



Hunter Local Land Services Community Education Grant Program Guidelines and Application Form 2015-16

This form is to be used when seeking funding from Hunter Local Land Services (LLS) for education, capacity building and communication activities in the areas of Hunter LLS service delivery – i.e. natural resource management (NRM), biosecurity, agriculture and emergency management.

Organisations across the Upper Hunter, Lower Hunter and Manning-Great Lakes Districts can apply for up to \$1000 to support activities such as community events, running of field days, workshops and courses, educational signage, production and distribution of educational resources, or small-scale on ground works that have an education focus.

Guidelines

Conditions of this funding program for eligible organisations/groups are:

- The proposed project/event must have public benefit to assist in building the knowledge and capacity of the local community to understand and be involved in the topic selected for grant application, and is related to Hunter LLS service delivery areas – NRM, animal health and welfare, pest animal control, agriculture, or preparing and responding to emergencies like flood, fire and drought.
- Project activities or events must be delivered between November 2015 to 30 May 2016 in the Hunter LLS region.
- Projects will not be funded where there are any of your organisational/group activities subject to an ICAC, LLS, DPI or other legal investigation..
- Your organisation must either be incorporated OR auspiced by an organisation that is incorporated or has an ABN. Unincorporated groups can access financial assistance, however, a tax invoice from a supplier (e.g. caterer, guest speaker) must be issued for payment directly to Hunter LLS.
- Any conflict of interest with the business or any board, committee or staff member of Hunter LLS must be declared

Completing the application form

Please complete all questions. Your detailed responses will assist Hunter LLS in assessing your funding request. Your request will be assessed within one month of the Community Education Grants closing date (30th November 2015) and you will be advised in writing of the decision.

All successful funding requests will be published in LLS's Annual Report.

If you need to discuss any aspect of your application please contact Camilla Cowley (Education Coordinator) on (02) 4938 4957. Alternatively, you can speak to project staff at any of our offices – locations and hours can be found at <http://hunter.lls.nsw.gov.au/our-region/contact-us>

Please send your completed application form to:

Email: admin.hunter@lls.nsw.gov.au

or post to Attn: Camilla Cowley

Hunter Local Land Services, Private Bag 2010, Paterson NSW 2421

by midnight on Monday 30th November 2015



Community Education Grant Application Form

Name of applicant/organisation:
Contact person (if different from above):
Contact details of proponent: Postal address: Daytime phone number(s): Email:
Australian Business Number:
Are you registered for GST? GST registered name: <i>If you are registered for GST and you are successful in getting a grant you will be paid 10% GST on top of the grant amount requested.</i>
Are you an incorporated association? Yes / No Incorporation Number: If not, either provide the name and ABN of the auspicing organisation, or write 'pay supplier' if you would like Hunter LLS to pay your expenses directly (no auspicing required for this option):

About your organisation

	Score <i>(for Hunter LLS use only)</i>
1. Please provide an outline of your group/organisation's role in sustainable natural resource management, agriculture, biosecurity or emergency management:	
2. How long has your group/organisation been operating for?	
3. Has your group previously worked with, or received funding from, the following organisations? <i>(please tick)</i> Hunter Local Land Services <input type="checkbox"/> Department of Primary Industries <input type="checkbox"/> Hunter-Central Rivers CMA <input type="checkbox"/> Livestock Health and Pest Authority <input type="checkbox"/> If yes, please provide brief details (year, project name, funding obtained where possible.)	

4. Please select from the following list which areas are likely to be involved/benefit/covered by your project:

Natural resource management	Yes/No Details:
Agriculture	Yes/No Details:
Animal health (primary production focus)	Yes/No Details:
Pest animal control	Yes/No Details:
Emergency management-preparing and responding to emergencies	Yes/No Details:
Aboriginal cultural heritage	Yes/No Details:
Other:	Yes/No Details:

About your proposed project

5. Name of project:	
6. Timeframe of project: May 2016 Commencement: On announcement of funding Completion: 15 th May 2015 <i>Projects must be delivered during the period 1 July 2015 to 31 May 2016.</i>	
7. Description of proposed project – <i>Please list names of all speakers and commercial sponsors if your funds are for an event</i>	
8. Have you previously been funded to undertake a project with the same/similar outcomes as the project you are seeking funding for in this application? Yes/ No	
9. Describe any innovation/improvements to be used in your project:	
10. How will you measure the success of your project?	



11. Project Location (<i>Insert Lot(s), DP, Local Government Area if applicable</i>):	
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12. Please list the specific activities to be funded under the sponsorship request and include indicative costs:

Activity/expense	Cost	
Total funds sought from LLS:		

I have read and understood the guidelines for funding, on behalf of _____.
(Your organisation/group name)

Signature: _____

Name: _____

Date: _____

Hunter LLS Office use only:

Date assessment completed:	Assessed by:
Essential requirements met: Y / N	Prioritisation score:
District Coordinator signature:	Approved: Y / N Date:
Reason/s for not approving:	