

Application Form

Grants to Local Government Template

Template Instructions: This example template has been prepared for grant programs targeting Local Government as the only recipient of funding.

This template is intended to be used in conjunction with the Financial Accountability Handbook and Grants to Local Government - Design, Administration and Evaluation Manual.

This template is intended to provide local government with a consistent user experience, while allowing for some flexibility for State agencies to update sections in consideration of each grant program.

State agencies should update this form as necessary for each program to ensure that the information sought aligns with the information required by State agencies to evaluate responses in accordance with the Program Guidelines, and to facilitate completion of the Project Funding Schedule. Not all information in this template will be required for all programs.

Grant program details

Program details	
Program stream	
Name of grant program	

Please complete all sections of this form:

- 1 – Information about Council
- 2 – Information about the Project
- 3 – How the proposal addresses the assessment criteria
- 4 – Project costs
- 5 – Declaration and authorisation

Section 1 Council details

Council details	
Council name	<i>Drop down box (where possible)</i>
Council address	<i>Free text</i>

Principal contact person within Council			
Title	<i>Free text</i>	Given name	<i>Free text</i>
Surname	<i>Free text</i>	Position	<i>Free text</i>
Phone	<i>Free text</i>	Email	<i>Free text</i>
Secondary contact person within Council			
Title	<i>Free text</i>	Given name	<i>Free text</i>
Surname	<i>Free text</i>	Position	<i>Free text</i>
Phone	<i>Free text</i>	Email	<i>Free text</i>

Joint applications (regional collaboration/group of councils)	
Lead Council	<i>a single council must be the contracting party and will be responsible for contract management and delivery</i>
Is this application being made in partnership with any other councils?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please complete the following details:	
Partner name	<i>Free text</i>
Organisation type	<i>Free text</i>
Partner address	<i>Free text</i>
Letter of support	<p>A letter of support from each partner must be submitted including:</p> <ul style="list-style-type: none"> • details of the partner organisation • an overview of how the partner organisation will work with the lead Council and any other partner organisations in the group to successfully complete the project/service • the roles/responsibilities of the partner organisation and the resources they will contribute (if any) • details of a nominated management level contact officer <input type="checkbox"/> Attached

Section 2

Project details

Project details	
Project (title) Maximum 10 words to be used in project plan and all correspondence	<i>Free text</i>
Project category	<i>Drop down box (i.e. water, flood mitigation, sport)</i>
If other, specify:	<i>Free text</i>
Project type	<i>Drop down [to be adjusted by agencies based on the grant program eligibility]:</i> <i>Infrastructure – construct new</i> <i>Infrastructure – upgrade existing</i> <i>Infrastructure – replace existing</i> <i>Undertake research or study</i> <i>Develop a plan or strategy</i> <i>Develop and deliver training/capacity building program</i> <i>Purchase equipment</i> <i>Other (please specify)</i>
Project description	<i>Free text - Please identify the key deliverables of this project, e.g. new community centre, sewerage system, etc. – what is being funded/built</i>
Project Plan	<i>Free text</i>

Please attach a Project Plan [based on Project Plan template OR including, as a minimum: a. Project title b. Project description, including objectives and resilience outcomes c. Scope of works d. Project Schedule – Project timeframes, clear milestones and deliverables e. Detailed project budget f. Project risks.]	
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Project location

For non-infrastructure projects detail one central location, such as the applicant's central office

How is the location identified?	<input type="checkbox"/> Street address and lot on plan (all lots must be listed) or <input type="checkbox"/> Street address and lot on plan for an adjoining or adjacent property of the premises (appropriate for road reserves or water bodies adjoining or adjacent to land).
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Street address				
	Lot and Plan Number (e.g. RP, SP)	Street address	Town/Suburb	Postcode
Site 1				
+ Add additional site/s				

Coordinates				
For projects involving a single point location, please provide start X-coordinate and start Y-coordinate. X and Y-coordinates can be found using Google Maps. For projects involving multiple sites on one asset, please list coordinates of each site. Please enter 5 decimal places for greater asset location. X values must be between 132.00001 and 155.00001 Y values must be between -9.00001 and -30.00001				
	Start x-coordinate:	End x-coordinate:	Start y-coordinate:	End y-coordinate:
Site 1				

+ Add additional site/s				
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Electorate/s				
Site 1	State		Federal	
+ Add additional site/s				

Land ownership

[for capital projects]

Has the Council secured land tenure arrangements?	<i>Free text</i>
Does Council have all necessary approvals to allow the project to proceed? Provide details.	<i>Free text</i>

Project readiness

What stage is the proposed project at?	<i>Drop down:</i> <i>Ready to commence</i> <i>Concept drawings</i> <i>Detailed design</i> <i>Tender stage</i> <i>Contractual stage</i> <i>Other (specify)</i>
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Priority

Total number of applications being submitted	<i>Drop down (numbered 1-10)</i>
If more than one application is being submitted, order of priority for this application compared to the other applications (with 1 being the highest priority)	<i>Drop down (scale of 1-10)</i>

Timeframes

Estimated Project Commencement date	<i>Date (This date must be from [date] onwards)</i>
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Estimated Project Construction start date	<i>Date (This date must be from [date] onwards)</i>
Estimated Project Completion date	<i>Date (This date must be before [date])</i>
Please provide details of any potential issues that may impact on the commencement and/or completion of this project	<i>Free text</i>

Project Risk Management Register

Submit a completed Risk Management Register, using the template in Appendix A, to provide details of any potential risks that may impact on the commencement and/or completion of this project and identify mitigation strategies.	<input type="checkbox"/> Yes – Risks and mitigation strategies identified
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Section 3 Alignment with objectives

Strategic Alignment	
How does this project align with the program aims and objectives? (Please refer to the Program Guidelines)	<i>Free text</i> <i>Please justify the necessity for the project in line with the program guidelines.</i> <i>Please attach additional documentation if required</i>

Response to assessment criteria

<p>[Agencies to tailor the requested information for each grant program.</p> <p>The assessment criteria will link to the aims and objectives of the program and be reasonable and relevant for an application.</p>	<i>Free text (Please describe the clear benefits to community and why this is a priority)</i>
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This table may be split to prompt a response to multiple criteria.]	
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Financial soundness and value for money

<p>How does this project demonstrate financial soundness and value for money?</p> <p>Consider whole-of-life costs (if applicable), return on investment, avoided costs and qualitative considerations (e.g. social, environmental and health benefits).</p> <p>Attach an options analysis or cost-benefit analysis.</p>	<i>Free text</i>		
<p>Provide details of the ongoing operational, maintenance and replacement costs for the project and outline how these costs will be met.</p>	<i>Free text</i>		
	Whole-of-life costs	\$ per year	Funding source

Number of jobs supported

Please provide details of the jobs during construction and following completion of project	
Construction (Net)	
Council jobs	<i>Free text</i>
Contractor jobs	<i>Free text</i>
Operational (Net)	
Council jobs	<i>Free text</i>
Contractor jobs	<i>Free text</i>

Supporting documentation

Copy of strategic/community plan	<i>Free text</i>
Evidence of consultation	<i>Free text</i>
Evidence of planning permission,	<i>Free text</i>

environmental approval, building approval, as relevant	
Maps	<i>Free text</i>
Other	<i>Free text</i>

Section 4

Proposed project budget

Breakdown of project costs (include all funding sources)		Amount (ex GST)
Total Project Costs (this is the total estimated cost of the project, which includes both Eligible Project Costs and costs that are not Eligible Project Costs)		\$
Third Party Contribution (if any)	Third Party Contributor	\$
	Third Party Contributor	\$
Ineligible costs (costs that are not Eligible Project Costs under the Program Guidelines).		\$
Total Eligible Project Costs		\$
Council's contribution (Recipient's Contribution)		\$
Project Funding sought (i.e. State contribution for the Project)		\$

Note: applicants must ensure the Project Funding sought aligns with the requirements for funding under the Program Guidelines.

Cost break down

Breakdown of project costs	<input type="checkbox"/> Yes – project cost breakdown provided <i>Provide a breakdown of all project costs, including a contingency of up to 15 percent, and indicate how these costs will be distributed between the financial contributors</i>
How have costs been calculated?	<i>Drop down:</i> <i>Detailed Cost Estimate</i> <i>Benchmark Rates</i> <i>Tender/Quotation</i> <i>Similar projects</i> <i>Other (provide details)</i>
Additional notes on funding matters that may impact upon delivery of the project	<i>Free text</i>

Further details on Third Party Contributions

Third Party Contributions			
<i>Please indicate sources, value and approval status of all funding contributions to the project. Do not include in-kind contributions in this section</i>			
Third Party Contributor (entity contributing funding)	Contribution description (e.g. grant, loan, etc.)	Status	Amount (ex GST)
<i>Free text</i>	<i>Free text</i>	<i>Drop down (requested, provisionally recommended, approved)</i>	\$
<i>Free text</i>	<i>Free text</i>	<i>Drop down (requested, provisionally recommended, approved)</i>	\$
Total other financial contributions			\$

Section 5

Supporting document checklist

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Section 6

Additional information

This section is optional - include any additional relevant information not otherwise provided in this application form.

Terms and conditions

Declaration and Authorisation

<input type="checkbox"/>	<p>By submitting an application, the applicant:</p> <ul style="list-style-type: none">● warrants to the State that:<ul style="list-style-type: none">○ the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in determining whether or not to select the applicant for the Grant Program;○ the proposed project complies with the Program Guidelines;● undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;● acknowledges that the State will rely on the above warranty and undertaking when evaluating the application;● acknowledges that the State may elect to remove an applicant at any stage as a result of material changes to the information presented in its application;● acknowledges that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking; and● is taken to have accepted the guidelines and these terms and conditions.		
Name of Authorised Person		Position	
Signature		Date signed	

Appendix A – Risk Management Template

Provide details of any potential risks that may impact on the commencement and/or completion of this project.

#	Risk Category	Risk Description	Likelihood	Consequence	Rating	Mitigation/Treatment Strategy

Legend:

Likelihood of occurrence	Definition (Rate of occurrence)				
Almost certain	Several times within the next year, or over 90% probability				
Likely	Once within the next year, or 70% – 90% probability				
Possible	At least once within the next 1 – 5 years, or 30% – 70% probability				
Unlikely	Once within the next 5 – 10 years, or 10% – 30% probability				
Rare	Less than once in the next 10 – 20 years, or less than 10% probability				

Likelihood	(5) Almost certain						Low
	(4) Likely						Medium
	(3) Possible						High
	(2) Unlikely						Extreme
	(1) Rare						
		(1) Insignificant	(2) Minor	(3) Moderate	(4) Major	(5) Catastrophic	
		Consequence					