**It is important that you read the Grant application guidelines  
before completing this form.**

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| --- | --- |
| Project Title | *Short title by which the project will be known* |
| Primary Beneficiaries | *Organisations or target groups* |
| Funding Sought | *What is the total amount of funding sought (****GST Exclusive****)?* |
| Project Duration | *“x” months (maximum 24 months)* |

| 1. Project Sponsor | |
| --- | --- |
| Name | *Senior person responsible for ultimate decisions re: project direction and the resolution of stakeholder disagreement* |
| Position |  |
| Organisation |  |
| Australian Business Number |  |

| 1. Nominated Contact Person | |
| --- | --- |
| Name | *This person should be familiar with the project and will be contacted if further information about the project is required* |
| Position |  |
| Postal Address |  |
| Telephone |  |
| Email |  |

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| 1. Governance |
| *Explain the reporting structure/s from the Project Sponsor (i.e. Chief Executive) to the Project Officer. You may wish to provide a diagram.*  *Name the individuals and organisations that will form the significant group/s that will influence the project scope/deliverables/evaluation.*  *Who will ensure the needs of the primary beneficiaries are met?*  *Who is responsible for ultimate decisions re: project direction and the resolution of stakeholder disagreement?* |

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| 1. Project Definition |
| **4.1 Context**  *What is the problem, issue or opportunity that will be investigated?*  *How will the project address this?*  *Briefly describe what the project aims to achieve?*  *What are the most important deliverables i.e. tangible outputs that will be produced (e.g. reports, brochures, fire break, levee bank or other treatments, plans, posters, training courses)?*  *What ongoing benefit will result from these deliverables?* |
| **4.2 Scope**  *Outline the scope of the project and in general terms the processes that will be conducted e.g. internal or externally contracted project officer or technical expertise, development of resources endorsed by relevant committee or subject experts.* |
| **4.3 Exclusions**  *What is outside the scope of the project and will not be included?* |
| **4.4 Constraints**  *Are there any constraints that you are aware of that might limit the effectiveness of the project.* |
| **4.5 Dependencies**  *Is the project dependent on anything/anyone to proceed or meet intended deliverables or timeframes?* |
| **4.6 Sustainability**  *Describe how ongoing funding and maintenance of project deliverables and benefits will be achieved or addressed.*  *Have any organisations been identified or agreed to be responsible for the sustainable ongoing delivery of the resultant resources/program?* |
| **4.7 Evaluation**  *How will success be measured? How will this specifically address the needs of the primary beneficiaries?*  *Outline the acceptance criteria that the project or its deliverables will be assessed against.*  *How will you know that the project has achieved ongoing benefit, and to whom?*  *Will there be evaluation post-project conclusion?* |

| 1. Stakeholder Engagement |
| --- |
| *List the known stakeholders that have significant interest of influence over the project. Outline the nature of their interest in the project.*  *Who has provided technical advice and/or agreed to participate in this project? (Name/Position/Organisation/Telephone/Email)*  *How do you propose to engage with the primary end user group/s?* |

| 1. Project Resources and Cost Estimates | | | |
| --- | --- | --- | --- |
| This describes the anticipated type and quantity of resources required and their estimated value.  **Financial expenditure** will fund costs that will not be incurred if the application is unsuccessful. For example: time limited employment of a project officer, printing and publication costs, supply of services from external contractors.  **In-kind contribution** will recognise the estimated value of resources that will support the project but will not incur a specific financial cost or charge to the project. For example: supervision of project, or technical expertise provided by substantive staff, use of existing desk/phone and other accommodation facilities, stakeholder participation and other costs that will be incurred irrespective of whether the application is successful. | | | |
| **Type of Resources** | **Quantity** | **Estimated financial expenditure**  **\*\*GST EXCLUSIVE** | **Estimated in-kind contribution** |
| *Project Officer* | *1 x ASO6 x 12months* | *$120,000* | *$* |
| *Workshop costs/training session* | *15* | *$4,000* |  |
| *Supervision and stakeholder participation* |  | *$* | *$15,000* |
| *Consumables* |  | *$8,000* | *$5,000* |
| **TOTAL** |  | *$132,000* | *$20,000* |

| 1. Co-contribution | | | |
| --- | --- | --- | --- |
| Co-contribution toward the cash cost of projects is required. Complete the relevant line below to show the breakdown of the cash cost shown in the green box above relevant to the Sponsor Organisation. | | | |
| **Sponsor Organisation**  *Complete only ONE line below:* | **Minimum Applicant co-contribution** | **Maximum Grant co-contribution** | **Total** |
| State Government Sponsor; OR | *50% = $66,000* | *50% = $66,000* | *$132,000* |
| Local Government Sponsor; OR | *30% = $39,600* | *70% = $92,400* | *$132,000* |
| Non-Government Sponsor | *5% = $6,600* | *95% = $125,400* | *$132,000* |
| *In exceptional circumstances, the Assessment Panel may consider alternative match funding arrangements to ensure an equitable cost share is achieved.*  *If necessary, describe why the co-contribution of funds shown above should not be applied for this project.* | | | |

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| 1. Project Deliverable(s) and Timelines | | | |
| **Project Deliverables** are those tangible outputs that will be produced by the project (e.g. reports, brochures, fire break, levee bank or other treatments, plans, posters, training courses)  Complete the following table with deliverables relevant to your project and the estimated cost incurred at completion of each.  *Sample text is provided below for a 13 month project with financial expenditure of $132,000.* | | | |
| **Deliverables** | | **Estimated completion date** | **Estimated financial expenditure** (GST EXCLUSIVE) |
| *Funding Agreement signed* | | *1 July 2017* | *nil* |
| *Project Advisory Group established Project Officer recruited/commenced* | | *September 2017* | *$6,800* |
| *Stakeholder engagement commenced/conducted* | | *November 2017* | *$30,000* |
| *Goods/Service specifications agreed Construction works commenced* | *Training modules agreed / printed* | *January 2018* | *$25,000* |
| *Construction works completed* | *Training sessions conducted* | *March 2018* | *$50,000* |
| *Review and feedback* | | *May 2018* | *$7,000* |
| *Project acquittal (min. 10%)* | | *June 2018* | *$13,200* |
| ***Total*** *(same as in Section 6)* | |  | ***$132,000*** |

| 1. Project Risks |
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| *What are the potential risks from achieving project objectives?*  *What are the potential risks NOT achieving project objectives?*  *How will potential risks be addressed or minimised as part of the project?* |

| 1. Attachments |
| --- |
| *List attachments here* |

| 1. Declaration | |
| --- | --- |
| *To be signed by the (eligible organisation) chief executive or equivalent* | |
| I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.  I agree that I will contact the NDRP Coordinator immediately if any information provided in this application changes or is incorrect.  I have read the guidelines for applicants.  I confirm that the Agency Contribution shown in Section 5 - Co-contribution will be committed if a funding offer is made.  I consent to the release of information in this application (excluding personal details) for non-commercial public information purposes.  I understand that the information above will be used in accordance with relevant legislation. | |
| Signature |  |
| Name |  |
| Position |  |
| Date |  |

**Please deliver hard copy applications to:**

NDRP Coordinator

SAFECOM Emergency Management

Level 6, 60 Waymouth Street

DX 206

GPO Box 2706

ADELAIDE SA 5001

**Please email soft copy applications and delivery advice to:**

[SAFECOM.NDRPCoordinator@sa.gov.au](mailto:SAFECOM.NDRPCoordinator@sa.gov.au)

**☞ Please note**: If you are submitting your application electronically, please .pdf the entire application and all attachments.

If the electronic application and/or supporting documents are larger than 5MB, please deliver the electronic version on a CD to the address above.