



Application Tips

Information to assist with your application

Notes are provided for the relevant sections of the application.

The template is a Word document with expandable sections.
The completed application should be no more than 6 pages

Complete a pre-submission check to ensure that:

- ✓ All sections of the form are complete.
- ✓ The expected benefits of the project are fully explained and, where possible, quantified.
- ✓ The Budget is detailed enough to justify the funding sought
- ✓ Background information or evidence is provided if you have it
- ✓ The signed declaration is complete.

Lodging your application

Please forward the application and any attached documents to the following address:
application.northerntablelands@lls.nsw.gov.au

Alternatively, you may lodge your application by the closing date at any Northern Tablelands Local Land Services office located at:

Northern Tablelands Local Land Services offices			
Inverell: 15 Vivian St or PO Box 411 Inverell NSW 2360 Phone: 6720 8300	Glen Innes: 1 Greenaway St or PO Box 108 Glen Innes NSW 2370 Phone: 6732 8800	Armidale: 126 – 130 Taylor St Armidale NSW 2360 Phone: 6770 2000	Tenterfield: 142 High St Tenterfield NSW 2372 Phone: 6739 1400

Who to contact for further information

Harry White Northern Tablelands Local Land Services P: 6720 8303 M: 0437 678 720 E: harry.white@lls.nsw.gov.au	Michelle McKemey Project Officer P: 6779 2900 M: 0437 350 597 E: michelle@melaleucaenterprises.com.au
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This project is jointly funded through Northern Tablelands Local Land Services and the Australian Government's National Landcare Programme.

Project title

Please nominate an appropriate title for your project. The title and short description will be used by Northern Tablelands Local Land Services to describe the project and will be listed publicly on the website to promote the project if successful. Give your project a suitable title that clearly defines its purpose

Example: a) "City 'Kids on Country' at Araluen".
b) Protection of Riverbank at (name of property).

Project description

Describe the nature of the project in detail. Indicate the short and long term benefits, target audience, and details of achievable outcomes that you expect to get from the project. This section

should provide a brief summary of the stages of the project, what it will deliver, what the organisation would undertake as their key responsibilities and what the project activities could be.

Project objectives

What will this project achieve? Please specify what changes are expected to occur if project activities are successful. Changes can, for example, include new and improved knowledge, increased capacity, greater awareness, protection of country.

Examples: a) Increase in Aboriginal traditional knowledge with 25 local youth. b) Protection of 400m of riverbank. c) Develop one fire and seasons calendar to assist with the protection of threatened flora and fauna species, in advance of future traditional fire burn events at (name of property).

Background and justification

Describe why this project is needed. Justify the intent of the project, the problem or issue which the project seeks to resolve.

- Why is this project important?
- Are there past programs and activities that influenced or will complement the proposal?
- Who will benefit?
- What are the benefits for the whole community?

Please attach any supporting documents or background information.

Examples: a) *The LALC members at meeting May 2017 wish to engage the youth back onto country so that they can learn traditional skills, as well as modern farm management techniques which could increase employment prospects.* b) *Protection of 400m of riverbank at (name of property) will enable grazing stock to access watering points without further degradation of the river system.*

Anticipated project results

What will be the anticipated end result at the conclusion of the project? This section should list the type of results that the project is expected to accomplish. These results would be the measurable outputs the project is expected to achieve.

Examples: a) *Number of meters of river/stream protected from degradation.* b) *Number of students who obtained knowledge in traditional ecological knowledge whilst visiting (name of property). Number of people engaged, number of activities, number of hectares protected, and number of plans developed.*

Implementing and managing the project

Demonstrate in this section how you will implement and manage the project. What steps will you take to make sure the project is well managed and finished on time? Who will manage this work and do they have the skills required? This section should describe the experience and capabilities of people implementing this project.

Provide details of the partners involved in the project and their roles. Include the role of the wider community in the planning and ongoing involvement in the project and activities.

Examples of actions you may take: a) *Form a Project Steering Committee.* b) *Establish a Project Schedule chart showing relevant dates of significance.* c) *Implement a spreadsheet budget recording file.* d) *Take progressive photos of all site activities.* e) *Regular site visits to ensure that the project is on schedule and maintained to satisfactory level.*

Target audience

Describe your target audience. How many people will be involved in this activity? Nominate participant groups or individuals from within your community.

Examples: *Elders, LALC members, community members, Property Management Committee members, youth groups, non-Aboriginal groups, neighbours, other landowners.*

Indicative timelines and stages

Please include in your submission what stages you would undertake and estimate timeframes for the project. The key stages of project implementation should be listed with target completion dates for each stage.

Timelines and agreed schedules can be further developed once the project is initiated. **No contracts will be entered into prior to 29 September 2017, so anticipated start dates should reflect this date.**

Example; Stage 1: *Commencement (project implementation) + date, Stage 2: Project planning process with group + date, Stage 3: On-site activity + date, Stage 4: Project monitoring + date, Stage 5: Project analysis and reporting + date, Stage 6: Final report to Northern Tablelands Local Land Services + date.*

Budget

Please provide details of each activity and fully cost what it would take to deliver this project.

The budget should have enough detail to allow Northern Tablelands Local Land Services to determine whether the project is good value for money.

Projects require co-contributions from the applicant or other project partners. You will need to show what contribution you (the applicant), will be contributing towards the project. This figure can be described as a cash contribution or an in-kind contribution (material, labour, use of plant and equipment etc.)

You should also indicate other contributors to the project (if applicable).

Applicants must show rates used, workings and calculations in their budget, in order to support their bid for funding.

Rates used should be based on known industry standards or specific costings, supported by written quotes. Equipment purchases, guest speakers/presenters fees, (as applicable) must be justified by copies of quotes or by referral to suppliers.

The Assessment Panel will be required to review budgets against what are considered to be industry standards. Some common rates and standards apply below. Funding will not be provided above industry standards unless specific justification is provided.

All figures used in the budget should be GST exclusive.

Standard rates for events	
Morning /Afternoon tea	\$7.50 per person
Lunch (field days, workshops)	\$15.00 per person
Room hire	\$75.00 per ½ day
	\$150.00 per day

Away from home allowances (If travelling inter/intra state)	
Lunch (max)	\$26.00 per person
Breakfast (max)	\$23.00 per person
Dinner (max)	\$45.00 per person
Accommodation (country NSW rate - twin share basis)	\$120.00
Private motor vehicle use car/ motor bike (irrespective of engine capacity)	\$0.66 Kilometre

Monitoring and evaluation

Monitoring and evaluating project progress can help projects remain focused towards achieving the objectives.

Use this section to describe how you will monitor the success of your project. How will you know if your project has been effective in achieving your stated aims? How will you measure the success of your project? How will this data be used in the future?

Example: *This can be determined through the number of people who attended a field day, or increase in the number of meters of riverbank protected from erosion etc.*