



Australian Government
Department of Agriculture, Fisheries and Forestry

Australia's Farming Future

Community Networks and Capacity Building

APPLICATION FORM

Next Gen Farmers Grants Round 3

[name of applicant]

[project title]

Dear Applicant

Please refer to Community Networks and Capacity Building website for the **Community Networks and Capacity Building Program Guidelines** and the **Next Gen Farmers Program Information**, when completing your application. If you have any further questions regarding the grant, or how to submit a completed application, please do not hesitate to contact the Next Gen Farmers grant section:

Phone: 1800 638 746
Email: NextGenFarmers@daff.gov.au
Web site: <http://www.daff.gov.au/cncb>
Mailing address: GPO Box 858 Canberra ACT 2601

Applications must consist of both:

- one hard copy Application Form, signed by the duly authorised representative, accompanied by all attachments and any supporting information, and
- one electronic Application Form (in Microsoft Word format only, not pdf) and one electronic Project Budget (in Microsoft Excel format only, not pdf) submitted via email - not including attachments.

To be eligible for consideration all application documents, both hardcopy and electronic must be complete and received by the Department of Agriculture, Fisheries and Forestry (DAFF) no later than **5.00PM (AUSTRALIAN EASTERN DAYLIGHT TIME) 28 MARCH 2011**.

The Department will not consider incomplete applications or complete applications received after the closing date and time or received at a location other than that outlined below.

BOTH HARD AND ELECTRONIC COPIES MUST BE RECEIVED

NO LATER THAN 5.00PM AEDT 28 March 2011

ELECTRONIC SUBMISSION	Email to: NextGenFarmers@daff.gov.au
HARDCOPY SUBMISSION (by mail or courier)	
MAIL HARD COPIES TO: Applications – Next Gen Farmers Agricultural Productivity Division Department of Agriculture, Fisheries and Forestry GPO Box 858 Canberra ACT 2601	HAND DELIVERED HARD COPIES TO: Applications – Next Gen Farmers Agricultural Productivity Division Department of Agriculture, Fisheries and Forestry C/-the Despatch Office 18 Marcus Clarke Street Canberra ACT 2600 Hours: 7.00 AM to 5.00 PM, Monday to Friday Telephone: ext 5619 from the Security Desk

Section A — Eligibility Check

Please read the Next Gen Farmers Round 3 Grant Program Information carefully before completing this application.

Note: In order to be assessed for funding under the Next Gen Farmers grants, the requirements for the applicant and for the project proposal must be met.

1. Is the Applicant Organisation eligible?

Organisations involved in agriculture, fisheries or forestry at the local, regional or national level are eligible.

The Applicant Organisation must be incorporated under Commonwealth, territory or state legislation. Organisations which are not incorporated must be sponsored by an incorporated organisation that will be required to sign the funding deed and accept legal responsibility for managing the project and its funding.

Applicants that have overdue reports or acquittals, at the closing date, from previous Australian Government grants will be assessed less favourably than compliant organisations. Reasons for non compliance must be provided in Section B, Question 5. Please refer to the Next Gen Farmers Round 3 Grants Program Information for more details.

2. Does the project target young people?

The department does not use a single definition for a 'young person'. However, in assessing applications, priority will be given to activities which focus on the 18-25 year old age group and activities for people aged 15-30 years of age will be considered.

Applications targeting young women, young Indigenous Australians and young people from culturally and linguistically diverse backgrounds are encouraged.

3. Will your proposed project achieve one or more of the Community Networks and Capacity Building purposes?

- Building and sharing knowledge and experiences
- Increasing access to planning tools and resources
- Developing leadership and management skills
- Developing pathways to increase participation in agriculture, fisheries and forestry industries
- Developing skills to contribute more effectively to government and industry decision making
- Building networks among rural, regional and remote Australians
- Increasing knowledge of how to effectively engage with and build the capacity of target groups

NOTE: The maximum amount of Next Gen Farmers grant funding available for each project is **\$50 000 (excl GST)**

Section B – Applicant Organisation Information

Please answer the following questions about the applicant organisation. The information you provide in this section will be used to assess the management capability of the Applicant Organisation.

Applicant Organisation

Organisation Name:			
ABN or ACN:			
Address			
State:		Postcode	Website:
Phone			
Fax			E-mail:
In which federal electorate is your main office?		In which federal electorate will the majority of your activities take place?	

Primary Project Contact

(Please ensure the Project Contacts are familiar with this application, as they may be contacted if further information is required).

Title		Name	
Position			
Address for correspondence (if different from above)			
State		Postcode	
Phone		Mobile	
Fax		E-mail	

Secondary Project Contact

Title		Name	
Position			
Address for correspondence (if different from above)			
State		Postcode	
Phone		Mobile	
Fax		E-mail	

1. Is the Applicant Organisation incorporated? If no, please ensure Sponsor Organisation Declaration is provided with your application	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Is the Applicant Organisation or if sponsored, the Sponsor Organisation, registered for GST?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. List the Applicant Organisation's and if applicable, Sponsor Organisation's main business activities (maximum 50 words)		
4. Please provide a summary of the Applicant Organisation's Stakeholder/Membership base: (maximum 50 words)		
5. Does the Applicant Organisation or Sponsor Organisation have any overdue project report or acquittal from previous Australian Government funding? If yes, please provide details of funding body, project title, term and reason for non compliance. (maximum 125 words)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

6. List all the Government (Commonwealth, State or Local) funding the Applicant Organisation has received in the last 5 financial years (insert extra rows where required).

Department / Statutory Body	Program	Project title	Amount Funded	Term	Date completed

7. Has the Applicant Organisation sought funding for this project proposal, or any component of it, from elsewhere including through private sector, Commonwealth, State or Local government, which is currently under consideration or recently approved?

YES Please provide details in table below

NO

Department / Statutory Body	Program	Project title	Funding Sought	Term	Successful/Un-successful (S/U/TBA)

Section C – Proposed Project Information

The information you provide in this section will be used to assess the project proposal. You must answer each question. It is important that your wording is clear, concise and fully answers the questions and remains within the stated word count limit.

1. Proposed project details

1a. Project title (maximum 12 words)	
1b. Project description (maximum 50 words)	
1c. Proposed project start date*	
1d. Proposed project finish date* Note: Finalisation must be prior to 30 June 2012 when Next Gen Farmers grant funding ceases	
1e. Amount of Next Gen Farmers grant funds requested (maximum \$50 000 Ex GST)	\$ GST Exclusive
1f. Other Contributions Cash	\$ GST Exclusive
1g. Will the grant funding be used for any activities undertaken outside Australia? If yes, provide details.	
1h. Would the project proceed if Next Gen Farmers funding was not received? Please provide details. (maximum 100 Words)	

***Note: Project activities cannot commence before a Funding Deed is executed and will not be recompensed. The Australian Government does not guarantee to assess projects and provide approvals prior to any date proposed in this application. The 'Finish Date' must be within 12 months of the Start date and should finish by the start of May 2012 so as to meet the 30 June 2012 finalisation date.**

2. Which Program outcomes does this project target?

Please select from below the Community Networks and Capacity Building outcome to which the project aligns.

- Increased awareness of the challenges and opportunities facing agriculture, fisheries and forestry industries due to a changing climate
- Development of leadership and management skills among individuals and groups living in rural, regional and remote Australia to strengthen industry productivity and community resilience
- Improved engagement with target groups and increase participation in government and industry policy development (including industry boards and organisations)
- Improved networks among individuals and groups in rural, regional and remote Australia using a range of mediums

3. What are the Project Objectives?

a. Please outline your project's objectives. Project objectives should be specific, measurable, attainable, realistic and time targeted.

(maximum 125 words)

b. How will your project build the leadership and representative capacity of young people entering or involved in primary industries? (75 words)

c. How will your project strengthen industry productivity and community resilience to climate change? (75 words)

d. Please indicate how many young people, and which industries and communities are likely to benefit from your project. (75 words)

4. Will the project directly benefit and engage with any of the following groups involved in primary industries?

- ❖ **Women**
- ❖ **Indigenous Australians**
- ❖ **People from a culturally and linguistically diverse background**

- YES** Please provide details (maximum 100 words)
- NO**

5. What are the Project’s Activities?

Project Activities provide the tools to achieve the Objectives. Activities may include items such as committee meetings, programs, workshops, conferences or events.

(maximum 150 words)

6. Milestones, Activities and Key Performance Indicators

- All activities in Milestone 1 must start and finish before all the activities of Milestone 2 start.
- Next Gen Farmers grants are paid in instalments upon acceptance by the Australian Government of project milestones.

Project Milestones	Activities to meet Objectives	Key Performance Indicators
<p><i>INFORMATION ON COMPLETING</i></p> <p><i>Milestones are the end of a stage that marks the completion of a work package or phase.</i></p> <p><i>They are the completion, endorsement or signing of a deliverable. They allow project managers to more accurately determine whether or not the project is on schedule and enable them to monitor progress e.g. activity to be completed by x date and progress/milestone report to indicate progress against Objectives</i></p>	<p><i>INFORMATION ON COMPLETING</i></p> <p><i>Activities are the major tasks that must take place so that the objectives will be achieved. They may be steps in the process, or be the entire process. They can be split into sub-activities; e.g.</i></p> <p><i>Preplanning for the workshop</i></p> <ul style="list-style-type: none"> - <i>Form steering committee</i> - <i>Advertising by various media</i> - <i>Research training needs</i> - <i>Develop training materials</i> 	<p><i>INFORMATION ON COMPLETING</i></p> <p><i>KPIs help an organisation define and measure progress toward organisation goals. They should be specific, measurable, achievable, relevant and time-phased. They are a rough guide, rather than a precise benchmark. KPIs should be supportable by evidence, e.g.</i></p> <ul style="list-style-type: none"> - <i>committee comprises between x and y members representing x and y sectors/regions evidenced by committee list signed by committee Chairperson</i>

Project Milestones	Activities to meet objectives	Key Performance Indicators
<p>Milestone 1 – the grantee will have completed Activities and provided a milestone report, including a project expenditure summary</p> <p>Milestone 1 completion date [DD MONTH YYYY]</p>	<p>Activities (examples):</p> <p>x committee meeting</p> <p>y - workshop</p> <p>z program/training</p>	<p>KPIs (examples):</p> <p>minutes of committee meeting</p> <p>agenda/number attended</p> <p>topics/numbers attended session 1</p>
<p>Milestone 2 – the grantee will have completed Activities and provided a Final report, including a project expenditure summary</p> <p>Milestone 2 completion date [DD MONTH YYYY]</p>	<p>Activities (examples):</p> <p>x - production of report/resource</p> <p>y - media coverage</p> <p>z – program/training</p>	<p>KPI's (examples):</p> <p>peer reviewed by group or expert</p> <p>copy of newspaper articles</p> <p>numbers attended session 2 and/or attained certificates of completion</p>

7. How will you market and communicate the activities of the project to stakeholders? How will your project utilise and build on existing networks or build new ones?

Please provide details (maximum 100 words)

Note: All marketing and communications must incorporate due recognition to the Commonwealth as will be outlined in the funding deed.

8. What support has there been for this proposal from industry, regional stakeholders and young people?

Please attach two letters of support to the hardcopy application for this project proposal from independent individuals or organisations. Details could include: community or industry support for the proposal, or endorsement of the applicant organisation’s viability and capacity to undertake this project.

9. What resources are required to successfully complete the proposed activities on time and within budget? If your organisation does not have these resources, how will you obtain them?
(maximum 100 words)

10. Please list key project personnel and their role in the project (specifying any consultants and their relationship to your organisation).

Please also attach a short description of each person's skills and experience to the hardcopy application.

(maximum 100 words per person)

Section D – Financial Information

Project Budget Table

- Please complete the project budget table in the Excel spreadsheet.

Section E - Notice, Checklist, Declaration

Notice

The department is obliged to, and will, protect any personal information about individuals in accordance with the provisions of the *Privacy Act 1988*.

The Australian Government reserves the right to undertake external assessments and use the information provided in the applicants' proposals for this purpose.

Applicants should be aware that if they are successful, Commonwealth policy requires the department to publish information about funded projects including but not limited to:

- ❖ The name of the entity receiving the grant
- ❖ Amount of funding received
- ❖ Title and summary of project
- ❖ Term of the grant
- ❖ Funding location

By submitting an application for funding under this grant program, the applicant consents to publication of the above information by the Australian Government if it is awarded funding.

Application Checklist

Before submitting the Application, please use this checklist to ensure that all sections have been completed and that all relevant documents have been attached to the hardcopy. Please tick off this checklist and ensure it is returned as part of the Application.

Note: The Application will not be assessed unless all parts of the Application Form have been completed, with all supporting information included, and the package is received by the closing date.

- All sections in the Application Form are completed** and all supporting documents are attached to the hardcopy Application.
- Signed original letters of support from two independent individuals or organisations** are attached to the hardcopy Application.
- One hardcopy and one electronic copy of the Application Form. All relevant attachments provided with the hardcopy.** Please number all pages but do not bind or staple (paperclips are acceptable)
- Have you signed and dated the Applicant Declaration?**
- If the Applicant Organisation is not incorporated, have you identified a Sponsor Organisation and has the Sponsor Organisation signed and dated the Sponsor Organisation Declaration?**
- Have you kept a copy of your Application for your records?**

TO BE ELIGIBLE FOR CONSIDERATION BOTH APPLICATION DOCUMENTS (HARDCOPY AND ELECTRONIC) MUST BE RECEIVED BY THE DEPARTMENT NO LATER THAN
5.00pm AEDT, 28 March 2011

If you have any questions, contact Next Gen Farmers on 1800 638 746.

Applicant Declaration

This declaration must be signed by an authorised representative of the Applicant Organisation.

I hereby apply for Next Gen Farmers grant funding and certify that the information in this Application is a true statement.

I give permission for the department to seek other information and input (as the department deems applicable) relevant to the assessment of this project proposal or the Applicant Organisation.

The Applicant Organisation will, but if not incorporated, has reached agreement with its Sponsor Organisation to:

- ❖ manage the project funding in accordance with all relevant laws and regulations, and
- ❖ be subject to the terms and conditions of a funding deed between the applicant organisation and the Australian Government.

ELECTRONIC SUBMISSION

Typed Name:

Date:

Position:

Organisation:

Telephone:

Proposed Project Name:

HARD COPY SUBMISSION (must be same signatory as above)

Signature:

Date:

Sponsor Declaration

If the applicant organisation is not incorporated, a Sponsor Organisation must be nominated that is incorporated and able to enter into a Funding Agreement with the Australian Government.

The authorised signatory for the Sponsor Organisation must complete the declaration below that the Sponsor Organisation is fully aware of the legal obligations and responsibilities, if this application is successful.

I hereby state that should *<name of applicant organisation>* be awarded a Next Gen Farmers grant for the delivery of *<proposed project name>* project, there is agreement for *<name of sponsor organisation>* to enter into the funding deed with the Australian Government.

<Name of sponsor organisation> is fully aware of the legal obligations and responsibilities created on entering into a funding deed with the Australian Government on behalf of the Applicant, if this application is successful.

<name of sponsor organisation> will

- ❖ manage the funds in accordance with all relevant laws and regulations
- ❖ be subject to the terms and conditions of a funding deed between the sponsor organisation and the Australian Government.

ELECTRONIC SUBMISSION

Typed Name:

Date:

Position:

Sponsor Organisation: *<name of sponsor organisation>*

Sponsor ABN/ACN:

Telephone:

HARD COPY SUBMISSION (must be same signatory as above)

Signature:

Date:

Section F– Feedback Questions

To help us to provide a high quality service, please answer the following questions:

1. How did you hear about Next Gen Farmers? (select the primary method – one only)

- A. Advertisement in national or rural press
- B. Consultants and business advisers
- C. Business colleagues
- D. Internet
- E. Media articles in national or rural press or radio
- F. An industry newsletter
- G. Email industry newsletter/Email network
- H. Immediate family members
- I. Other.

2. What did you think of the application form and information pack? YES NO

- Was it easy to understand? YES NO
- Was it difficult to obtain all the necessary information? YES NO
- Did the instructions adequately explain how to fill in the forms? YES NO
- Did you find the Next Gen Farmers Grants Round 3 Information and other documentation helpful? YES NO

Please comment

3. How did we communicate? Yes No

- Did you use the link to Next Gen Farmers through the website:
www.daff.gov.au/cncb? Yes No
- If yes, were all the documents easy to find and download? Yes No
- Does the website provide useful information about the program in a logical and easily accessible manner? Yes No
- Did you call the Next Gen Farmers Information line? Yes No
- If yes, did you find the service helpful? Yes No

Please comment

4. Any other comments about how this application process be improved?

Please comment

5. Please enter the approximate time taken to complete this application.

Hours Minutes