# Healthy and Thriving Community Grant application form

Below are the questions you’ll find in the online grant hub, designed to help you prepare and plan for your grant application. When you are ready, [register your organisation and complete the application online.](https://unitywater.granttoolbox.com.au/s_Login.jsp)

## Organisation details

* Organisation name
* ABN
* Address
* Telephone
* Website
* (TCC Status)
* (ACNC registration)
* (DGR1 Status)

### About organisation

* Please provide a brief overview of your organisation and the service/s it delivers.
* What year was your organisation established?
* How many people work FULL-TIME in your organisation?
* How many people work PART-TIME in your organisation?
* Does your organisation have any ACTIVE VOLUNTEERS?
* If relevant, how many people in the community do you assist with your services each year?
* Social Media URL (e.g. Facebook, Instagram)

### Contact details

* Name
* Position
* Contact phone/mobile number
* Email
* Alternate contacts

### Eligibility

* I have read the [Healthy and Thriving Community Grants Guidelines](https://www.unitywater.com/community/community-support/community-grants) on the Unitywater website and believe my organisation is eligible to apply for a grant.
* What council region is your organisation located in?
* Is your organisation one of the following?
  + Community organisation\*\*
  + Educational organisation#
  + First Nations-owned organisation^

**Tool tip text**

* + \*\*The Australian Government Guide to Regulatory Impact Analysis defines a community organisation as ‘any organisation engaged in charitable or other community-based activity operating under Australian law and not established for the purpose of making a profit’.
  + #Educational organisations may be required to provide relevant registration documentation below.
  + ^First Nations-owned organisation must be Supply Nation Certified or a minimum of 51% First Nations-owned.
* In which council region is your initiative (including all related benefits) to be delivered?
  + City of Moreton Bay
  + Sunshine Coast
  + Noosa
* What grant category does your initiative relate to (you may select more than one)?
  + Natural environment and liveability - initiatives that drive community connection to natural spaces, or that protect and enhance local waterways, native habitats, flora and fauna, or biodiversity.
  + First Nations peoples and connection to Country - initiatives that shape economic and environmentally sustainable outcomes and support preservation of Country, cultural heritage, and knowledge (First Nations-owned organisations may apply for this or any other category).
  + Innovation and the future of water - initiatives that demonstrate or foster innovation in the areas of water-related sustainability, climate change, science or technology, with a specific focus on the future.
* Unitywater may require your organisation to comply with certain compliance policies and procedures to deliver your initiative, (such as a Workplace Health and Safety Policy, Working with Children Policy, etc). If you do not have the relevant policies and procedures in place, do you agree to comply with Unitywater’s versions of these policies and procedures, which will be specified in your Grant Agreement (to be provided)?
* If you are successful in receiving this grant, Unitywater will require you to publicly acknowledge and actively promote your initiative and Unitywater’s funding support. Do you agree to do this?
* If you are successful, Unitywater will also promote your initiative and its funding support in Unitywater’s communication channels, including website, media release and social media. Do you permit Unitywater to do this?

## Your initiative

### Collaborator Details

* Are you applying on behalf of a single organisation or are you collaborating with other organisations?

### Initiative details

* Name of initiative (*This 'initiative' is the specific project, program, item/s or activity for which your organisation is applying for grant funding)*
* Initiative location
* Anticipated start date
* Anticipated end date

OR

There is currently no planned end date

* Is this a new or existing initiative, or an improvement to an existing initiative?
  + New
  + Existing
  + Improvement
* What issue, problem or opportunity is your initiative trying to address? (*Do* *you have any research or evidence to support this need? Is it a gap that is currently not being met by other organisations or programs? Do you have any community or stakeholder support for this initiative?)* (Free text field 1000 words)
* Upload any documents that support your initiative (e.g. evidence, testimonials, letters of support from MPs, councillors, or community stakeholders)
* What approach will you take to address this? (*Describe in detail how you will deliver your initiative. Do you have a formal project plan? Will you collaborate or work with other organisations or partners, and/or engage with the community to deliver your initiative? How will you deliver this initiative in a safe and environmentally responsible way, if applicable?)* (Free text field 1000 words)
* Upload any relevant documents, like your project plan and timeline, safety and risk management plan, etc.
* What is the capacity of your organisation to deliver this initiative? (*Describe the number, skills and experience of people who will work on this initiative. What other tools and resources do they have available (besides funding) to help complete it?)* (Free text field 1000 words)
* Have you successfully delivered a similar initiative/s in the past?
* If yes, please describe your relevant experience (Free text field 1000 words)
* If applicable, please upload any compliance policies and documents for your organisation that are required for your initiative (such as a workplace health and safety policy, working with children policy, blue cards, first aid certificates, etc).
* Does your initiative have Public Liability Insurance?
* If yes, what is the value of your Public Liability Cover? (Enter amount in dollars e.g. $5,000,000 for 5 million dollars)
* Upload your certificate of currency for your organisation’s public liability insurance
* Do you have any other partners or sponsors?
* If yes, please list them and confirm if they are related to the broader organisation, or only to this specific initiative. (Free text field 1000 words)

### Funding request

* Total value of your funding request. (*What is the total value of your funding request for this initiative (between $2000 and $20,000 excluding GST)?*
* Is your group or organisation registered for GST?
* Provide a detailed breakdown of the proposed expenses that make up this funding amount and how the funds will be used.
* Is the initiative dependent on other funding sources to go ahead?
* If yes, Provide a detailed breakdown of the other funding sources.
* Upload your budget and quotes (*Upload any relevant documents such as your budget or quotes).*

### Goals / benefits

* Provide a minimum of one (and maximum of three) short-term goals or benefits of your initiative (goals should be specific, measurable, attainable, realistic and time-based). Also describe how you will measure each goal or benefit.
* Provide a minimum of one (and maximum of three) long-term outcomes of your initiative. Also describe how you will measure each outcome.
* How many people/plants/animals will directly benefit? Are there wider benefits for the community and/or environment beyond your target group?
* Do you foresee any risks that might affect the successful completion of your initiative? If so, please detail?
* How will you sustain your initiative and its benefits over the longer term? (*Describe how you plan to keep your initiative and its benefits running after the funding period is complete. What are your plans for future funding and resourcing to enable this? What long-term community connections and relationships will this initiative foster?)* (Free text field 1000 words)

## Opportunities

### Volunteering and promotional opportunities

* If you are successful in receiving this grant, how will you acknowledge and promote your initiative and Unitywater’s support? What promotional channels and opportunities do you have available for this e.g. website, social media channels, annual report, media events, etc. (Free text field 1000 words)
* At Unitywater, we run a volunteer program that encourages our people to volunteer in the community one day a year. Do you have any volunteering opportunities that may be relevant to this program?
* If yes, please provide details of these volunteering opportunities (Free text field 1000 words)

## Sign off

### Acknowledgment of terms and conditions

* I confirm I have the authority to submit this application on behalf of the organisation.
* I have read and agree to the [Healthy and Thriving Community Grant Program guidelines](https://www.unitywater.com/community/community-support/community-grants)
* I confirm the organisation can continue to operate on a financially viable basis into the foreseeable future independently of this grant being approved and the organisation is not under administration.
* I confirm that if my organisation’s application is successful, the grant amount will be used solely for the initiative stated in this grant application, and the whole of the funds will be spend within 12 months of receipt of the grant. Any residual funding must be returned to Unitywater after that time.
* If successful, I agree to enter into a Healthy and Thriving Community Grant agreementwith Unitywater, the terms of which will be provided for review after acceptance of this application.
* I agree to provide Unitywater with progress reports and a final acquittal report on the expenditure and benefits of the initiative at the conclusion of 12 months from the date the grant funds are provided, as outlined in the Healthy and Thriving Community Grant agreement.
* I agree to work with Unitywater to promote the Healthy and Thriving Community Grants Program, and I give Unitywater permission to publish and promote information about my organisation’s grant in its media and communication channels, including but not limited to website, social media, and media releases.
* How did you find out about the Healthy and Thriving Community Grants Program?

### Your Privacy

Unitywater understands that how we collect, use, exchange and protect your information is important to you, and we value your trust.

Our outlines how we manage your information, in accordance with both the *Information Privacy Act 2009 (Qld)* and the Information Privacy Principles.

In submitting this grant application, you agree to Unitywater collecting your personal information, including your name, contact details and role in your organisation, to assess your application and for the purpose of grants administration. If you do not provide this information, we cannot assess your grant application.