



Australian Government

**Department of Industry,
Innovation and Science**

**Department of the Environment
and Energy**

Busir

Communities Environment Program - Application Form

Tracking Code: **JLDPNH4Z**

Instructions

About the Communities Environment Program

The Communities Environment Program (the program) will run over one year in 2019-20. The Australian Government announced the program in March 2019 prior to the 2019 Budget as a measure to support small scale, community-led environment projects that address local environmental priorities in each of the 151 federal electorates across Australia.

The objectives of the program are to:

- deliver positive environmental and social outcomes
- give communities the resources, skills and knowledge to care for the environment.

The intended outcomes of the program are:

- improved management of native species, including threatened species, and their habitat
- improved management of the environment, including coastal, wetland and riparian areas
- reduced levels of threats and risks to the environment, including from the impact of litter/waste, run-off to waterways, feral animals, diseases and weeds
- increased community knowledge of, and participation in, activities that protect and restore environmental assets
- increased community connection with the natural environment in their local area.

The Australian Government has announced a total of \$22.65 million in 2019-20 for the program.

It is important to note that being invited to submit an application by your MP, does not guarantee

that your application will be successful.

Success of your application depends on the completeness and eligibility assessment of the department, information you provide, and the availability of grant funds.

Completing this form

You must read the [grant opportunity guidelines](#) before completing an application. Further information on the program and how to apply can be found in the Frequently Asked Questions and Fact sheets. View these documents at business.gov.au

Disclosure of information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the [grant opportunity guidelines](#). Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#).

Google Places

The address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at business.gov.au. Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the [grant opportunity guidelines](#) and sample [grant agreement](#) before completing an application.

Requirements

This form functions best when it is completed using the most recent version of your internet browser. This form is not compatible with Internet Explorer 8 or earlier browsers. If you are using an earlier browser version, you may have difficulty in displaying the form correctly or it may not display at all.

Important information

Save regularly. Click the 'Save for Later' button regularly while completing this form to ensure the information entered is saved. Saved forms will be retained for a maximum of 30 days. If you do not save or submit your form within this timeframe, you will need to start a new form.

This form has a tracking code displayed in the top right corner. Please make a note of this tracking code for your records. The tracking code is required to reopen your saved form and you will need to provide this code if you require assistance with your form.

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Do not use your internet browser's 'back' or 'refresh' buttons as this will cause the form to close and any unsaved information will be lost. Navigate between sections of the form by using the tabs at the top of the form or by clicking 'Continue' or 'Go Back' at the bottom of each page.

Sharing the form

The form can be viewed by more than one person by sharing the form's unique tracking code. However, sharing the form increases the risk of losing unsaved information. The reason for this is that only one person at any one time, has saving permissions for the application form. If the form is shared, save regularly as the last person that accesses the form has the saving permission. It is recommended that the form tracking code is not shared widely so as to avoid inadvertent loss of information.

Attachments

All attachments marked as required must be attached before your application can be submitted. Files with ".pdf, .rtf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .bmp, .img, .png, .tiff" extension types can be uploaded. Total file size of all attachments in the application cannot exceed 20MB.

Submitting your form

Applications open at 9.00AM AEST 12 August 2019 and may be submitted at any time up until 5.00 pm Australian Eastern Daylight Time (AEDT) on Thursday 17 October 2019.

You will be provided with a receipt to confirm that your submission has been successful. Please keep this receipt for your records by using the "Download the form and receipt" link or by emailing yourself a copy of the receipt and submission. Both of these options are available in the "To keep a copy of the completed form" box on the Submission Complete page.

If you have any enquiries relating to submission of your form, you will need to provide your receipt number.

Eligibility

Eligibility

This section will help you determine whether you are an entity eligible for the program.

For further information regarding eligibility requirements refer to the Communities Environment Program [grant opportunity guidelines](#).

Were you invited by your federal Member of Parliament, Hon Dr Andrew Leigh MP, to apply?

Only organisations who received an emailed invitation from their MP are eligible to apply. You can only apply up to the maximum grant amount nominated by your local MP.

Yes

No

Do you have an Australian Business Number (ABN)? *

If you do not have an ABN you are not eligible to apply. You may be able to nominate a project sponsor to apply on your behalf. Your project sponsor will need to meet all of the eligibility criteria and be nominated by your MP. The project sponsor will need to submit the application on behalf of your organisation, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth.

Refer to section 4.1 of the [grant opportunity guidelines](#), or call 13 28 46 if you need clarification.

For trustees applying on behalf of a trust, this refers to the ABN of the trust.

Yes

No

Is your organisation: *

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- a local government agency or body
- an Australian State/Territory Government agency or body that is:
- an incorporated not for profit including but not limited to:

- *community organisations, including*
 - *Parents and Citizens, Parents and Friends groups and equivalent bodies*
- *non-distributing co-operatives*
- *companies limited by guarantee*
- *Indigenous not for profit corporations*

If you are not an incorporated not for profit entity you are not eligible to apply. Unless sponsored by a project sponsor who agrees to apply on your behalf. The project sponsor must meet all of the eligibility criteria and be nominated by your MP.

The project sponsor can apply and must:

- *be nominated by your MP*
- *meet the program's eligibility criteria*
- *be the main driver of the project*
- *submit this application form*
- *if successful, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth*
- *ensure that the grant is spent on the project and in accordance with the agreement.*

You are required to demonstrate your 'not for profit' status through one of the following:

- *current Australian Charities and Not-for-profits Commission (ACNC) registration*
- *state or territory incorporated association status*
- *constitutional documents or articles of association that demonstrate the 'not for profit' character of the organisation*

- an incorporated trustee applying on behalf of a trust with responsibility for a community property.

Does your project meet the program's intended objectives to increase community knowledge, skills and resources to care for the environment and address local environmental priorities; and, deliver positive environmental and social outcomes as described in the [grant opportunity guidelines](#)? *

- Yes

No

Will the majority of your grant funding be directed to on-ground activities? *

To be eligible your project must direct the majority of grant funding to on-ground eligible activities. On-ground refers to project activities that monitor, survey, or directly make a change to, the state of the natural biophysical environment, such as:

- *land / soil;*
- *plants / animals and their habitats; or*
- *coasts / wetlands / waterways.*

Refer to the [grant opportunity guidelines](#) for more information on what may be considered on-ground activities.

Yes

No

Are you applying for the project and grant amount as agreed to and nominated by your MP? *

Yes

No

Does your project have a minimum of \$2,500 in eligible expenditure? *

Yes

No

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Do you have a plan for how you will carry out the project and complete by 31 December 2020? *

Yes

No

You have answered 'yes' to the questions above you are eligible to apply for the Communities Environment Program.

Contact details

Primary contact

The primary contact is the person authorised to act on behalf of the applicant (Note: At least one phone number or mobile number for the primary contact must be entered).

Title

Mr

Given name *

Jonathan

Family name *

Palmer

Position title *

Convener, Hall Honeys and member Hall Progress Association

Please enter either a phone or mobile number *

Phone

0419685358

Mobile

0419685358

Email *

jandb.palmer@gmail.com

Provide the postal address of the primary contact.

Address line 1 *

14 Palmer Street

Address line 2

Address line 3

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Suburb *

HALL

State *

ACT

Postcode *

2618

Is the primary contact a volunteer for the applicant organisation? *

Yes

No

Feedback

How did the applicant hear about the program? *

Local Member of Parliament

Community consultation committee

Advertisement

Attend public forum

Call centre

Direct mail / email

Industry group

Internet

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Newspaper / magazine

Word of mouth

Social media

Other

Applicant information

Joint and project sponsor application

Is this a joint application? *

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. Joint applications refer to organisations that may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The lead applicant will need to be nominated by your MP. The application should identify all other members of the proposed group and include a letter of support from each of the project partners.

If you are a lead applicant applying on behalf of another organisation you are a project sponsor and the application is not a joint application. Answer 'no' to this question.

Yes

No

If you answered 'yes' to this question the lead applicant must complete this form. If you are unsure whether your application should be a joint application contact us on 13 28 46 or at business.gov.au.

Are you a project sponsor applying on behalf of another organisation? *

If you are an organisation that may not be able to incorporate, such as Landcare, Coastcare or Bushcare groups or equivalent bodies (excluding individuals and partnerships), or Parents and Citizens or Parents and Friends groups in some states, you may nominate a project sponsor to apply on your behalf. Your project sponsor will need to meet all of the eligibility criteria and be nominated by your MP. The project sponsor will need to submit the application, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth. Project sponsors must enter their details in the "applicant details section".

Project sponsors may act as a sponsor for more than one project, provided they have capacity to support delivery of the applicant group(s) projects within the project period.

Please note, individuals and partnerships cannot be sponsored under this program.

If you answered 'yes' to this question please provide details about the organisation you are applying on behalf of.

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If you answered 'yes' to this question please provide details about the organisation you are applying on behalf of.

Yes

No

Type of applicant

In this section you must indicate what type of entity you operate under.

All entities must have an ABN.

Select which type of entity your organisation is: *

a local government agency or body

an Australian State/Territory Government agency or body

an incorporated not for profit organisation

Please choose your relevant entity type below: *

incorporated association

non-distributing co-operative

public company limited by guarantee

indigenous not for profit corporation

religious or other organisation incorporated under legislation

How will you demonstrate your not-for-profit status? *

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- state or territory incorporated association status
- current Australian Charities and Not-for-profits Commission (ACNC)
- constitutional documents that demonstrate the not for profit status
- other evidence such as legislation that demonstrate the not for profit status

- an incorporated trustee on behalf of a trust with responsibility for a community asset or property

Applicant details

Enter your ABN and click the Validate button to retrieve your registration details.

Australian Business Number (ABN) *

73 469 961 467

Australian Company Number (ACN)

The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

Entity name

VILLAGE OF HALL AND DISTRICT PROGRESS ASSOCIATION INC

Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'Other'.

Business/trading name

GST registered

ANZSIC details

What is the applicant's main business activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#).

Phone 13 28 46 if you require assistance.

ANZSIC division *

S Other Services

ANZSIC class *

9559 Other Interest Group Services n.e.c.

Address details

Provide your organisation street address (Australian head office). This cannot be a PO BOX address.

Address line 1 *

22 Palmer Street

Address line 2

Address line 3

Suburb *

Hall

State *

ACT

Postcode *

2618

Is the postal address the same as the business street address entered above? *

Yes

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No

Provide your postal address

Address line 1 *

P O Box 43

Address line 2

Address line 3

Suburb *

HALL

State *

ACT

Postcode *

2618

Website or social media platform address

Provide your organisation's website address

If you do not have a website, please provide a link to your business' social media platform (i.e. Facebook, Twitter, Instagram).

www.hall.act.au

Project site address

A project site address must be a street address not a postal address (closest street address to your project site if the site doesn't have a physical street address). Your project must be located in your MP's electorate. You may undertake your project at more than one site within your MP's electorate. If you are undertaking on-ground works on a property, monitoring/surveying a species, or addressing other environmental issues that partly cross over into an adjoining electorate and requires works to be undertaken in that electorate to achieve satisfactory environmental outcomes, you must undertake the majority of work in your MP's electorate.

Will the project's activities occur solely at the above listed head office address? *

Yes

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No

Electorate

Electorate *

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Project location mapping

You must also use a [mapping tool](#) * to draw (or upload) one or more shapes (polygons) to reflect the location of your project activities.

- Please follow the instructions in the [user guide](#) to complete your project mapping.
- Note:
 - The mapping tool will open in a new browser tab.
 - Be as accurate as you can and focus on the area(s) of on-ground activity
 - Your map polygon(s) will automatically link to your application when you click the 'Save Mapping' button.
 - Once you have clicked 'Save Mapping' you can return to your map polygon(s) at any time (using the link above) to make further edits before finalising your application.
 - To return to this application form, click on 'Save Mapping' in the mapping tool and then click the browser tab for your application form.

Indigenous details

Is your organisation Indigenous owned? *

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors is Indigenous.

Yes

No

Prefer not to answer

Is your organisation Indigenous controlled? *

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or

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management committee is Indigenous.

Yes

No

Prefer not to answer

Project details and funding

Project title and description

If your application is successful, some project details will be published on the Department of the Environment and Energy website/GrantConnect. Published project details include:

- *name of the applicant*
- *title of the project*
- *a description of the project and its intended outcomes*
- *amount of funding awarded.*

Please note: You will be required to provide before and after photographic evidence of the project site with the final report (where relevant).

Provide a project title *

Example project title: Eradication and management of invasive weeds at Cityville Reserve

Bee Friendly Hall Village - An engaged community promoting bee health

Provide a brief project description for publication on our website *

Ensure your project description focuses on the environmental issue and environmental asset you will address, what outcome(s) you will achieve, and the main activities/actions you will use to achieve the outcome(s).

*Example project description: The project will reduce the threat of habitat degradation, fragmentation and loss to the critically endangered Regent Honeyeater (*Anthochaera phrygia*) by creating/enhancing 4 ha of priority habitat at Cityville Reserve to support recovery of the species. The Friends of the Cityville Reserve volunteers will undertake chemical and mechanical weed control and trap Noisy Miners to reduce their impact on the Honeyeater's habitat and breeding success. Three community planting days will plant 3,500 mixed box and ironbark eucalypts (as well as understorey plants) to enhance habitat condition and connectivity and to improve available food sources.*

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Bees around the world are in serious trouble due to the loss of habitat and food sources, use of pesticides and modern agricultural practices. Hall Village will be part of a movement to counter this by becoming a 'Bee Friendly' community - one that is aware and engaged in fostering bee health.

This project will implement public plantings and signage in the centre of Hall to provide additional habitat and promote awareness of the vital role that bees play, and encourage behaviours that will promote bee health.

The funding will be invested in enhancing the existing environment and streetscape with attractive plantings and signage in the main street that will be enjoyed by residents and enhance the heritage character of Hall Village.

Summary of activities and project outcomes

Provide a summary of your project, including the key activities and how they address local environmental priorities *

Example summary of activities and outcomes: The project will: clear dense pockets of blackberry over 2 ha, and then revegetate it and another 2 ha (total 4 ha) with 3,500 mixed box and ironbark species suitable for Honeyeater habitat plus understory plants. Three community planting days involving 100 people will be undertaken during autumn planting season and be promoted through the group's website, 2 newsletters, 500 copies of a flyer and local radio. Plant health and survival will be regularly monitored to ensure successful establishment. Excessive Miner birds will be trapped using traps made by local bushcarers to reduce their impact on the Honeyeater's breeding. Numbers removed will be counted and be humanely disposed of. Honeyeater breeding success will be monitored by volunteers near the end of the project and compared with previous surveys. Community participants and volunteers will be assigned different areas of the Reserve to plant and/or manage to encourage a sense of ownership of the Reserve, foster care for the Regent Honeyeater, and promote a sense of pride to keep it well maintained. The project will improve community knowledge and skills that will enable future expansion of project works; improved extent and condition of important remnant habitat; improved corridor linkages and support for the Regent Honeyeater and many native species; and increased community connection to their local environment and involvement in recovery actions.

This information will not be published.

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The project will establish attractive 'Bee Friendly' gardens and signage to improve habitat for pollinators in Hall Village and promote the health of bees to our community and visitors. These gardens will make the main street more attractive to residents and visitors and enhance the heritage character of the Village.

An expert will be contracted to assist with development of a design proposal for the plantings and signage. The design will need to be consistent with the Hall Precinct Code, ACT government regulations and bush fire hazard reduction requirements. Community consultation on the design proposal will be undertaken with the assistance of the Village of Hall and District Progress Association to ensure that the plans are generally acceptable to the community.

"Bee Hotels" will be a feature of the gardens and these will be monitored by volunteers to better understand pollinator populations in the Village.

Community participants, local businesses and volunteers, including members of the "Hall Honeys" and the Hall Men's Shed, will be engaged in the construction, installation and on-going maintenance of the gardens.

This project complements a number of other initiatives to establish Hall as "Australia's first Bee Friendly Community". We hope that these efforts will inspire other communities to implement the "Bee Friendly Community Charter" that we have developed in association with ACT for Bees.

Indicate which type of activities are included in your project. You may choose more than one. *

Citizen science activities

Citizen science activities that encourage people to collect and contribute information about their local environment, such as monitoring local flora, fauna, water quality and marine debris

Protect or enhance the natural environment and/or support recovery of native species/communities

This includes:

- actions identified in recovery plans or conservation advices for threatened species*
- collection and propagation of seed from native species*
- revegetation using locally appropriate native species (e.g. to increase suitable habitat and available food sources for native animals, to increase biodiversity or provide bio-linkages to reduce the impact of climate change)*
- removal of barriers to species traversing landscapes and waterways (e.g. fish ladders)*
- habitat support for species (e.g. provision of nesting boxes or artificial burrows)*

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- Reducing threats and risks to the natural environment

This includes:

- *managing invasive weeds, pest animals or diseases (e.g. construction of wash-down stations)*
- *fencing to support environmental protection and/or restoration (e.g. control access to sensitive sites, remnant vegetation or revegetation sites)*
- *management of access to sensitive areas, including installation of infrastructure, such as boardwalks and sand ladders*
- *managing erosion (e.g. to reduce impacts on environmentally sensitive areas/waterways and/or to directly improve the ecological condition of a site)*
- *reducing sediment, contaminant and nutrient run-off to waterways.*

- Reduce the impact of waste and litter

- Encourage re-use and recycling

- Improve carbon sequestration

- Educational activities that build community knowledge

Educational activities that build community knowledge about their local environment and how the community can conserve, protect, monitor, and/or manage it sustainably.

Project plan

Describe how you will carry out the project including: *

- who is accountable
- a list of resources
- identification of any constraints

Example project plan:

Formal approval has been obtained from the Cityville Reserve Trust to enter the grounds and carry

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out the work. An experienced project manager will be appointed to co-ordinate the project and the volunteers. The group's volunteers will be organised into workgroups and a timetable will be developed for all project works and will cater for interruptions from adverse weather. The project manager will provide all training in weed identification/removal, native tree planting, bird and plant monitoring, trapping/disposal of Miner birds, and use appropriate personal protective equipment. Group volunteers will be trained in planting of native species in preparation to lead the community planting days. Plants will be sourced from a local Landcare community nursery and Greening Australia. Council will provide in-kind some understorey plants and mulch to support habitat structure and establishment. Safety training will be provided to all planting day participants before they enter the reserve and will ensure they are wearing protective clothing and observe all safe work practices. The project will use equipment from the Cityville Reserve Trust and purchase some small items of equipment to carry out the weed control and planting which will be kept at the Trust's storage facility and also be used post project to maintain the plantings. Progress will be monitored and recorded by the project manager. The Reserve Trust will verify final completion. Agreement will be reached between the Reserve Trust and volunteers to an ongoing maintenance schedule.

Jonathan Palmer and Leigh Crocker of the 'Hall Honeys' will be the volunteer project managers responsible for the delivery of the project. The project will commence by providing information and seeking feedback from traders and residents in the specified project location.

An expert will be engaged in consultation with the ACT government to provide a design for the streetscape plantings consistent with heritage values, health and safety considerations and the bee-friendly objectives.

Specific actions:

- Consult with residents on the design and revise accordingly
- Recruit additional sponsors
- Contract for the supply of selected garden components
- Purchase appropriate plants and materials
- Engage volunteers (Hall Honeys, Residents, Men's Shed members, Hall Rotary) in the construction and installation of the gardens

Constraints include the Hall Precinct Code, preserving the rural character of the village; Fire risk mitigation; Funding; ensuring gardens are very low maintenance.

Project duration

Your project start date cannot be before the date of your application submission. Your project end date must be the expected date your project activities will be completed and should allow sufficient time for unexpected delays to your project. You should factor in additional time for obtaining approvals, contracting tradespeople and specialists/experts, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time. You must complete your project no later than 31 December 2020. Refer to section 3.2 of the [grant opportunity guidelines](#).

Project start date *

Project end date *

01 Jan 2020

31 Dec 2020

Landholder and other relevant approvals

Will your project require landholder permission, development approval, licences/permits or other approvals? *

You must be aware of and ensure you obtain, any necessary statutory approvals. Where statutory approvals are required for your project you must maintain records of the approvals.

You must have, or be able to obtain during the project, all relevant and required permissions, approvals, licences, and/or permits required to undertake the project within the project period. For example, the support of the relevant site owner(s) where works are proposed, approvals for any structures to be erected, and permits related to undertaking burns or threatened species related interventions.

Yes

No

Project budget

*The Total eligible project expenditure of your project will auto populate based on the figures entered in this section of the application form. The Total eligible project expenditure must equal the Total eligible project expenditure in the following section - **Source of Funding**.*

Complete the fields below to show how you will fund the eligible project costs. *

Note, the minimum grant amount under the Communities Environment Program is \$2,500 and the maximum grant amount is \$20,000. When determining your eligible project cost over the life of the project you will need to take into consideration your GST status.

When calculating the total project cost:

- if you are registered for GST, you should remove the GST components of the project costs and provide the GST exclusive amount, and*

If you are registered for GST, where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice

- if you are not registered for GST you should provide the cost of your project including the GST components (GST inclusive).*

GST does not apply to grant payments to government related entities. If you are a government related entity, you should provide a GST exclusive amount.

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Eligible project expenditure	FY 2019-20	Total
Suppliers, consultants, contracted and volunteer labour	\$45,440	\$45,440
Materials	\$7,000	\$7,000
.....		
Assets and equipment		\$0
.....		
Administration	\$7,200	\$7,200
.....		
Total expenditure	\$59,640	\$59,640
.....		

Source of funding

The figure in part D, Total eligible project expenditure, will auto populate based on the figures you enter in parts A, B, and C in this section. Please note that the figure in part D must be equal to the Total eligible project expenditure shown in your Project Budget in the previous section - **Project Budget**.

Complete the table below to show how the applicant will fund the eligible project costs. *

Note, the minimum grant amount under the Communities Environment Program is \$2,500 and the maximum grant amount is \$20,000. When calculating the total project cost, if you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount.

We cannot fund your project if it receives funding from another Commonwealth, State, Territory or Local Government grant. You can apply for a grant for your project under more than one government program, but if your application is successful, you must choose either the Communities Environment Program grant or the other government grant.

a. Your contribution including cash and in-kind (equipment, materials or labour) (A\$)

b. Other non-government contributions (including from project partners) (A\$) if relevant

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c. Communities Environment Program grant amount (A\$) (grant being sought) *

\$15,000

d. Total eligible project costs (\$AUD), Minimum \$2,500

\$59,640

The project cannot be funded by this grant in conjunction with any other Commonwealth grant. The total Commonwealth Government grant percentage cannot exceed 100%. Other non-Commonwealth government funding means funding contribution from your local or state government towards your share of project costs.

Conflicts of interest

Do you have any perceived or existing conflicts of interest to declare? *

Refer to the [grant opportunity guidelines](#) for further information on your conflict of interest responsibilities.

Yes

No

Payee details

Applicant bank account details

If your application is successful we will transfer funds directly into your bank account. Provide your relevant bank account details here. To avoid payment delays ensure your bank account details are correct.

Name of banking institution *

Commonwealth Bank

Account name *

Village of Hall and District Progress As

BSB *

062-919

Account number *

00925470

Applicant declaration

Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Communities Environment Program [grant opportunity guidelines](#)
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
2. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the [grant opportunity guidelines](#) may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.



By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *

Applicant declaration

I declare that I have read and understood the [grant opportunity guidelines](#), including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project will not receive funding from other Commonwealth, State, Territory or local government grants. I note that I can apply for a grant for the proposed project under more

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than one government program however if my application is successful I must choose either the Communities Environment Program or the other government grant.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that I have consent, or am able to obtain consent, from the relevant site owner(s) to undertake the proposed project outlined in this application.

I declare I have, or will obtain, all relevant and required permission, approvals, licenses and/or permits required to undertake the project outlined in this application.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the majority of on-ground works will be undertaken in my Member of Parliament's electorate.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I understand that I am responsible for ensuring that I have met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under the Communities Environment Program, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Commonwealth Fraud Control Framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by sending me a letter of approval with annexed Grant Terms and Conditions a copy of which is available on business.gov.au. On receipt of this letter, I will immediately be bound by a legally binding agreement comprising:

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- this application
- the Communities Environment Program [grant opportunity guidelines](#) in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I acknowledge that the Commonwealth may at their absolute discretion, unilaterally extend the project end date, the final report due date and the Agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the Agreement despite clause 15.2 of the grant terms and conditions.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true *

State your name *

Peter Robert Toet

State your email address *

ann.toet@bigpond.com

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