

Guidelines for Applicants to the Flying-foxes Grants Program

Instructions for completing the Application
and Proposed Work Plan forms

Instructions for completing the application form

Councils may apply for funding in more than one stream, however a separate application will need to be completed for each stream.

Applications that are incomplete or do not provide the necessary level of detail to facilitate an adequate assessment of the project against the eligibility criteria will be considered ineligible for funding. Lodging an application for financial assistance does not guarantee assistance will be offered.

If submitting an application prior to 30 June 2016, please complete the application in Word and email it to ffgp@lgnsw.org.au with your Proposed Work Plan and necessary attachments.

Note that **after 30 June 2016**, applications should be made via the online portal (link to be advised on [LGNSW's website](#)).

These explanatory notes correspond to the items on the application form and proposed work plan form.

Applicant's Name and ABN

Provide the name, Australian Business Number and address of the organisation applying for funds. This will be the lead organisation in the case where the proposal involves more than one council.

Project Contact

Provide the contact details of the contact person for the application.

Eligibility Criteria

Indicate whether the organisation applying for funds is a local government organisation.

Indicate whether the application is on behalf of 2 or more councils. List the councils involved.

Project / Camp Location

Provide details of the camp location, and whether the camp is considered nationally-significant. You can check the camp's status at <http://www.environment.gov.au/webgis-framework/apps/ffc-wide/ffc-wide.jsf>

If the camp is nationally-significant, please indicate whether the proposed actions have been referred to the Australian Government in accordance with the *Environment Protection and Biodiversity Conservation Act 1999*. Provide brief details e.g. referral made on [date], or 'No referral made as yet'.

Funding Stream

Indicate the funding stream to which your proposal applies.

Stream 1 Criteria

This stream applies to flying-fox camps where emergency measures are required due to the immediacy, significance and consequence of the impact.

The impact of flying-foxes on the camp are such that conditions represent a threat to life or property.

Tick the box if this applies. Provide details. See definitions in [Guidelines for Applicants](#). Consider whether the camp is on land managed for public use, the nature and level of damage to the site, proximity to human settlements and infrastructure including pathways, roads and buildings.

There is an unprecedented incursion of flying-foxes. Provide details.

Tick the box if this applies. Provide details. See definitions in [Guidelines for Applicants](#).

The flying-fox camp is within 300 metres of human settlements including residences, businesses schools and hospitals?

Tick the box if this applies. Provide details.

Stream 2 Criteria

A camp management plan has not already been completed for the flying-fox camp, or the existing plan needs to be updated.

Tick the box if this applies. Provide details where appropriate.

Council has committed to seek adoption of the plan upon completion.

Tick the box if this applies.

The flying-fox camp is on council-managed land, or the council has agreed to be the funding proponent for a camp on other land.

Tick the box if this applies. Provide details of land tenure for the flying-fox camp. Where council is not the land manager, provide evidence that council agrees to act as funding proponent.

Stream 3 Criteria

The proposed actions are part of a camp management plan

Provide a web link to the relevant plan. Where a camp management plan is only in draft, please attach a copy of your draft plan to your application.

Proposed actions, where necessary, have been approved by Office of Environment and Heritage under the relevant legislation.

Tick the box if this applies. Provide details, including details of the approval and the OEH office to which you submitted your application.

Contact your [local Office of Environment and Heritage Regional Operations Branch](#) for more information. Refer to the OEH [Camp Management Plan Template](#) for camp management options.

Project Details

Note: The Proposed Work Plan form should be filled out as details from the work plan will be required to complete the Application form. A worked example has been provided in a separate tab on the Excel spreadsheet.

Project title

Provide a brief name for your proposal.

What is the project timeframe?

Provide details of when you anticipate work will commence and when work will be completed.

List your project objectives.

These are what you want to achieve with your project, not a list of activities. Objectives should be specific, measurable, attainable, relevant and time-bound.

What actions are you proposing and why are they required?

Provide a brief description of your proposed actions and why they are required.

If you are proposing to disperse or disturb flying-foxes, attach a copy of a detailed dispersal plan. Refer to the OEH [Camp Management Plan Template](#) for camp management options and detailed guidance on disturbance and dispersals.

For applications under Streams 1 and 3, how will your proposed project address the impact of flying-foxes on local communities? How will you meet this objective while minimising harm to flying-foxes?

Provide details about how your project will address the impact of flying-foxes on local communities. Provide a brief description of the actions your project will take to minimise harm to flying-foxes. Refer to the OEH [Camp Management Plan Template](#) for standard measures to avoid impacts.

What are the project outcomes?

Provide details of what the success of your project will look like. These outcomes should be directly linked to the project milestones and activities listed in the Proposed Work Plan.

List any project partners and specify their role in this project.

Attach letters of support from project partners to this application. The letter(s) should confirm any cash or in-kind contributions.

What are some of the potential risks that could hinder progress of the project and how will you manage them?

Provide details of any potential risks that may arise as a result of the proposed project. Provide details of how you propose to mitigate these risks.

Refer to the OEH [Camp Management Plan Template](#) for guidance.

Please declare any actual, potential or perceived conflict of interest that you are aware of. This can relate to land ownership, salary and/or contractor payments.

Provide details of any conflicts of interest and how you propose to manage them.

For projects in Streams 1 and 3, councils will be expected to maintain the works after the funding period. Describe this maintenance commitment.

Provide details of how council will ensure the works and/or benefits of the grant will be maintained over the longer term.

Project Budget

Have you completed and attached the Proposed Work Plan?

Complete the Proposed Work Plan excel spreadsheet and include it with your application.

What is the total project budget?

Enter the total project cost and a brief summary of what the funds will cover. Provide details of council and partner contributions, both cash and in-kind. These details should be reflected in your Proposed Work Plan form.

Note that matching funds or in-kind contributions are required for proposals on a 1:1 basis (\$1 council: \$1 grant funding). Matching funds can include cash and in-kind contributions.

For streams 1 and 2, councils with the capacity to do so are encouraged to contribute more than 1:1. For stream 3, priority will be given (unless exceptional circumstances can be demonstrated) to applications with a higher council: grant funding ratio.

Grant amount sought

Copy the grant amount sought figure from your completed Proposed Work Plan form.

Insurances

It is a condition of your grant that you have adequate insurance cover, including public liability insurance of \$20 million, workers compensation and volunteer insurance. Provide details of your insurance(s).

Authorisations

Has the application been approved by Council's General Manager/ your Organisation's CEO?

Tick the box if approval has been granted.

If submitting the application form prior to 30 June 2016, please have the form signed by the delegated officer.

Instructions for completing the Proposed Work Plan form

These explanatory notes correspond to the items on the Proposed Work Plan form. A worked example is provided in a separate tab on the excel spreadsheet.

Organisation name

This should be the same as the applicant name on your Application Form.

Stream

Insert the stream number under which your proposal fits.

Project name

This should be the same as the project name on your Application Form.

Objective

List the objectives of your proposal. Objectives should be specific, measurable, attainable, relevant and time-bound.

Milestone

List the expected milestones for your proposal.

Activities

List the activities required to achieve each output.

How will progress be measured?

For each activity, provide what you will measure to know that activities and outputs (milestones) are on track or complete.

Estimated cost of each activity

Provide an estimate of the cost of each activity, including grant funds sought and all council and partner contributions. Figures should be exclusive of GST.

Total milestone costs

This column will be automatically calculated from your estimated cost of each activity column.

Council Contribution (Cash)

Provide the amount of cash that council will contribute to each milestone. Figures should be exclusive of GST.

Council Contribution (In-kind)

Provide the amount of in-kind contribution that council will contribute to each milestone. Figures should be exclusive of GST.

Partner or Other Contribution (Cash)

Provide the amount of cash that any partners will contribute to each milestone. Figures should be exclusive of GST.

Partner or Other Contribution (In-kind)

Provide the amount of in-kind contribution that any partners will contribute to each milestone. Figures should be exclusive of GST.

Grant amount sought for each milestone

This column will be automatically calculated based on total milestone costs minus all council and partner contributions.

Projected milestone commencement

Enter the date you anticipate beginning work on each output (milestone).

Projected milestone completion

Enter the date you anticipate completing work on each output (milestone).

Total Cash and In-Kind Contribution

This will be automatically calculated based on all council and partner contributions.

Total Grant Amount Sought

This will be automatically calculated. If the grant amount sought is greater than the total cash and in-kind contribution, an error message will display. Increase the amount of contributions until they are greater than or equal to the total grant amount sought.

Once this form is complete, you should copy the grant amount sought figure to your application form under 'Grant amount sought'.

Total Project Cost

This figure is automatically calculated.