Eyre Peninsula Landscape Board 

**Grassroots Grants program**

Funding Application

**NOTE:** Please read the [*Grassroots Grants 2025-26: Guidelines for applicants*](https://cdn.environment.sa.gov.au/landscape/docs/ep/Grassroots-Grant-Guidelines-for-Applicants.pdf)before completing this application. Applicants are also **required** to discuss their project ideas with a Landscape Officer prior to completion and submission of applications (see Section 8 in the *Guidelines for applicants*).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part One: Applicant Details** | | | | | | | |
| **Organisation or sponsoring organisation** | |  | | | | | |
| **Address** | |  | | | | | |
| **Contact Person** | |  | | | | | |
| **Phone** | |  | | | | | |
| **Email** | |  | | | | | |
| **Postal Address** (if different to above) | |  | | | | | |
| **Not-for-profit status** | |  | | | | | |
| **Goods and Services Tax (GST)** | | | | | | | |
| Are you currently registered for GST? | | | | Yes |  | No |  |
| **Australian Business Number (ABN)** | | | | | | | |
| If you have an ABN number please provide the ABN number. | | | |  | | | |
| **Individual sponsored by an organisation** | | | | | | | |
| *Please note if you are an individual, you will need to be:* | | | | | | | |
|  | sponsored by a legal entity | | | | | | |
|  | have the agreement of the sponsoring organisationto submit the proposal, and provide a letter of support with the application form. | | | | | | |
| Are you an individual sponsored by an organisation? If yes please provide details. | | |  | | | | |
| **Insurance** | | | | | | | |
| Your project will need to be covered by a public liability insurance policy, valued at $1,000,000 at least.  **Please advise if you (or your sponsoring organisation) have an insurance policy?** | | | | **Please include a copy of your current insurance policy / certificate of currency.** | | | |
|  | Yes, I (or my sponsor) have our own policy and it is attached | | |
|  | Yes, I am covered under a SAFA insurance policy and our confirmation letter is attached | | |
|  | Other: | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part Two: Project Details** | | | | | |
| **Project Title** |  | | | | |
| **Project Location Details**   * for projects implemented across a large extent the name of the LGA/district etc. * for site specific projects the name of the closest major town, and/or GPS coordinates of the Project Site or Section/Hundred numbers. |  | | | | |
| **Project Start Date** | 1 July 2025  *If you intend to start your project later than this date please adjust appropriately.* | | | | |
| **Project Completion Date** | 15 June 2026  *If you intend to complete your project earlier than this date please adjust appropriately.*  Note - if you are requesting the optional 6 month extension to your project delivery time, this date will need to be adjusted to 15 December 2026. | | | | |
| **Regional priority areas from the** [**EP Regional Landscape Plan 2021-2026**](https://www.landscape.sa.gov.au/ep/about-us/landscape-plan) **will your project focus on?** |  | **Water** – water allocation planning and water affecting activities. | | | |
|  | **Sustainable agriculture** – protecting the region’s soils and facilitating regenerative land management to improve soil health. | | | |
|  | **Pest plants and animals** – supporting landowners to undertake priority pest plant and animal activities and reducing threats from impact-causing native species. | | | |
|  | **Biodiversity** – protecting and restoring priority coastal and in-land biodiversity. | | | |
|  | **Community** – community including Aboriginal peoples, actively engaged in landscape management. | | | |
| **Project Description**  Please provide a full description of your project. |  | | | | |
| **Why is your project important?**  Please provide justification of why your project is important. |  | | | | |
| **What do you aim to achieve?**  What will the outcomes of your project be, what will success look like? |  | | | | |
| **What is the broader community benefit?**  How will your project benefit the broader community or landscapes within Eyre Peninsula? |  | | | | |
| **Who will your project involve?**  Please include details of all the stakeholders and/or organisations that will be involved in your project? |  | | | | |
| **What activities are you planning to undertake?** | | | | | |
| **Note:** Be sure to include all activities related to community engagement, providing information about number of groups / organisations supported as well as numbers of individuals (see Activities highlighted in yellow in list of Standard Outputs). | | | | | |
| **Activity Type***1* | | | **Standard Output** | **Quantity***2* | **Unit***2* |
| *e.g. Revegetating habitat (individual plants)* | | | *Number planted* | *200* | *number* |
| *e.g. Communication material* | | | *Information sheet* | *1* | *Number* |
| *e.g. Education support and engagement* | | | *No. of schools supported / engaged* | *1* | *Number* |
| *e.g. Education support and engagement* | | | *No. of learners supported / engaged* | *80* | *Number* |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |

Please add more rows if required.

For a full list of Standard Outputs please refer to the [*Grassroots Grants Frequently Asked Questions.*](https://cdn.environment.sa.gov.au/landscape/docs/ep/Grassroots-Grants-Frequently-asked-questions-2025.pdf)

*1 Standard* ***Activity Types*** *and* ***Outputs*** *make it possible for information and data from all projects to be aggregated up to a region-wide scale for reporting and communication.*

*2 The output measures with associated quantities and units are the measures used for reporting,* ***NOT*** *the measure used for payment. Where the figures are uncertain please provide your best estimate / prediction.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part Three: Budget** | | | | | |
| **What funding stream are you applying for?**  Funding for the 2025-26 financial year is available across three funding streams: | | | | | |
|  | **Small Community Grants for up to $5,000 (GST exclusive)** | | | | |
|  | **Large Community Grants for up to $15,000 (GST exclusive)** | | | | |
|  |  | | | | |
| Projects are to be fully acquitted by 15 June 2026. However, if a project is likely to benefit from an additional six months for seasonally dependent works such as planting or school-based projects, applicants may apply for up to 18 months to complete the project. | | | | | |
|  | **OPTIONAL - Additional 6 month project timeframe.** | | | | |
| Please note: if you are applying for additional time you will need to break down your grant funds, and budget over the two financial years. You will also need to provide an annual report and acquittal in June 2026, with a final report and financial acquittal also required in December 2026. | | | | | |
| **Grant funds requested for the 2025-26 financial year?** | | | | **$** | |
| **Grant funds requested for the 2026-27 financial year?**  Only complete if you have opted for a further 6 month period above. | | | | **$** | |
| **TOTAL Grant Funds**  (Must not exceed funding stream value above in total). | | | | **$** | |
| **Project Budget** *(all figures excluding GST)1* | | | | | |
| **Budget item (2025-26)** | | **Grant funds** | **Cash contribution*2*** | | **TOTAL** |
| *Tree planting (contractor and volunteers)* | | *$5,000* | *$500* | | *$5,500* |
| *Flyer promoting planting day* | | *$200* |  | | *$200* |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
| **TOTAL** (2025-26) | | **$** | **$** | | **$** |
| **Budget item (2026-27)**  This section only to be completed when the optional 6 months is requested. | | **Grant funds** | **Cash contribution** | | **TOTAL** |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
| **TOTAL** (2026-27) | | **$** | **$** | | **$** |

Please add more rows if required.

*1 All amounts should be GST exclusive. A 'gross up' of 10% GST will be applied by the Board to the approved amount (where an applicant or sponsoring organisation\* is registered for GST)*

*2 Cash contributions from other parties*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cash contributions** | | | | | |
| **Will there be any other cash contributions to the project?** | | Yes |  | No |  |
| **If yes: Who are the funding parties?** *(Please add more rows if required)* | | | | | |
|  | | $ | | | |
|  | | $ | | | |
| (**Note:** The $ value for these cash contributions is to be included in the project budget) | | | | | |
| **For cash contributions from other parties, is this funding subject to approval?** | | Yes |  | No |  |
| **In-kind contributions** | | | | | |
| **Will there be any in-kind contributions to the project?** | | Yes |  | No |  |
| **If yes, briefly describe the in-kind contributions below.**  Note - in-kind support will help demonstrate your projects value for money in the assessment process. *(Please add more rows if required)* | |  | | | |
| *e.g Our volunteers will be coordinating the whole event, doing tree planting and weeding activities to reduce costs (estimate 100 hours of volunteer labour @ $35 hr)* | | *$3,500* | | | |
| *Council are going to bring down a skip for rubbish on the day, and will waive dump fees* | | *$300* | | | |
|  | |  | | | |
|  | |  | | | |
| **Please estimate the total amount of all in-kind support to your project** | | **$3,800** | | | |
| **Ongoing financial commitments** | | | | | |
| **Are there any ongoing budget commitments for this project after completion of the grant-funded works?** | | Yes |  | No |  |
| If yes, how will it be supported after grant funding has expired? |  | | | | |

|  |  |
| --- | --- |
| **Part Four: Monitoring, Evaluation and Reporting** | |
| **Required monitoring** | |
| If you are undertaking any of the following activities specific monitoring will be required to monitor the **Impact** of the project: | |
|  | **Workshops and events** – as a minimum all attendees at events must complete an evaluation form, which captures their feedback (template available on request). |
|  | **On-ground works** (e.g. weed control, re-vegetation, erosion works etc.) – all sites must have a photopoint for monitoring established prior to commencement of the works. Photos must be taken at this photopoint at the start and end of the works as a minimum. Please refer to the *photopoint monitoring fact sheet* and *field data sheet* in the ‘support document’ section of our [Grassroots Grants web page](https://www.landscape.sa.gov.au/ep/get-involved/grants-and-funding/grassroots-grants), for more information. |
|  | **Planting or direct seeding works**: If you are undertaking any planting or direct seeding work, it is requested (not required) that GPS data of planting locations (individual plants or seeding areas) be collected. Please see the ‘support documents for successful applicants’ section of our [Grassroots Grants web page](https://www.landscape.sa.gov.au/ep/get-involved/grants-and-funding/grassroots-grants) (document or excel format) for capturing this data. |
| **Please indicate above which monitoring applies to your project. If other monitoring is preferred please include details of this below:** | |
| **Reporting:** | |
| You will need to keep the Board informed of progress on your project throughout the project delivery, which at a minimum must include:   * A quarterly email update on your project sent to our grant manager * A *Final Completion and Evaluation report*, and a *Financial Acquittal form* (templates for these available on our [Grassroots Grants web page](https://www.landscape.sa.gov.au/ep/get-involved/grants-and-funding/grassroots-grants)).   Note – if the optional 6 month period is selected, you need to provide an Annual Report and Financial Acquittal form by 15 June 2026, with the Final Completion and Evaluation report and Financial Acquittal form required in December 2026.  **Whilst these are mandatory requirements, if you would like to add other types of reporting, please include details below and we can consider them:**  *.e.g. we meet monthly, so we would prefer to just send you an update after each meeting.* | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Part Five: Approvals** | | | | | | |
| Have you applied for appropriate permits/approvals?  e.g. Council, Aboriginal Heritage | | | Yes |  | No |  |
| What permits/approvals have you sought, from whom and have these been granted or are they still pending approval?  Please ensure you attach evidence of approvals with your application. | | | | | | |
| **Permit/approval description** | **Agency** | **Approval granted or pending** | | | | |
| *e.g. Water Affecting Activity Application* | *Eyre Peninsula Landscape Board* | *Granted* | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |

Please add more rows if required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part Six: Risk Management** | | | | | |
| It is important that risks are identified and considered early. The risk assessment should consider issues that may impact on your ability to deliver the project and issues that may arise from the project activities. Risks may be internal (e.g. personnel turnover) or external (e.g. seasonal conditions, delays due to illness). Risks to public safety (e.g. a member of the public being injured at an event) should also be considered.  List the major risks associated with your project and identify their likely consequences, risk rating (use risk matrix table below) and the strategies you will put in place to manage them. | | | | | |
| **Risks** | **Impact of Risk** | **Likelihood of risk occurring** | **Level of consequence of risk occurring** | **Risk rating** | **Management strategy** |
| *e.g. Work health and safety of participants* | *Participants or speakers could be injured if WHS practices are not in place* | *Possible* | *Minor* | *Medium* | *Check with the venue, caterers and contractors to ensure they have appropriate WHS policies and practices in place. Inspect venue prior to workshop to ensure there are no hazards.* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please add more rows if required.

A risk matrix to assist you in assessing your projects risks is include in the [*Grassroots Grants Frequently Asked Questions.*](https://cdn.environment.sa.gov.au/landscape/docs/ep/Grassroots-Grants-Frequently-asked-questions-2025.pdf)

|  |  |  |
| --- | --- | --- |
| **Part Seven: Declaration** | | |
| **Declaration** | | **Yes/No** |
| I certify that the application form has been checked for errors and that the group is supportive of the project. | |  |
| I consent to the release of information in this application form for publicity and public information purposes. | |  |
| I acknowledge that at the end of the project, I will need to complete a project acquittal form and that I will need to return any remaining unspent grant funds to the Board. | |  |
| Name of authorised person: | Signature: | |

Please ensure that you consult with one of the staff (see Section 8 in the *Guidelines for applicants*) to ensure that your project outcomes are aligned with the Eyre Peninsula Landscape Board’s priorities.

|  |  |
| --- | --- |
| **Staff member consulted:** |  |

**Applications are to be submitted by email to** [**ep.landscapeboard@sa.gov.au**](mailto:ep.landscapeboard@sa.gov.au)

**no later than 11.00pm on Sunday, 4 May 2025. Late applications will not be accepted.**