporated Association
- Local Government Authority
- LCDC
- Other (detail below)

### Does your group have an ABN?

Yes – provide ABN:

No – you will need a sponsor

### Does your group have a bank account?

- Yes
- No – you will need a sponsor

### Is your group registered for GST?

- Yes
- No

### Will your group be using a Sponsor for this Application?

You will need a sponsor if you do not have an ABN or a Group Bank Account. You can also choose to use a sponsor. See Section 3.1 of The Guidelines.

- YES – We will be using a Sponsor
- NO – We will not use a Sponsor



## 1A. SPONSOR DETAILS

If you are not using a sponsor (and have provided your details above), leave this section blank.

Sponsor's Name (Organisation Name):			
Sponsor's Contact Person:			
Email Address:			
Primary Contact Number:		Secondary Contact Number:	
Contact Mailing Address:			
			Postcode:

Is your Sponsor Incorporated?

- YES - Incorporated Association
- No – Unincorporated

Is your Sponsor Registered for GST?

- Yes
- No

Sponsor's ABN:

## 2. PROJECT DETAILS

### 2.1 TITLE

Give the project a succinct name (max 12 words)

### 2.2. SUMMARY

Provide a summary of the project. This snapshot will be used in publicity about SALP Projects (max 90 words)

### 2.3. DESCRIPTION

Provide a detailed explanation of the project that describes specific assets or threats that are being addressed, the proposed activities that you intend to undertake and any relevant previous works

### 2.4. AIMS AND OUTCOMES

Describe the aim(s) of the project and what you expect the environmental outcomes of the project to be. What do you hope to achieve with this project?

## 2.5. METHODOLOGY

Describe the methodology of the project to demonstrate technical soundness and well established, proven restoration practices

## 2.6. MONITORING

How will you monitor and evaluate the success of your project? What indicators will be used to measure that outcomes have been successfully achieved?

## 3. PROJECT SITES AND MAPS

### 3.1 SITE INFORMATION

Provide details of each individual site included in your project on the **Site Description Template** (available on the Perth NRM website).

Complete and attach the template, mark it **ATTACHMENT 1 - Site Description Template**

### 3.2. MAPS

Provide maps of your project site(s). Refer to Section 7.17 of the Guidelines for further information on map requirements.

Mark them as **ATTACHMENT 2 – Maps** (if more than one map, reference maps as 2a, 2b etc.)

### 3.3. LAND MANAGER CONSENT

Provide evidence that you have the consent of the Land Manager to undertake the planned work on all project sites

This may be in the form of a **Landowner Permission Form** or a letter of support and could also include details of contributions to your project and commitment to future maintenance if applicable.

Mark letter(s) from the Land owner/ Land Manager as **ATTACHMENT 3 – Land Manager Consent**

## 4. ALIGNMENT WITH OTHER STRATEGIES, PLANS, PROJECTS AND NATURAL ASSETS

### 4.1 ALIGNMENT WITH OTHER STRATEGIES OR PLANS

Describe how the project aligns to other strategies and plans (*provide the name and section/s of the strategy or plan that aligns*)

### 4.2. LINKAGES WITH ECOLOGICAL CORRIDORS, NATURAL ASSETS AND OTHER PROJECTS

Describe how the project links with or forms part of an ecological corridor, and or neighbouring project(s), and or natural asset(s). (*Provide the names and details of relevant projects or natural assets*)

## 5. ABORIGINAL HERITAGE INQUIRY AND CONSULTATION

*It is important to establish (or have previously established) if there are any areas of Aboriginal cultural significance on your proposed site/s.*

*Refer to section 7.13 of the Guidelines for instructions on how to go about making an inquiry through the Department of Aboriginal Affairs and/or their Aboriginal Heritage Information System (AHIS).*

*Once you have made inquiries about all project sites, answer the questions in this section*

### ABORIGINAL HERITAGE INQUIRY AND CONSULTATION

Are any of the proposed project sites also sites of significance?

YES  NO

If yes, provide the site names (use the same project site name/s provided in your Site Description Template)

Has any consultation taken place regarding any sites of significance identified?

YES  NO

If yes, provide details of the consultation. Include who you consulted with and what the outcomes were

Attach any written evidence of consultation, mark it **ATTACHMENT 4 - Consultation**

## 6. DECLARATION OF INTEREST

A conflict of interest arises when private interests could, or could be perceived to impinge on a person's ability to act in the best interests of this project.

You are required to manage and declare conflicts of interest by providing a clear statement of intent with this application.

A declaration is required in the following circumstances (but is not limited to these circumstances) in regard to those involved in the delivery of the project:

- They are either contractors being paid from grant funds or whom employment is dependent on the grant
- They are members or work for members of the assessment panel
- The proposed projects are being undertaken on or near their property
- They or their family members work for the funding bodies

### 6.1 DECLARATION

Outline any declarations of interest or perceived interest (if applicable)

OR Attach a Declaration of Interest (if applicable), mark it **ATTACHMENT 5 – Declaration of Interest**

## 7. FUNDING

### 7.1. PROJECT BUDGET

**Provide a budget for your project** through downloading and completing the Budget sheets as instructed on the **Budget Template**.

Attach the completed Budget Template, mark it **ATTACHMENT 6 – Budget Template**

### 7.2. QUOTES

**Provide evidence of quotes** for relevant items on your Budget Template.

Mark quotes **ATTACHMENT 7 – Quote** (if more than one quote, reference quotes as 7a, 7b etc.)

**Provide justification for Sole Supplier Status if applicable** (see Section 9.2 of the Funding Guidelines)



Name of Supplier/Contractor:	

### 7.3. WRITTEN CONFIRMATION FROM PARTNERS

Provide written confirmation of the contributions to your project from each of the partners and co-investors. (If contribution information is covered in a letter of support attached in section 3.4, please don't reattach the same letter)

Attach the written confirmation, mark it **ATTACHMENT 8 – Partners**

If applicable, detail any additional information about contributors to the project

## 8. PROJECT MAINTENANCE

Will your project require ongoing maintenance?

YES       NO

If yes, what maintenance will be required?

How will this project be maintained in the future and what arrangements have been made with land owners/ land managers?

Provide written evidence of the Land Managers/Owners commitment to the site(s). *If this information has been provided within documents relating to land Manager consent (Attachment 3) then ignore this step.*

Mark it **ATTACHMENT 9 – Land Manager Maintenance**

## 9. ADDITIONAL SUPPORTING INFORMATION

If there are any other sources of information that you believe are relevant and support your application, list them below and attach them to your application.

Photos really help the assessors understand your project challenges and site uniqueness.

Mark any other documents as **ATTACHMENT 10 - Reference as required** (If multiple attachments reference in sequence, 10a, 10b etc)

List any additional sources of information and what you have attached

## 10. DECLARATION BY APPLICANT

Proponents are required to complete a declaration regarding their application.

I, the authorised person (as the applicant or as authorised representative on behalf of the applicant) agree:

- All parties identified in the application have agreed to include their details in it
- I have read and understood the requirements in the Funding Guidelines
- I have or will obtain the necessary permits and/or support to undertake this project
- The information provided in the Application is complete and correct

Title (eg Mr, Mrs, Ms):		Full Name:	
Position:			
Organisation Name:			
Email Address:			
Phone:		Mobile:	
Signature:			

## 11. COMPLETION CHECKLIST

Review this list and ensure you have included all the necessary documents at each step of the application

- Attachment 1 - Site Description Template
- Attachment 2 - Maps
- Attachment 3 - Confirmation of Land Manager Consent
- Attachment 4 - Evidence of Aboriginal Consultation
- Attachment 5 – Declaration of Interest (if applicable)
- Attachment 6 – Budget Template
- Attachment 7 – Quotes
- Attachment 8 – Confirmation of Partners/Co- Investors (unless included in Attachment 3)
- Attachment 9 - Confirmation of Land Manager Future Commitment (unless included with Attachment 3)
- Attachment 10 - Other attachments (if any)
- Completed all Sections of the application

**Submit this application in WORD FORMAT together with all attachments. Excel Documents should remain in Excel format.**