

Small Land Based Project Grant Application Form

Use this application form to apply for funding under the Small Land Based Project Program and select either Property Management Planning or Property-Based Project *(up to $100,000 GST exclusive).*

**INFORMATION ON HOW TO COMPLETE THE APPLICATION FORM:**

All questions must be answered. Please answer as clearly and concisely as possible, your responses should be no more than 300 words for any question.

Ensure that you **clearly** tick **✓** all boxes.You are required to provide additional information, please **attach** the information and **label** it as directed. For example, where you are asked to provide Evidence of support from other Agencies, attach all relevant documents and label with ATTACHMENT A.

Contact the ILC on toll free **1800 818 490** and ask to speak with a **Land Management Project Advisor** to discuss your proposal before completing this form and obtain a caller identification number. *Land management activities must be agreed to by, and actively involve, the Indigenous landholders*. If your application involves sensitive cultural issues, please advise the ILC so that appropriate, agreed arrangements can be made to ensure these issues are respected.

If your project relates to developing an economic enterprise, you must attach a current Business Plan to your application. If your proposal does not relate to developing an economic enterprise but relates to other property-based development, you must attach a current Property Management Plan, Strategic Plan or other current supporting Plan(s). If you do not have a current Plan to support your proposal, contact the ILC Land Management Project Advisor to discuss. Applications for Property Management Planning do not require these attachments.

**QUOTES FOR PROPERTY BASED PROJECTS** Please obtain and attach three quotes for each item over $2,000 and 1 quote for items valued at less than $2,000. If you are unable to provide quotes, contact the ILC Land Management Project Advisor to discuss and include your reason why under section 13 of the application form.

**BENEFITS**

We define benefits as the long-term improvements in Indigenous wellbeing. Your project will need to deliver economic, environmental, social or cultural benefits which are defined as:

***Economic Benefits:*** Employment, training, increased organisation income, business creation and development.

***Environmental Benefits****:* Protection or restoration of environmental heritage values, weed or feral animal control, waterway management.

***Social Benefits*:** Participation in social and community activities, access to social services.

***Cultural Benefits:*** Revitalisation of culture, maintenance of cultural practice, access to and maintenance of culturally significant sites, access to country.

**1. Applicant** *(Name of person or organisation making the application)*

**Organisation:**

**Surname:**

**First name:**

**Physical address:**

**Postal address (if different from above):**

**Phone:**

**Email:**

**Contact Person**

**Surname:**

**First name**:

**Applicant address**:

**Postal address (if different from above):**

**Phone:**

**Email:**

**Website:**

**Best time to contact during business hours:**

**2. Call Identification Details**

**Name of the ILC staff member with whom you discussed your project:**

**Date of contact:**

**Call identification number allocated to your project:**

**3. Your Project**

The category of land management assistance your organisation is applying for (funding limit to $100,000) *(tick ✓only one box)*:

|  |  |
| --- | --- |
|  | Property Management Plan  |
|  | Property-based Project  |

**4. Project Description**

Describe what you want to achieve with your project and how ILC assistance is necessary for this to be achieved (up to 300 words)

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**5. Project Benefits**

*What type of benefits will your project achieve (tick ✓applicable box) (refer to the cover for an explanation of how the ILC defines benefits)*

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|  | Economic  |
|  | Environmental  |
|  | Social  |
|  | Cultural  |

Describe how your project will provide economic, environmental, social or cultural **benefits** to Indigenous people. Please include an estimate of the number of events and/or activities, training and/or employment outcomes, hectares of land affected and numbers of participants as appropriate (up to 300 words)

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**6. Funding Request**

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a) Please indicate how much funding are you requesting from the ILC in total? (GST Exclusive)

b) What will the project funding be used for

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c) What contribution will you or your organisation make to this project, in-kind or monetary? Please provide details. Are there other contributors to the project?List who and what contributions will be provided, and if the funding is secured?

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 ***If funding is secured, please attach evidence of this. Label ATTACHMENT A***

**7. What type of entity is your organisation**

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|  | Individual Indigenous property owner  |
|  | Incorporated organisation that is Indigenous-controlled |
|  | Aboriginal or Torres Strait Islander Land Trust |
|  | Body Corporate under State or Territory legislation |
|  | Native Title Prescribed Body Corporate  |
|  | Private company, partnership or trust |
|  | Statutory Body |
|  | Community Group  |
|  | Government Agency |
|  | Benevolent Institution |

***If you are an incorporated entity please attach a copy of the Certificate of Incorporation. Label ATTACHMENT B***

**8. Skills and Experience**

What skills and experience do you or your organisation have to carry out the project? (up to 300 words)

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**9. Plans**

Please indicate which Plan, relevant to the project, that your organisation can provide ***(tick* ✓*applicable boxes)***

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|  | Business plan |
|  | Property Management Plan |
|  | Strategic Plan |
|  | Other Plan |

***Attach a copy of your Business Plan, Property Management, Strategic Plan or other Plan. Label ATTACHMENT C***

**10. Financial Information**

**Do you have an ABN?** (Yes/No)

**If Yes then list your ABN**:

**Are you registered for GST (Yes/No)**

**Have you received funding from the ILC in the past?** (Yes / No)

***Attach copies of most recent audited financial statements or relevant financial records. Label ATTACHMENT D***

**11. Property Details**

Provide a description of the property or land to which this application relates?

**Property name (if applicable):**

**Street number, name and type**:

**Suburb/Town:**

**State and Postcode:**

**Legal description (if known):**

**Lot on plan:**

**Current Land Use and Zoning:**

**Known environment or heritage values or issues where the project will be based**

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**Do you own the property?**

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|  | Yes |
|  | No |

***Attach a copy of the Certificate of Title. Label ATTACHMENT E***

**12. Landowners Details**

If you do not own the land, please provide details of the current landholder.

**Name of the person or organisation that owns the land:**

**Telephone**:

**Mobile:**

**Email:**

**Fax**:

**Landowner’s address:**

**Postal address (if different from above):**

***If you have a formal agreement (such as a lease) allowing you to use the land, attach a copy. Label it ATTACHMENT F***

Is the landholder an Indigenous person or Indigenous-controlled organisation? *(tick* ✓*applicable box)*

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|  | Yes |
|  | No |

***Provide signed letter(s) of support for the project from the Indigenous landowners, and a copy of any applicable legal agreements. Label ATTACHMENT G***

**13. Project Costs**

*In the table below, provide the following information:*

* *The items required to undertake the project*
* *The costs associated with each item*
* *Who will provide the funds to cover the costs*
* *Whether or not the funding is confirmed*
* *How each item will contribute to the success of the project*

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| **Item** | **Cost****(GST exclusive)** | **Funding Provider** | **Confirmed****Y/N** | **How each item will contribute to the success of the project** |
| *Example: materials for fencing*  | *$10,000* | *ILC* | *N* | *Fencing will prevent stock from accessing waterholes in culturally protected sites* |
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| **Total**  | **$**       |  |

***Attach three quotes for each item over $2,000 and 1 quote for items valued at less than $2,000. Label ATTACHMENT H***

**If you are unable to provide three quotes, please state below the reasons why?**

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**Acknowledgement**

Signing this application form indicates that you acknowledge, understand and accept the following:

* I have read, understood and agree to abide by the Supporting Small Indigenous Land Based Projects Under $100,000 (GST) Handbook;
* The information provided within this application is true and accurate and that all relevant information has been included in the application;
* The ILC will gather information to assess the application, and where necessary contact other agencies in order to gather such information;
* The ILC will follow its published policies and procedures when making decisions based on the application;
* Decisions made by the ILC, based on the application, will not create legal rights in favour of the applicant; however, contract(s) entered into between the ILC and the applicant will create legal rights;
* The ILC may request additional information relevant to this application from any government body, organisation or business;
* The ILC may obtain information regarding the applicant’s credit worthiness, credit standing, credit history or credit capacity from credit providers named in this application or in a credit report issued by a credit reporting agency;
* Incomplete applications will not be considered; and
* If this application is successful, the ILC will require the applicant to enter into an agreement. The agreement will include a scheduled work plan with defined reporting and monitoring arrangements in relation to progress of the activity, use of the relevant property and benefits. It is acknowledged that these are not the only conditions that may be set by the ILC.
* In the event that my organisation is successful in securing ILC funding, I give consent to the ILC to make public the details of my organisation and the funding received.

**Privacy Statement** In order to properly assess this application the Indigenous Land Corporation (ILC) needs to collect the personal information contained in this application. The ILC may need to disclose the personal information to other Government agencies or the Commonwealth Government but only if necessary to assess this application, for a related purpose or if required by law.

The application may contain the personal information of other people. The applicant is aware that they should tell someone if their personal information in this application and make sure they are aware of this privacy statement. Even if a person is not made aware that their personal information has been included in this application, ILC will still collect that personal information for the purpose of assessing the application. The ILC’s Privacy Policy contains further information on how to access personal information or how to complain about a privacy breach.

The ILC’s Privacy Policy can be found on the ILC’s website at <http://www.ilc.gov.au/~/link.aspx?_id=1056C794A52243238CBE60BAA6D175B2&_z=z>

**Authority to Disclose Certain Information to Joint Applicants**

The applicant understands that if the ILC declines its application due to adverse information on a personal credit report, then each applicant may be notified that the application has been declined wholly or partly on information derived from a personal credit report.

I confirm that:

* The information contained in this application is to the best of its knowledge accurate and complete, and where applicable represents the majority views and wishes of the members of the applicant;
* No member of the Board/Governing Committee is an undischarged bankrupt; and
* The ILC may contact the applicant at any time by email if an email address has been submitted.

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|  |  **I understand and agree to the above (please tick √ )** |

**Signature (applicant) Date**

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**Name (Please PRINT) Position in organisation**

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**Signature of witness Date**

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**Name (Please PRINT) Position in organisation**

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**Checklist**

To ensure your application is complete, use the following checklist to ensure **each** **attachment has been included in this application form.**

**Attachments**

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|  | A – Evidence of Support from other Agencies (if applicable) |
|  | B – Certificate of Incorporation (if applicable) |
|  | C – Business Plan/Property Management/Strategic Plan or any other Plan that is relevant to the project (as applicable) |
|  | D – Most recent audited financial statements or relevant financial records for the previous financial year. |
|  | E – Certificate of Title |
|  | F – Evidence of secure land tenure if you do not own the land, eg lease or license agreement |
|  | G –Signed letter(s) of support from the Indigenous landowners  |
|  | H - Copies of quotes for each project item |

Office Use Only

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| **Date Received:** | **Registered by:** | **Date**  | **Project Ref No.** | **Acknowledgement Date:** |
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