

ACT Environmental Grants Program Application Form

*** indicates a required field**

About the Program

This application form is for the ACT Environmental Grants Program which includes the Environment and Environmental Volunteer Assist Grant streams.

The program provides an opportunity to support and empower the community to address environmental issues, restore and conserve natural places that are special to them, and engage other community members to do the same. The program helps to build community awareness and assists with the capacity of the community that play a valuable role in caring for the environment of the ACT.

The ACT Environmental Grants Program Guidelines are available at: <https://www.environment.act.gov.au/act-nrm/grants-and-support-packages/act-environment-grants>

If you have any questions, issues or concerns in regards to the grants contact the Grants Coordinator, on 02 6205 9269 or by emailing: actnrm@act.gov.au

If afterhours and you have a technical issue please contact Smarty Grants directly by emailing service@smartygrants.com.au or phoning 03 93206888.

How did you hear about the 2024-2025 ACT Environmental Grants Program?

We would like to be able to gauge our exposure for the Grants Program. Please select the option where you heard about the Grants Program.

How did you hear about the Grants Program *

- Other:
- environment.act.gov.au
- Facebook
- Media and Radio
- Local Environment Groups
- Regional Agriculture Landcare Facilitator Newsletter
- Previous Applicant

Application Prerequisites

Applications close: 11:59pm on Thursday 28 March 2024

Incomplete applications and/or applications received after the closing date will not be considered.

Before completing this application form, it is important that you make yourself familiar with all of the requirements to be included in your application.

Before filling out this application please confirm: *

- I have read and understood the ACT Environmental Grants Program Guidelines.
- I am able to demonstrate alignment between my project and the funding priorities of the grant program.
- My organisation is incorporated, or is sponsored by an incorporated organisation for this application.

2024-2025 ACT Environmental Grants Program

ACT Environmental Grants Program: Application Form 2024-2025

Application No. ENV2024_25/00039 From Karen Williams - DRAFT

- My project is located in the Australian Capital Territory.
- I am able to demonstrate financial viability of the project and the organisation I am representing.
- I am not representing a political party, or government agency.
- My organisation (or sponsor) is prepared to enter into a deed of grant with the ACT Government.

PLEASE NOTE: All boxes must be selected to meet the eligibility requirements to proceed with this application

Contact Details

*** indicates a required field**

Privacy

I/We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to:

<https://www.planning.act.gov.au/about-us/privacy>

Application Summary

Name of Applicant *

Molonglo Conservation Group

If you are an individual or other non-incorporated applicant you will need to lodge your application through an incorporated organisation (Sponsor) (See ACT Environmental Grants Program Guidelines).

Does your application need sponsorship? *

Yes No

Refer to sponsorship in the ACT Environmental Grants Program Guidelines.

Project title *

Grevillea Park Volunteer Support

Primary contact details

Please insert name of primary contact for the project *

Elyssa Castles

This is the project manager within the incorporated organisation or sponsor responsible for delivering the project.

Position within organisation

Project Officer

This is the project manager within the incorporated organisation (the Sponsor).

Address *

Dairy Rd

Fyshwick ACT 2609 Australia

2024-2025 ACT Environmental Grants Program

ACT Environmental Grants Program: Application Form 2024-2025

Application No. ENV2024_25/00039 From Karen Williams - DRAFT

Address Line 1, Suburb/Town, State/Province, and Postcode are required.
If you project requires sponsorship, this is the address of the sponsor.

Phone Number *

0423 732 282

Must be an Australian phone number.

If you project requires sponsorship, this is the phone number for the primary contact from the sponsor.

Contact Email *

elyssa.castles@molonglo.org.au

Must be an email address.

If you project requires sponsorship, this is the email address for the primary contact from the sponsor.

Application type - Incorporated organisation

* indicates a required field

Incorporated organisation

5. ABN and GST registration *

78 210 867 987

Information from the Australian Business Register	
ABN	78 210 867 987
Entity name	Molonglo Conservation Group Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	2620 ACT

Information retrieved at 2:56pm yesterday

Must be an ABN.

Statement about the Applicant

Please provide a statement outlining the principal aims and objectives of the applicant. *

Molonglo Conservation Group is a not-for-profit coordinator of Landcare and Park Care groups within the Molonglo Catchment and Southern tablelands of southern NSW and the ACT. Our work focusses on implementing programs that restore landscapes, enhance knowledge, and build community capabilities. Our activities cover urban, peri-urban, rural and conservation landscapes.

The Group's main aim is to implement the Molonglo Catchment Strategy 2015-2030 (approved initially in 2005 and revised in 2015) so as to guide stakeholders in achieving natural resource management targets set out in the ACT Natural Resources Management Plan and the Murrumbidgee Catchment Action Plan. The Strategy supports and complements the ACT Government's 2016 Draft ACT and Region Catchment Strategy. The MCG Catchment Strategy aims to realise 5 key long term outcomes based on resilience thinking and a landscape based approach to catchment management. They are:

- Protection of and improving healthy soils
- Adoption of best practise environmental behaviour
- Increased extent ,connectivity & condition of native vegetation managed for biodiversity
- Community Stewardship
- Viable & resilient communities

Must be no more than 200 words.

Project Description

*** indicates a required field**

Funding Stream

Funding Stream Applying for: *

- Environment Grants
- Environmental Volunteer Assistance Grants

Please refer to the ACT Environmental Grants Program Guidelines to select the Funding Stream for this round of Grants. **IMPORTANT:** You can only apply for one stream per application but you can make multiple applications for each Stream ensuring you address the Funding Priorities for each Stream.

Project Term

All projects are for a maximum of 12 months and if your application is successful and will commence from the Date of the signing of the Deed of Grant.

Project Description

Please provide a description of your project, its intended outcomes and how it aligns to the funding priorities for the stream you are applying for. Make sure you provide accurate facts and information about your project. The funding priorities for each stream can be found in the ACT Environmental Grants Program Guidelines.

This information may be used to showcase your project for media or communication purposes should your application be successful.

Project Description *

The Grevillea Park Environment Meditation and Healing Garden volunteer group at the Environment Meditation and Healing Garden have been active on their site for over 12 years and have done significant work to create and maintain the function of the garden not only for biodiversity but for integral community use. The

Garden is located on a one-hectare site beside Clare Holland House at the eastern extremity of Grevillea Park and is often used as a place of natural and spiritual connection for multicultural communities. The group are seeking funds to reinvigorate the broader community and generate stewardship for more on-ground support maintaining the site as the group has reduced in numbers in recent years. The project funds would be attributed toward generating stewardship in the following ways:

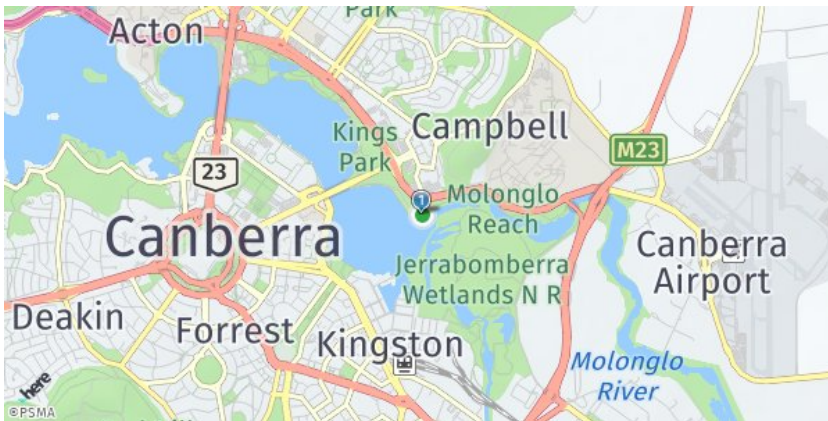
- Broader community workshops promoting the benefits of the site, celebrating on-ground achievements and encouraging new volunteers to join.
- A planting event to increase the garden's biodiversity and combat weed incursion, while also providing an enriching nature-based activity for potential volunteers as a 'come and try' event
- A communications-based initiative to increase interest in the site by means of promotional materials and local campaigns.

The garden is also known to support a rare jewel beetle, *Castiarina testacea*, which before its rediscovery in 2021 hadn't been seen in Canberra since 1955. There is intention to increase the number of habitat plants for this species to thrive and connect to neighbouring greenspaces.

Must be no more than 250 words.

Project Location *

Menindee Dr
Barton ACT 2600 Australia



Latitude: -35.304175 | Longitude: 149.151506

Only applicable to on ground work

Addressing the Merit Criteria

*** indicates a required field**

Project Merit Criteria

Your application will be assessed against the merit criteria as described in the ACT Environmental Grant Program Guidelines. These include:

- **Alignment with funding priorities.**

- **Feasibility and effectiveness.**
- **Project planning.**
- **Value for money.**
- **Community engagement.**

More information about each of these can be found in the ACT Environmental Grant Program Guidelines .

You must address all merit criteria for your application to be valid.

Merit Criteria 1: Alignment with funding priorities.

For Merit Criteria 1 please only answer the question related to the stream you are applying for. If you would like to apply for additional streams please submit additional applications.

For more information please refer to the ACT Environmental Grant Program Guidelines or contact the ACT Environment Grants Coordinator.

Merit Criteria 1b: Alignment with Funding Priorities for the Environment Volunteer Assistance Grants

Please indicate which of the funding priorities are relevant to your project

- Understand environmental issues important to a volunteer site.
- Enhance the recruitment of new volunteers.
- Increase skills to tackle environmental issues at a volunteer site.
- Plan future works on a volunteer site.

Please describe how your project aligns with funding priorities selected improves the environment under the Environment Volunteer Assistance Grants stream

The Grevillea Park Environment Meditation and Healing Garden volunteer group at the Environment Meditation and Healing Garden have been active

on their site for over 12 years and have done significant work to create and maintain the function of the garden not only for biodiversity but for integral community use. The Garden is located on a one-hectare site beside Clare Holland House at the eastern extremity of Grevillea Park and is often used as a place of natural and spiritual connection for multicultural communities. The group are seeking funds to reinvigorate the broader community and generate stewardship for more on-ground support maintaining the site as the group has reduced in numbers in recent years. The project funds would be attributed toward generating stewardship in the following ways:

- Broader community workshops promoting the benefits of the site, celebrating on-ground achievements and encouraging new volunteers to join.
- A planting event to increase the garden's biodiversity and combat weed incursion, while also providing an enriching nature-based activity for potential volunteers as a 'come and try' event
- A communications-based initiative to increase interest in the site by means of promotional materials and local campaigns.

This project will support the group on the ground by attracting new volunteers to help with some issues that have become more prevalent on site including weeds and rabbits, and

to learn more about those issues to better equip the volunteers. This space is important to many different cultural groups, at current it is being maintained by a small number of volunteers who need support building their group. The funds from this project will provide them an opportunity to reach a broader community and continue the hard work they've put in for over 12 years.

Must be no more than 500 words.

Merit Criteria 2: Feasibility and Effectiveness

In this section of your application you must address the following statements in regard to the feasibility and effectiveness of your project:

- 1. What is the problem you have identified and how will your project help address that problem?**
- 2. Does your project include on-ground work? If yes please provide information about:**
 - the proposed scale and scope of on-ground activities using quantifiable measures. e.g. number of hectares to be revegetated and number of stems to be planted.**
 - evidence of current condition of the site(s) you propose working in. This information will be used as a project baseline and enable the project to be monitored and assessed.**
 - a photo showing the current condition of your site.**
- 3. Provide any site maps or plans that further conveys the effectiveness of your project, please upload.**

Merit Criteria 2: Feasibility and effectiveness of your project *

There are many feral rabbits in the Grevillea Park where our Environment Garden is located. The major problem we have currently identified is the damage these rabbits caused to the native plants in our garden. We are pleased to note that the City Services Directorate has recently initiated some action to control these rabbits, but we still find some rabbits freely moving in the area and damaging the plants. We are using tree guards to protect our plants and this has been a quite useful step towards the effective management of the Garden. We also do our best to keep the area clear by mowing when necessary.

We have currently planted around 300 native plants in an area covering less than one third of our Environment Garden, which is located on a one-hectare site. We would like to significantly increase the vegetation of the Environment Garden by planting more native trees and shrubs in the rest of the garden site. This will deliver a positive environmental outcome as well as increase the attractiveness of the garden site to community groups. By having an open community planting day as a 'come and try' style event potential volunteers can feel stewardship towards the space and be more inclined to continue to volunteer.

We propose in our project to plant further 250 native trees and shrubs in an area around two third of a hectare on our garden site to make the total number of plants in our Environment Garden around 550. We already have a small group of community volunteers and expect to get further support from members of different faith groups affiliated to the Canberra Interfaith forum with these proposed events.

We have provided a few photos to show the current condition of the garden site.

Must be no more than 500 words.

Attach supporting documents *

Filename: Photo 1.pdf

File size: 358.4 kB

Filename: Photo 2.pdf
 File size: 434.5 kB

Filename: Photo 3.pdf
 File size: 450.8 kB

Filename: Photo 4.pdf
 File size: 361.4 kB
 This could include site maps, current condition, plans etc.

Merit Criteria 3 - Project Planning

In this section of your application, you must demonstrate that you have effectively planned your project. There is three steps to this criteria:

- 1. Project plan.**
- 2. Post project maintenance.**
- 3. Monitoring and evaluation.**

Merit Criteria 3a: Project Plan

Complete a project plan which shows the steps involved in undertaking your project including:

- **Key Steps/Activities (eg. weed treatment, recruitment of volunteers)**
- **Description of activity (eg. engage weed contractor, promotion of volunteer come try day)**
- **Timeline/Key Dates (eg. prior to planting day, Spring 2024)**

Key step/activities	Activity	Timeline/Key Dates	Description
Communications	Printing flyers, pamphlets, signs	August 2024	Increase volunteer recruitment opportunity and group visibility to broader community
Community Workshop	Showcase volunteer efforts, promotion of come and try day	October 2024	Increase volunteer recruitment opportunity by celebrating achievements of the group and undertaking in community activities (eg planting) to generate interest
Planting Event	Engaging volunteers	October 2024	Undertaking in planting by different community groups to generate interest, enrichment and sense of stewardship

Community Work-shop	Showcase volunteer efforts, promotion of come and try day	April 2025	Increase volunteer recruitment opportunity by celebrating achievements of the group and undertaking in community activities (eg planting) to generate interest
---------------------	---	------------	--

Merit Criteria 3b : Maintenance of your project post end date

Please describe how the outcomes of your project will be maintained after your project is completed.

In 200 words or less describe how you will maintain the Project post project end date. *

After the completion of our project, we will continue ongoing development and maintenance of the Garden as we have been doing for the last twelve years.

This primarily entails maintaining tree guards as long as necessary as protection from rabbits, weeding, pruning, keeping the area clear by mowing when necessary, and watering as required. We have already acquired a water pump to draw water from the adjacent Molonglo River. The Transport Canberra and City Services Directorate and the Environment Protection Authority have advised that we can acquire water from the river for our Garden because it is a community garden and hence is exempt from the requirement for a licence under the Water Resources Act 2007 to take water from the Molonglo River.

The communications and promotional material will be distributed and made available at the site by means of clear display boxes, the group have used these in the past and have been effective.

Must be no more than 200 words.

Merit Criteria 3c: Monitoring and Evaluation of your Project

Please describe how you will monitor and evaluate your project. How will you determine if you have achieved your outcomes?

In 200 words or less describe how you will monitor and evaluate your project *

The ongoing maintenance of the Environment Garden is currently supported by working parties comprising volunteers from different community groups. This working party meets first Saturday morning of each month at the Environment Garden site and conduct gardening activities such as weeding and watering plants.

We have also been receiving in-kind support from members of faith groups to manage the Environment Garden, since its establishment in 2011. With the increase of vegetation in the environment garden, we will increase the number of volunteers on the working party and set up a small team among the working party volunteers to monitor and evaluate the project.

Achievement of our desired outcomes will be evident by the continuing good condition of the Garden, its evident use by residents, staff and visitors to the adjacent Clare Holland House (Canberra Hospice), and as a popular meeting place for faith-based and community groups.

Must be no more than 200 words.

Merit Criteria 4: Value for money

In the project budget below you must include the grant amount sought, and all other sources of funding, in-kind contributions, and volunteer and paid labour. The program is looking to gage a true value of the whole project particularly to determine value for money.

Merit Criteria 4a: Project Budget

In the budget below , you must:

1. Provide an itemised budget of all expenses and a justification of how the items of expenditure are calculated.
2. Include all sources of funding, as well as any in-kind contributions to enable the full scope of the value of the project to be ascertained.
3. When funding relates to externally sourced quotes for goods and services please include figures that are GST inclusive. All other figures should be GST exclusive.
4. General volunteer labour can be costed at \$41.72 per hour.
5. Specialist labour can be costed at current average industry rates.
6. A maximum rate of 10% of total grant funding sought may be attributed to administrative costs.

Item	Basis of costing	Grant Funding Requested	Applicant Contribution	Budget
eg, plants, weed contractor, materials, equipment hire, communications, admin costs etc labour	eg, cost of seedlings, cost per hectares of treatment, contracted hours, volunteer hours)	(GST Inclusive for goods and services) Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.
Communications	Printing materials	\$1,000.00	\$0.00	\$1,000.00
Community Workshops	Catering, function supplies, guest speaker	\$1,200.00	\$0.00	\$1,200.00
Plants	\$3 tube stock x 250	\$750.00	\$0.00	\$750.00
Project Management	\$60/h x 5 hours	\$300.00	\$0.00	\$300.00
Administration	10%	\$445.00	\$0.00	\$445.00
Mulch	Organic Mulch + delivery	\$200.00	\$0.00	\$200.00
Guards	Stakes, Guards	\$1,000.00	\$0.00	\$1,000.00
Delivery of on ground works	\$41.72 x 5 volunteers x 20 hours	\$0.00	\$4,172.00	\$4,172.00

2024-2025 ACT Environmental Grants Program
ACT Environmental Grants Program: Application Form 2024-2025
Application No. ENV2024_25/00039 From Karen Williams - DRAFT

Workshops and Events	\$41.72 x 30 volunteers x 4 hours	\$0.00	\$5,006.40	\$5,006.40
----------------------	-----------------------------------	--------	------------	------------

Total Funds Requested

\$4,895.00

This number/amount is calculated.

Total Applicant Contribution

\$9,178.40

This number/amount is calculated.

Total Budget

\$14,073.40

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Merit Criteria 5: Community Engagement

In this section of your application, please indicate:

- 1. An estimation on the number of community member (including Volunteers), you intend to engage in your project.**
- 2. What the demographics of these community members are.**
- 3. How you will engage these community members? Workshops? On ground activities?**
- 4. How will the projects and outcomes be communicated to a wider audience?**
- 5. What other groups or organisations you are partnering with (optionally attach any letters of support).**
- 6. What each partner/s is/are responsible for or contributing to your project.**

Merit Criteria 5: Level of Community and Stakeholder Engagement *

- We expect that five Executive Committee Members of the Canberra Interfaith Forum (CIF) and about 20 other volunteers, most of them young persons from different faith groups affiliated to the CIF, will engage in our project.
- These community members are mostly the members of different spiritual faith groups which represent the Canberra Interfaith Forum. They comprise many young people (under 30 years of age), and others with significant management and landscaping work experience.
- We liaise with religious and community groups for preliminary off-site workshops to raise the awareness of the garden's significance. We organise nature-appreciation on-site social and working party activities (planting, watering, weeding etc) for the benefit of participants and to promote long-term commitment to the ongoing development and maintenance of the Garden.
- The Garden is located alongside Clare Holland House. It's easily accessible by wheelchair from the Hospice, and is frequented by Hospice residents, staff and visitors.
 - The site is at a junction of busy pedestrian and cycle paths, enjoyed by passers-by, who like to take a break and rest on our park benches to enjoy views of our garden, the river and wildlife.
 - Our faith-based and community groups promote their working-party and social gatherings at the Garden, withing their families, groups, and the wider communities.
 - We receive some additional exposure from special events, such as the discovery of rare Jewel Beetles here, the subject of an article in The Canberra on 10th: January 2021: Teenager finds rare jewel beetle 65 years after first ACT sighting

2024-2025 ACT Environmental Grants Program
ACT Environmental Grants Program: Application Form 2024-2025
Application No. ENV2024_25/00039 From Karen Williams - DRAFT

5. The other groups we are partnering with include the Molonglo Conservation Group, the ACT Hospice, religious and community organisations (as below).

6. We are partnering with the following organisations, whose members participate in garden development and maintenance, and nature-appreciation activities:

- Molonglo Conservation Group
- The ACT Hospice
- Sukyo Mahikari faith group,
- Sasthya Sai organisation,
- Baha'i faith group,
- Wesley Uniting Church,
- Canberra Jung Society,
- Walter Burley Griffin Society.

Members, mostly young persons, of the Sukyo Mahikari faith group, Satya Sai organisation, Baha'i faith group and Westly Uniting Church which are affiliated to the CIF are actively involved in the Environment Garden working party. The Environment Garden currently holds the Molonglo Conservation Group's membership.

We have established a good relationship with the ACT Hospice, which is located adjacent to our Environment Garden. The Environment Garden provides a physical place where patients at the neighbouring ACT Hospice and the Palliative Care and volunteers working there could rest peacefully in nature.

Since the establishment of the Environment Garden, the CIF has organised a number of public events at the garden site to promote peace, harmony and reconciliation, and we have invited members of the local aboriginal community to all those events. For example, a spiritual/ cultural outdoor event we organised at the garden site on Sunday 8 October 2023, we invited a Ngunnawal elder to deliver "Welcome to Country" and the Wiradjuri Echoes Dance Group to presents an Aboriginal cultural performance.

Must be no more than 500 words.

Attach letters of support (optional)

Filename: Sukyo Mahikari Letter of Support for CIF Garden.pdf

File size: 300.3 kB

Approvals, Authorisations and Licencing

*** indicates a required field**

Land Manager/Owner Support for Project

Please upload the appropriate evidence that the Land Manager or Land Owner supports your project. More information about approvals can be found in the ACT Environmental Grants Program Guidelines.

Does your project include work on land which is not owned by you? *

Yes No

Please upload evidence of project support from the Land Manager or Land Owner.
*

Filename: RE Evidence of Support.pdf
File size: 78.0 kB

Please note at the application stage we only require evidence of project support from the Land Manager or Land Owner. If successful you will be required to submit any full approvals, authorisations or permits that may be required for your project to proceed to the appropriate ACT government agency.

Additional Approvals or Authorisations?

Does your project require additional approvals or authorisations. Example could be if your project is on sites which are of cultural or heritage significance.

If unsure please contact the ACT Environmental Grants Coordinator to discuss your project.

Please allow sufficient time to obtain the appropriate approvals or authorisations.

Does your project require additional approvals or authorisations? *

Yes No

If yes, please refer to the ACT Environmental Grants Program Guidelines guidelines for more information. If you havent recived required documentation in time, please submit evidence that the process has been started. If successful you will be required to submit your final documentation before your project can proceed.

Licences

Does your project require additional licences in order for it to proceed? Example could be is if you have a project where their is interaction with native plants and animals?

If unsure please contact the ACT Environment Grants Coordinator to discuss your project.

Please allow sufficient time to obtain the appropriate licences.

Does your project require additional licences? *

Yes No

If yes, please refer to the ACT Environmental Grants Program Guidelines for more information. If you havent recived required documentation in time, please submit evidence that the process has been started. If successful you will be required to submit your final documentation before your project can proceed

Risks and Mitigations

*** indicates a required field**

Determine the potential risks to the project.

There are four steps to fill out the risk assessment bellow:

2024-2025 ACT Environmental Grants Program
ACT Environmental Grants Program: Application Form 2024-2025
Application No. ENV2024_25/00039 From Karen Williams - DRAFT

1. Firstly in the risk assessment below detail any issues, risks, constraints or knowledge gaps that may inhibit the project achieving its objectives in the table below.
2. Then estimate the consequence and likelihood of each of the risks identified and put them in the risk assessment.
3. Then using the risk matrix at the bottom of the page identify the risk level (Low, Medium, High, Extreme) of any potential risks to the project and put that in the assessment.
4. Finally describe how you will respond to the risks identified in the project.

If you need assistance with the form please contact the ACT Environment Grants coordinator.

Example: Identified Risk: Dry conditions impacting plants; Consequence: Major (the planting could fail); Likelihood: Likely (Canberra gets hot); Risk Level: Extreme (Could jeopardise the project outcomes); Response: Monthly supplementary watering over summer.

Project Risk Assessment

Potential risk	Consequence	Likelihood	Risk Level	Proposed response
The description should provide an understanding of the context of the risk, as well as its likely cause and possible consequence				What will you do to mitigate or manage the risk? How does the project design address the risk
Hazardous conditions or extreme weather events impacting ability to carry out on-ground works	Moderate*	Possible*	Low*	Postpone scheduled event until weather permits safe conduct
Presence of dangerous animals or plants	Moderate	Possible	Low	Tool box talk at the beginning of each workshop or working bee to identify any potential hazards including snakes and European wasps. Necessary PPE and First Aid

2024-2025 ACT Environmental Grants Program
ACT Environmental Grants Program: Application Form 2024-2025
Application No. ENV2024_25/00039 From Karen Williams - DRAFT

COVID 19	Moderate	Possible	Low	Maintain safe distance and practice healthy hygiene
Slips, trips, falls	Moderate	Possible	Low	Tool box talk at the beginning of each workshop or working bee to identify any potential hazards including uneven surfaces and unstable terrain. PPE where necessary
Total Fire Ban	Moderate	Possible	Low	All activities will be postponed until deemed safe by fire authorities
Chemical Use	Moderate	Possible	Low	All activities will be postponed until deemed safe by fire authorities

Risk Matrix

Note: The following table shows correctly when completing the on-line application form. Using the following risk matrix determine the risk level of your identified risks in the risk assessment above:

Consequence

Insignificant

Minor

Moderate

Major

Severe

Likelihood

Almost Certain

Medium

High

High

Extreme

Extreme

Likely

Medium

Medium

High

Extreme

Extreme

Possible

Medium

Medium

High

High

Extreme

Unlikely

Low

Medium

Medium

High

High

Rare

Low

Low

Medium

High

High

Insurance

*** indicates a required field**

Evidence of Public Liability Cover of Sponsor

Refer to the ACT Environment Grants Program Guidelines - Insurance.

If you are successful with your application your organisation or Sponsor will be required to enter into a Deed of Grant with the Territory and they will be required to provide evidence that they either have:

- a current public insurance policy with a minimum cover of \$10 million (Certificate of Currency); or
- has obtained a valid quote for a public insurance policy with a minimum cover of \$10 million.

Evidence of Insurance Cover *

Filename: Certificate of Placement Landcare - Liability AUS (1).pdf

2024-2025 ACT Environmental Grants Program

ACT Environmental Grants Program: Application Form 2024-2025

Application No. ENV2024_25/00039 From Karen Williams - DRAFT

File size: 109.5 kB

Upload a current Public Liability Insurance policy (Certificate of Currency) or a valid quote for a Public Liability Insurance with a minimum of \$20 Million

Evidence of Level of Volunteer Accident Insurance Cover Insurance Cover

Refer to Environment Grants Program Guidelines - Insurance.

If you are successful with your application your organisation or Sponsor will be required to enter into a Deed of Grant with the Territory. If your project utilises a volunteer base, your Sponsor will be required to provide evidence that they either have:

- a current Volunteer Accident Insurance policy with a minimum cover of \$10 million (Certificate of Currency); or
- has obtained a valid quote for a Volunteer Accident Insurance policy with a minimum cover of \$10 million.

Evidence of Insurance Cover

Filename: Certificate of Placement Landcare - Liability AUS (1).pdf

File size: 109.5 kB

Upload a current Voluntary Workers Insurance policy (Certificate of Currency) or a valid quote for a Voluntary Workers Insurance policy with a minimum of \$10 Million

CHECKLIST

*** indicates a required field**

Before submitting your application please ensure that:

*

- You have completed all sections of the application form applicable to your project.
- You have uploaded approvals from landholder/managers to conduct your project on their land (Required as part of your applications eligibility).
- If applicable, you have uploaded copies of any authorisations required (Example: ACT Heritage support/agreement).
- If applicable you have uploaded copies of location of the specific area you intend to undertake your project.
- You have uploaded all documentation in relation to Public Liability and Volunteer Workers Insurance (Certificates of Currency).
- If applicable , you have uploaded all relevant licences that may be required for your project (Example interacting with Native Plants and Animals).
- If you are an individual or non-incorporated organisation, you have uploaded letters of agreement from your Sponsor (Incorporated Organisation)
- You have completed all Sections relating to the Merit Criteria.

Please tick each statement that is applicable as verification of your completed application

Authorisation

2024-2025 ACT Environmental Grants Program
ACT Environmental Grants Program: Application Form 2024-2025
Application No. ENV2024_25/00039 From Karen Williams - DRAFT

This section must be completed by an appropriately authorised person on behalf of the applicant (the Sponsor) or Incorporated Organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

If successful, I certify that we are eligible to enter into a Deed of Grant with the ACT Government and understand the implications and obligations of the funding.

I agree *

Yes

Name of authorised person (Sponsor or Incorporated Organisation) *

Dr Karen Williams

Appropriately Authorised Person for the Incorporated Organisation

Position *

President

Position within the Incorporated Organisation

Contact Phone Number *

0427 803 896

Contact Number of the Authorised Person of the Incorporated Organisation

Contact Email *

president@molonglo.org.au

Must be an email address.

Email address of the Incorporated Organisation

Date *

28/03/2024

Must be a date.