



OFFICE USE ONLY		
Application Number	Funding	
EnvG	Sought \$	Offered \$
One Million Trees Program	Yes No	Qty:



SECTION ONE – APPLICANT DETAILS

1. Name of applicant or organisation:

Postal address:

Telephone (business hours):

Email:

Only incorporated organisations or sponsoring organisations complete section 1b

1b. Accountable representative (president or chairperson) or sponsoring organisation

Note: Accountable representatives and sponsoring organisations are responsible for financial management and project reporting.

Name of organisation:

Postal address:

Name of accountable representative:

Telephone (business hours):

Email:

Position within organisation:

2. Are you applying as an individual or an organisation?

Individual – Continue to Question 2a

Organisation – Continue to Question 3

2a. Do you belong to the habitat protection program?

Land for Wildlife - Voluntary Conservation Agreement - Nature Refuge

Yes – Continue to Question 4

No – Continue to Question 4

3. Is the applicant incorporated?

Yes – Continue to Question 4

No – Continue to Question 3a

3a. Organisations must have an incorporated organisation to sponsor their application.

Ensure your sponsor organisation details are provided at question 1b

4. Does your project involve activities on public land?

Yes – Continue to Question 4a

No – Continue to Question 5 (Section Two)

4a. Please provide *Public Liability Insurance* details below:

SECTION TWO – FINANCE DETAILS

If you are being sponsored by an incorporated organisation, provide their details for this section.

5. Are you registered for GST?

Yes No

6. Do you have an Australian Business Number (ABN)?

Yes – Continue to Question 6a No – Continue to Question 7

Note: If you do not have an ABN, your invoice must be accompanied by a completed “Statement by Supplier Form” obtained from the ATO and available [here](#)

6a. Provide ABN details below:

7. Nominated bank account details

Please ensure the BSB and account number provided are correct.

Name of account:

Bank and branch name:

BSB:

Account number:

IMPORTANT NOTICE – Privacy Statement

Scenic Rim Regional Council is collecting your personal information in order to allocate a creditor number into Council's payment system and organise appropriate payment of future invoices. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information will not be given to any other person or agency unless you have given us permission or we are required to by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

SECTION THREE – PROJECT DETAILS

8. Project title:

9. Project address:

10. Funding sought from Council:

11. Proposed completion date (DD/MM/YYYY):

12. Quantity of trees planted (if applicable):

13. Project description – A statement of what the project is about.

14. Project aims – A statement of what the project aims to achieve.

SECTION THREE – PROJECT DETAILS continued

15. Environmental benefits – Outline the environmental benefits of the project.

16. Community participation – Provide details of any community participation within the project.

17. Expertise – Provide a brief statement outlining any relevant technical expertise and experience of the individuals participating in your project (relevant education, community consultation undertaken).

18. On-going maintenance and monitoring – Outline any on-going maintenance that you intend to carry out after the completion date, including an approximate time frame.

19. Approvals – Provide details of approvals from relevant Council officers and other agencies, if required.

SECTION FOUR – PROJECT PLAN

20. Site plan

Attach a site plan identifying the location of the project, if on-ground works are to be undertaken, including the parcel reference number or street address.

To help with planning the project, include the following (where relevant) on the site plan;

- proposed or existing tracks
- areas for revegetation/remediation
- remnant/existing vegetation
- existing structures and landscaping features
- waterways
- roads and driveways
- North point
- a scale or marked distances

Where relevant, attach to your application:

- a vegetation species list
- equipment required
- technical drawings
- aerial and other images
- methodologies used throughout the project

21. Project milestones – Specific phases and timeframes of project work.

SECTION FOUR – PROJECT PLAN

Provide a work program and budget, attaching quotes and additional information if required to this application.

ACTIVITY/PHASE	TIMEFRAME START AND FINISH DATE		RESOURCES REQUIRED	APPLICANT CONTRIBUTION \$ (A)	GRANT CONTRIBUTION \$ (B)	TOTAL A + B
	START DATE	FINISH DATE				
				TOTAL		

SECTION FIVE – DECLARATION

The Community Grants Council Policy and Environmental Grants Program Guideline govern the Environmental Grants Program. By providing a declaration, you agree to the terms and conditions of the program and understand that you may request a copy of the relevant policy and guideline from Council by contacting (07) 5540 5111.

Applicant (as stated in question one)

I/We declare that the information provided within this application is true and correct.

Signature

Name of applicant or organisation:

Date (DD/MM/YYYY):

Only incorporated organisations or sponsoring organisations complete this section

Accountable representative or sponsoring organisation (as stated in question 1b)

I/We authorise the applicant to make this application and declare that the information provided within this application is true and correct.

Signature

Name of organisation:

Name of accountable representative:

Date (DD/MM/YYYY):

Privacy Statement

Scenic Rim Regional Council is collecting your personal information in accordance with the *Local Government Act 2009* in order to assess your application. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information will not be given to any other person or agency unless you have given us permission or we are required to by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.