

Excerpt MP nomination form

Document created under section 17 of the FOI Act

<b>Electorate</b>	LEICHHARDT
<b>Tracking Code</b>	TJT5H6X8
<b>MP Name</b>	Hon Warren Entsch MP
<b>MP Salutation</b>	the Hon. Warren Entsch MP
<b>MP Email</b>	s22
<b>Secondary Contact</b>	s22
<b>Secondary Contact</b>	s22
<b>Secondary Contact</b>	s22
<b>Index</b>	2
<b>Status</b>	Approved
<b>Status Date</b>	09/12/2019 16:56
<b>ABN</b>	52 351 855 294
<b>Organisation</b>	Mossman Botanic Garden
<b>Email</b>	s22
<b>Project Title</b>	Mossman Botanic Garden
<b>Project Description</b>	Collection of local rainforest tree seed and propagation of plants for the initial plant-out of Mossman Botanic Garden at 2 Foxtan Avenue (while this Project complements the Goobidi Creek revegetation, it is a unrelated project to the one part funded through Landcare). The Project will include the Australian Tropical Herbarium (ATH) undertaking tree identification and position recording (GPS), with Jabalbina collecting seed (including within Daintree National Park and linked to Eastern Kuku Yalandjii stories), and propagation to germinate and grow out prior to planting on-site. Propagation labour would be donated by members on a volunteer basis.
<b>Total Project Amount</b>	\$20,000
<b>Grant Amount Sought</b>	\$20,000
<b>Programme Outcomes</b>	Fits criteria and provides a great environmental service to my community
<b>I Acknowledge The Assessment</b>	No
<b>Conflicts of Interest</b>	No
<b>Describe the COI</b>	
<b>Detail How Managed</b>	
<b>Nomination Form Link</b>	<a href="https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=CEP&amp;saveChallenge=true&amp;referenceNumber=VPMGJ69M">https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=CEP&amp;saveChallenge=true&amp;referenceNumber=VPMGJ69M</a>

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**Australian Government****Department of Industry,  
Innovation and Science****Department of the Environment  
and Energy****Busir**

# Communities Environment Program - Application Form

Tracking Code: **VPMGJ69M**

## Instructions

### About the Communities Environment Program

The Communities Environment Program (the program) will run over one year in 2019-20. The Australian Government announced the program in March 2019 prior to the 2019 Budget as a measure to support small scale, community-led environment projects that address local environmental priorities in each of the 151 federal electorates across Australia.

The objectives of the program are to:

- deliver positive environmental and social outcomes
- give communities the resources, skills and knowledge to care for the environment.

The intended outcomes of the program are:

- improved management of native species, including threatened species, and their habitat
- improved management of the environment, including coastal, wetland and riparian areas
- reduced levels of threats and risks to the environment, including from the impact of litter/waste, run-off to waterways, feral animals, diseases and weeds
- increased community knowledge of, and participation in, activities that protect and restore environmental assets
- increased community connection with the natural environment in their local area.

The Australian Government has announced a total of \$22.65 million in 2019-20 for the program.

It is important to note that being invited to submit an application by your MP, does not guarantee

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that your application will be successful.

Success of your application depends on the completeness and eligibility assessment of the department, information you provide, and the availability of grant funds.

### Completing this form

You must read the [grant opportunity guidelines](#) before completing an application. Further information on the program and how to apply can be found in the Frequently Asked Questions and Fact sheets. View these documents at [business.gov.au](http://business.gov.au)

### Disclosure of information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the [grant opportunity guidelines](#). Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#).

### Google Places

The address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

### Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at [business.gov.au](http://business.gov.au). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the [grant opportunity guidelines](#) and sample [grant agreement](#) before completing an application.

### Requirements

This form functions best when it is completed using the most recent version of your internet browser. This form is not compatible with Internet Explorer 8 or earlier browsers. If you are using an earlier browser version, you may have difficulty in displaying the form correctly or it may not display at all.

### Important information

Save regularly. Click the 'Save for Later' button regularly while completing this form to ensure the information entered is saved. Saved forms will be retained for a maximum of 30 days. If you do not save or submit your form within this timeframe, you will need to start a new form.

This form has a tracking code displayed in the top right corner. Please make a note of this tracking code for your records. The tracking code is required to reopen your saved form and you will need to provide this code if you require assistance with your form.

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Do not use your internet browser's 'back' or 'refresh' buttons as this will cause the form to close and any unsaved information will be lost. Navigate between sections of the form by using the tabs at the top of the form or by clicking 'Continue' or 'Go Back' at the bottom of each page.

### Sharing the form

The form can be viewed by more than one person by sharing the form's unique tracking code. However, sharing the form increases the risk of losing unsaved information. The reason for this is that only one person at any one time, has saving permissions for the application form. If the form is shared, save regularly as the last person that accesses the form has the saving permission. It is recommended that the form tracking code is not shared widely so as to avoid inadvertent loss of information.

### Attachments

All attachments marked as required must be attached before your application can be submitted. Files with ".pdf, .rtf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .bmp, .img, .png, .tiff" extension types can be uploaded. Total file size of all attachments in the application cannot exceed 20MB.

### Submitting your form

Applications open at 9.00AM AEST 12 August 2019 and may be submitted at any time up until 5.00 pm Australian Eastern Daylight Time (AEDT) on Thursday 17 October 2019.

You will be provided with a receipt to confirm that your submission has been successful. Please keep this receipt for your records by using the "Download the form and receipt" link or by emailing yourself a copy of the receipt and submission. Both of these options are available in the "To keep a copy of the completed form" box on the Submission Complete page.

If you have any enquiries relating to submission of your form, you will need to provide your receipt number.

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# Eligibility

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## Eligibility

*This section will help you determine whether you are an entity eligible for the program.*

*For further information regarding eligibility requirements refer to the Communities Environment Program [grant opportunity guidelines](#).*

### **Were you invited by your federal Member of Parliament, the Hon. Warren Entsch MP, to apply?**

*Only organisations who received an emailed invitation from their MP are eligible to apply. You can only apply up to the maximum grant amount nominated by your local MP.*

Yes

No

### **Do you have an Australian Business Number (ABN)? \***

*If you do not have an ABN you are not eligible to apply. You may be able to nominate a project sponsor to apply on your behalf. Your project sponsor will need to meet all of the eligibility criteria and be nominated by your MP. The project sponsor will need to submit the application on behalf of your organisation, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth.*

*Refer to section 4.1 of the [grant opportunity guidelines](#), or call 13 28 46 if you need clarification.*

*For trustees applying on behalf of a trust, this refers to the ABN of the trust.*

Yes

No

### **Is your organisation: \***

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- a local government agency or body
- an Australian State/Territory Government agency or body that is:
- an incorporated not for profit including but not limited to:

- *community organisations, including*
  - *Parents and Citizens, Parents and Friends groups and equivalent bodies*
- *non-distributing co-operatives*
- *companies limited by guarantee*
- *Indigenous not for profit corporations*

*If you are not an incorporated not for profit entity you are not eligible to apply. Unless sponsored by a project sponsor who agrees to apply on your behalf. The project sponsor must meet all of the eligibility criteria and be nominated by your MP.*

*The project sponsor can apply and must:*

- *be nominated by your MP*
- *meet the program's eligibility criteria*
- *be the main driver of the project*
- *submit this application form*
- *if successful, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth*
- *ensure that the grant is spent on the project and in accordance with the agreement.*

*You are required to demonstrate your 'not for profit' status through one of the following:*

- *current Australian Charities and Not-for-profits Commission (ACNC) registration*
- *state or territory incorporated association status*
- *constitutional documents or articles of association that demonstrate the 'not for profit' character of the organisation*

- an incorporated trustee applying on behalf of a trust with responsibility for a community property.

**Does your project meet the program's intended objectives to increase community knowledge, skills and resources to care for the environment and address local environmental priorities; and, deliver positive environmental and social outcomes as described in the [grant opportunity guidelines](#)? \***

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 Yes No**Will the majority of your grant funding be directed to on-ground activities? \***

*To be eligible your project must direct the majority of grant funding to on-ground eligible activities. On-ground refers to project activities that monitor, survey, or directly make a change to, the state of the natural biophysical environment, such as:*

- land / soil;*
- plants / animals and their habitats; or*
- coasts / wetlands / waterways.*

*Refer to the [grant opportunity guidelines](#) for more information on what may be considered on-ground activities.*

 Yes No**Are you applying for the project and grant amount as agreed to and nominated by your MP? \*** Yes No**Does your project have a minimum of \$2,500 in eligible expenditure? \*** Yes No

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**Do you have a plan for how you will carry out the project and complete by 31 December 2020? \***

Yes

No

You have answered 'yes' to the questions above you are eligible to apply for the Communities Environment Program.



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# Contact details

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## Primary contact

*The primary contact is the person authorised to act on behalf of the applicant (Note: At least one phone number or mobile number for the primary contact must be entered).*

Title

Given name \*

Family name \*

Position title \*

Please enter either a phone or mobile number \*

Phone

Mobile

Email \*

**Provide the postal address of the primary contact.**

Address line 1 \*

Address line 2

Address line 3

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Suburb \*

Mossman

State \*

QLD

Postcode \*

4873

Is the primary contact a volunteer for the applicant organisation? \*

Yes

No

## Feedback

How did the applicant hear about the program? \*

Local Member of Parliament

Community consultation committee

Advertisement

Attend public forum

Call centre

Direct mail / email

Industry group

Internet

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Newspaper / magazine

Word of mouth

Social media

Other

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# Applicant information

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## Joint and project sponsor application

### Is this a joint application? \*

*Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. Joint applications refer to organisations that may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The lead applicant will need to be nominated by your MP. The application should identify all other members of the proposed group and include a letter of support from each of the project partners.*

*If you are a lead applicant applying on behalf of another organisation you are a project sponsor and the application is not a joint application. Answer 'no' to this question.*

Yes

No

If you answered 'yes' to this question the lead applicant must complete this form. If you are unsure whether your application should be a joint application contact us on 13 28 46 or at [business.gov.au](http://business.gov.au).

### Are you a project sponsor applying on behalf of another organisation? \*

*If you are an organisation that may not be able to incorporate, such as Landcare, Coastcare or Bushcare groups or equivalent bodies (excluding individuals and partnerships), or Parents and Citizens or Parents and Friends groups in some states, you may nominate a project sponsor to apply on your behalf. Your project sponsor will need to meet all of the eligibility criteria and be nominated by your MP. The project sponsor will need to submit the application, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth. Project sponsors must enter their details in the "applicant details section".*

*Project sponsors may act as a sponsor for more than one project, provided they have capacity to support delivery of the applicant group(s) projects within the project period.*

*Please note, individuals and partnerships cannot be sponsored under this program.*

*If you answered 'yes' to this question please provide details about the organisation you are applying on behalf of.*

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If you answered 'yes' to this question please provide details about the organisation you are applying on behalf of.

Yes

No

## Type of applicant

*In this section you must indicate what type of entity you operate under.*

*All entities must have an ABN.*

Select which type of entity your organisation is: \*

a local government agency or body

an Australian State/Territory Government agency or body

an incorporated not for profit organisation

Please choose your relevant entity type below: \*

incorporated association

non-distributing co-operative

public company limited by guarantee

indigenous not for profit corporation

religious or other organisation incorporated under legislation

How will you demonstrate your not-for-profit status? \*

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- state or territory incorporated association status
- current Australian Charities and Not-for-profits Commission (ACNC)
- constitutional documents that demonstrate the not for profit status
- other evidence such as legislation that demonstrate the not for profit status
- an incorporated trustee on behalf of a trust with responsibility for a community asset or property

## Applicant details

*Enter your ABN and click the Validate button to retrieve your registration details.*

Australian Business Number (ABN) \*

52 351 855 294

Australian Company Number (ACN)

*The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.*

Entity name

Mossman Botanic Garden

*Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'Other'.*

Business/trading name

GST registered

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## ANZSIC details

What is the applicant's main business activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

*The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.*

*The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#).*

*Phone 13 28 46 if you require assistance.*

ANZSIC division \*

M Professional, Scientific and Technical Services

ANZSIC class \*

6910 Scientific Research Services

## Address details

*Provide your organisation street address (Australian head office). This cannot be a PO BOX address.*

Address line 1 \*

Mossman Botanic Garden

Address line 2

2 Foxtan Avenue

Address line 3

Suburb \*

Mossman

State \*

QLD

Postcode \*

4873

Is the postal address the same as the business street address entered above? \*

Yes

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 No

## Website or social media platform address

Provide your organisation's website address

*If you do not have a website, please provide a link to your business' social media platform (i.e. Facebook, Twitter, Instagram).*

## Project site address

*A project site address must be a street address not a postal address (closest street address to your project site if the site doesn't have a physical street address). Your project must be located in your MP's electorate. You may undertake your project at more than one site within your MP's electorate. If you are undertaking on-ground works on a property, monitoring/surveying a species, or addressing other environmental issues that partly cross over into an adjoining electorate and requires works to be undertaken in that electorate to achieve satisfactory environmental outcomes, you must undertake the majority of work in your MP's electorate.*

Will the project's activities occur solely at the above listed head office address? \*

 Yes No

## Electorate

Electorate \*

## Project location mapping

You must also use a [mapping tool](#) \* to draw (or upload) one or more shapes (polygons) to reflect the location of your project activities.

- Please follow the instructions in the [user guide](#) to complete your project mapping.



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- Note:
  - The mapping tool will open in a new browser tab.
  - Be as accurate as you can and focus on the area(s) of on-ground activity
  - Your map polygon(s) will automatically link to your application when you click the 'Save Mapping' button.
  - Once you have clicked 'Save Mapping' you can return to your map polygon(s) at any time (using the link above) to make further edits before finalising your application.
  - To return to this application form, click on 'Save Mapping' in the mapping tool and then click the browser tab for your application form.

## Indigenous details

Is your organisation Indigenous owned? \*

*An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors is Indigenous.*

Yes

No

Prefer not to answer

Is your organisation Indigenous controlled? \*

*An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.*

Yes

No

Prefer not to answer

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# Project details and funding

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## Project title and description

*If your application is successful, some project details will be published on the Department of the Environment and Energy website/GrantConnect. Published project details include:*

- *name of the applicant*
- *title of the project*
- *a description of the project and its intended outcomes*
- *amount of funding awarded.*

*Please note: You will be required to provide before and after photographic evidence of the project site with the final report (where relevant).*

Provide a project title \*

*Example project title: Eradication and management of invasive weeds at Cityville Reserve*

Mossman Botanic Garden

Provide a brief project description for publication on our website \*

*Ensure your project description focuses on the environmental issue and environmental asset you will address, what outcome(s) you will achieve, and the main activities/actions you will use to achieve the outcome(s).*

*Example project description: The project will reduce the threat of habitat degradation, fragmentation and loss to the critically endangered Regent Honeyeater (*Anthochaera phrygia*) by creating/enhancing 4 ha of priority habitat at Cityville Reserve to support recovery of the species. The Friends of the Cityville Reserve volunteers will undertake chemical and mechanical weed control and trap Noisy Miners to reduce their impact on the Honeyeater's habitat and breeding success. Three community planting days will plant 3,500 mixed box and ironbark eucalypts (as well as understorey plants) to enhance habitat condition and connectivity and to improve available food sources.*

Identification, collection and propagation of seed sourced from local, lowland, tropical rainforest trees for the initial plant-out of Mossman Botanic Garden at 2 Foxtan Avenue (while this Project complements the Goobidi Creek revegetation, it is a unrelated project to the one part funded through Landcare). The Project will be undertaken in at the Mossman Botanic Garden site in Mossman and in the Daintree National Park.

## Summary of activities and project outcomes

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Provide a summary of your project, including the key activities and how they address local environmental priorities \*

*Example summary of activities and outcomes: The project will: clear dense pockets of blackberry over 2 ha, and then revegetate it and another 2 ha (total 4 ha) with 3,500 mixed box and ironbark species suitable for Honeyeater habitat plus understorey plants. Three community planting days involving 100 people will be undertaken during autumn planting season and be promoted through the group's website, 2 newsletters, 500 copies of a flyer and local radio. Plant health and survival will be regularly monitored to ensure successful establishment. Excessive Miner birds will be trapped using traps made by local bushcarers to reduce their impact on the Honeyeater's breeding. Numbers removed will be counted and be humanely disposed of. Honeyeater breeding success will be monitored by volunteers near the end of the project and compared with previous surveys. Community participants and volunteers will be assigned different areas of the Reserve to plant and/or manage to encourage a sense of ownership of the Reserve, foster care for the Regent Honeyeater, and promote a sense of pride to keep it well maintained. The project will improve community knowledge and skills that will enable future expansion of project works; improved extent and condition of important remnant habitat; improved corridor linkages and support for the Regent Honeyeater and many native species; and increased community connection to their local environment and involvement in recovery actions.*

*This information will not be published.*

The Project is a standalone project and does not have any other government funding, it would be a pilot of the skills and knowledge capability the Garden needs to build with ATH and Jabalbina for the plant-out of the entire site using locally-sourced wet-tropics tree species. The Project would be eligible for Communities Environment Program funding according to the following criteria:

- Collection and propagation of seed from native species.
- Revegetation using locally appropriate native species (e.g. to increase suitable habitat and available food sources for native animals, to increase biodiversity or provide bio-linkages to reduce the impact of climate change).
- And would indirectly support a range of other criteria of the Program.

Indicate which type of activities are included in your project. You may choose more than one. \*

Citizen science activities

*Citizen science activities that encourage people to collect and contribute information about their local environment, such as monitoring local flora, fauna, water quality and marine debris*

Protect or enhance the natural environment and/or support recovery of native species/communities

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*This includes:*

- *actions identified in recovery plans or conservation advices for threatened species*
- *collection and propagation of seed from native species*
- *revegetation using locally appropriate native species (e.g. to increase suitable habitat and available food sources for native animals, to increase biodiversity or provide bio-linkages to reduce the impact of climate change)*
- *removal of barriers to species traversing landscapes and waterways (e.g. fish ladders)*
- *habitat support for species (e.g. provision of nesting boxes or artificial burrows)*

Reducing threats and risks to the natural environment

*This includes:*

- *managing invasive weeds, pest animals or diseases (e.g. construction of wash-down stations)*
- *fencing to support environmental protection and/or restoration (e.g. control access to sensitive sites, remnant vegetation or revegetation sites)*
- *management of access to sensitive areas, including installation of infrastructure, such as boardwalks and sand ladders*
- *managing erosion (e.g. to reduce impacts on environmentally sensitive areas/waterways and/or to directly improve the ecological condition of a site)*
- *reducing sediment, contaminant and nutrient run-off to waterways.*

Reduce the impact of waste and litter

Encourage re-use and recycling

Improve carbon sequestration

*Activities that improve carbon sequestration (e.g. improved ground cover)*

Educational activities that build community knowledge

*Educational activities that build community knowledge about their local environment and how the community can conserve, protect, monitor, and/or manage it sustainably.*

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## Project plan

Describe how you will carry out the project including: \*

- who is accountable
- a list of resources
- identification of any constraints

*Example project plan:*

*Formal approval has been obtained from the Cityville Reserve Trust to enter the grounds and carry out the work. An experienced project manager will be appointed to co-ordinate the project and the volunteers. The group's volunteers will be organised into workgroups and a timetable will be developed for all project works and will cater for interruptions from adverse weather. The project manager will provide all training in weed identification/removal, native tree planting, bird and plant monitoring, trapping/disposal of Miner birds, and use appropriate personal protective equipment. Group volunteers will be trained in planting of native species in preparation to lead the community planting days. Plants will be sourced from a local Landcare community nursery and Greening Australia. Council will provide in-kind some understorey plants and mulch to support habitat structure and establishment. Safety training will be provided to all planting day participants before they enter the reserve and will ensure they are wearing protective clothing and observe all safe work practices. The project will use equipment from the Cityville Reserve Trust and purchase some small items of equipment to carry out the weed control and planting which will be kept at the Trust's storage facility and also be used post project to maintain the plantings. Progress will be monitored and recorded by the project manager. The Reserve Trust will verify final completion. Agreement will be reached between the Reserve Trust and volunteers to an ongoing maintenance schedule.*

The Project will be managed by Mossman Botanic Garden, with day to day coordination of the project undertaken by the Garden CEO (Volunteer), Dr Russell Joshua.

The three elements of the Project will be outsourced to deeply experienced and highly skilled local suppliers:

Source tree identification by Australian Tropical Herbarium, a joint venture between State and Territory herbaria, CSIRO and James Cook University, see <https://www.ath.org.au> (~\$8,500 of supplier expense).

Seed collection by Jabalbina, our local aboriginal land corporation, see [www.jabalbina.org.au](http://www.jabalbina.org.au) (~\$4,500 of supplier expense).

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## Project duration

Your project start date cannot be before the date of your application submission. Your project end date must be the expected date your project activities will be completed and should allow sufficient time for unexpected delays to your project. You should factor in additional time for obtaining approvals, contracting tradespeople and specialists/experts, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time. You must complete your project no later than 31 December 2020. Refer to section 3.2 of the [grant opportunity guidelines](#).

Project start date \*

03 Feb 2020

Project end date \*

30 Sep 2020

## Landholder and other relevant approvals

Will your project require landholder permission, development approval, licences/permits or other approvals? \*

You must be aware of and ensure you obtain, any necessary statutory approvals. Where statutory approvals are required for your project you must maintain records of the approvals.

You must have, or be able to obtain during the project, all relevant and required permissions, approvals, licences, and/or permits required to undertake the project within the project period. For example, the support of the relevant site owner(s) where works are proposed, approvals for any structures to be erected, and permits related to undertaking burns or threatened species related interventions.

 Yes

 No

## Project budget

The Total eligible project expenditure of your project will auto populate based on the figures entered in this section of the application form. The Total eligible project expenditure must equal the Total eligible project expenditure in the following section - **Source of Funding**.

Complete the fields below to show how you will fund the eligible project costs. \*

Note, the minimum grant amount under the Communities Environment Program is \$2,500 and the maximum grant amount is \$20,000. When determining your eligible project cost over the life of the project you will need to take into consideration your GST status.

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When calculating the total project cost:

- if you are registered for GST, you should remove the GST components of the project costs and provide the GST exclusive amount, and

If you are registered for GST, where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice

- if you are not registered for GST you should provide the cost of your project including the GST components (GST inclusive).

GST does not apply to grant payments to government related entities. If you are a government related entity, you should provide a GST exclusive amount.

Eligible project expenditure	FY 2019-20	Total
Suppliers, consultants, contracted and volunteer labour	\$13,000	\$13,000
Materials . . . . .	\$5,000	\$5,000
Assets and equipment . . . . .		\$0
Administration . . . . .	\$2,000	\$2,000
<b>Total expenditure . . . . .</b>	<b>\$20,000</b>	<b>\$20,000</b>

Source of funding

The figure in part D, Total eligible project expenditure, will auto populate based on the figures you enter in parts A, B, and C in this section. Please note that the figure in part D must be equal to the Total eligible project expenditure shown in your Project Budget in the previous section - **Project Budget**.

Complete the table below to show how the applicant will fund the eligible project costs. \*

Note, the minimum grant amount under the Communities Environment Program is \$2,500 and the maximum grant amount is \$20,000. When calculating the total project cost, if you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount.

We cannot fund your project if it receives funding from another Commonwealth, State, Territory or Local Government grant. You can apply for a grant for your project under more than one government program, but if your application is successful, you must choose either the Communities Environment

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Program grant or the other government grant.

a. Your contribution including cash and in-kind (equipment, materials or labour) (A\$)

b. Other non-government contributions (including from project partners) (A\$) if relevant

c. Communities Environment Program grant amount (A\$) (grant being sought) \*

d. Total eligible project costs (\$AUD), Minimum \$2,500

*The project cannot be funded by this grant in conjunction with any other Commonwealth grant. The total Commonwealth Government grant percentage cannot exceed 100%. Other non-Commonwealth government funding means funding contribution from your local or state government towards your share of project costs.*

## Conflicts of interest

Do you have any perceived or existing conflicts of interest to declare? \*

Refer to the [grant opportunity guidelines](#) for further information on your conflict of interest responsibilities.

Yes

No



# Payee details

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## Applicant bank account details

*If your application is successful we will transfer funds directly into your bank account. Provide your relevant bank account details here. To avoid payment delays ensure your bank account details are correct.*

Name of banking institution \*

Account name \*

BSB \*

Account number \*

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# Applicant declaration

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## Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Communities Environment Program [grant opportunity guidelines](#)
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
  2. to facilitate research, assessment, monitoring and analysis of other programs and activities
- unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the [grant opportunity guidelines](#) may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.



By checking this box I agree to all of the above declarations and confirm all of the above statements to be true \*

## Applicant declaration

I declare that I have read and understood the [grant opportunity guidelines](#), including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project will not receive funding from other Commonwealth, State, Territory or local government grants. I note that I can apply for a grant for the proposed project under more

## LEICHHARDT

than one government program however if my application is successful I must choose either the Communities Environment Program or the other government grant.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that I have consent, or am able to obtain consent, from the relevant site owner(s) to undertake the proposed project outlined in this application.

I declare I have, or will obtain, all relevant and required permission, approvals, licenses and/or permits required to undertake the project outlined in this application.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the majority of on-ground works will be undertaken in my Member of Parliament's electorate.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I understand that I am responsible for ensuring that I have met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under the Communities Environment Program, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Commonwealth Fraud Control Framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by sending me a letter of approval with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](http://business.gov.au). On receipt of this letter, I will immediately be bound by a legally binding agreement comprising:

## LEICHHARDT

- this application
- the Communities Environment Program [grant opportunity guidelines](#) in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I acknowledge that the Commonwealth may at their absolute discretion, unilaterally extend the project end date, the final report due date and the Agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the Agreement despite clause 15.2 of the grant terms and conditions.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.



By checking this box I agree to all of the above declarations and confirm all of the above statements to be true \*

State your name \*

s22

State your email address \*

s22

# LEICHHARDT

**Archived:** Friday, 24 January 2020 3:12:01 PM

**From:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)

**Sent:** Fri, 22 Nov 2019 09:39:45

**To:** s22

**Cc:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)

**Subject:** RE: RESPONSE REQUIRED - COMMUNITIES ENVIRONMENT PROGRAM 2019-20 - CEP80697 - Further Clarification Required [DLM=For-Official-Use-Only]

**Sensitivity:** Normal

---

Dear s22

**Mossman Botanic Garden, CEP80697, QLD, Leichhardt**

Thank you. We have received your response to our query about your application.

We will contact you again if we require any further information.

Yours sincerely,

s22

Contact number: 1800 501 801

Department of Industry, Innovation and Science

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Department of Industry,  
Innovation and Science

**Business**

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**From:** s22

**Sent:** Thursday, 21 November 2019 12:38 PM

**To:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)

**Subject:** RE: RESPONSE REQUIRED - COMMUNITIES ENVIRONMENT PROGRAM 2019-20 - CEP80697 - Further Clarification Required [DLM=For-Official-Use-Only]

Hi s22 further to email trail below and our conversation earlier in the week. Please find further explanation below:

None of the funds sort by Mossman Botanic Garden Ltd will be spent on site or on the Garden itself, as per the application, funds will be used to pay for provision of the services set out in MBG's application, that is the Australian Tropical Herbarium (ATH) and Jalbalbina (our local land council). ATH's work will be at the Herbarium in Cairns, as well as in the National Park. Most of Jalbalbina's work will be in the National Park, with a small amount of their services being undertaken at their facility in Mossman. In terms of National Park locations, likely identification and collections sites will be 1. Mount Lewis Road, Julatten, approximately 9km from the Mossman-Mount Molly Road, 2. Jindalba reserve, Cow Bay, 3. end of Turpentine Road, Diwan, 4. Cape Tribulation Road where it crosses Oliver Creek and around Cape Tribulation itself (probably at the JCU Daintree Rainforest Observatory).

s47(1)(b)

With regards our discussion on consumables – we feel this expenditure item is an eligible item:

- the costs of suppliers, consultants, specialists/experts and contracted labour undertaking eligible project activities
- the purchase of materials required to deliver eligible project activities (e.g. herbicides, seed, tubestock, planting hardware, plant propagation materials, fencing materials, rock, nesting boxes, litter collection bags, etc.)

We would classify the propagation consumables as “plant propagation materials”.

I’ve copied the eligible expenditure lists from the guidelines and highlighted in yellow where we believe we are eligible for funding.

Let me know if you require any further information.

Regards

s22

CEO (Volunteer)

Mossman Botanic Garden Ltd.

---

**From:** s22

**Sent:** Tuesday, 19 November 2019 2:27 PM

**To:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)

**Subject:** RE: RESPONSE REQUIRED - COMMUNITIES ENVIRONMENT PROGRAM 2019-20 - CEP80697 - Further Clarification Required [DLM=For-Official-Use-Only]

Many thanks s22 will do.

Regards

s22

---

**From:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au) <[CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)>

**Sent:** Tuesday, 19 November 2019 11:22 AM

**To:** s22

**Cc:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)

**Subject:** RE: RESPONSE REQUIRED - COMMUNITIES ENVIRONMENT PROGRAM 2019-20 - CEP80697 - Further Clarification Required [DLM=For-Official-Use-Only]

Hi s22

Thanks for talking with me today.

As per our conversation, if you could please reply with a breakdown of the project sites and project components that we spoke about, we will be able to complete our assessment.

Kind Regards,

s22

**Quality Specialist****Community Environment Program**

Department of Industry, Innovation and Science

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13 28 46  
Delivered by AusIndustry™**For Official Use Only****From:** s22**Sent:** Tuesday, 19 November 2019 11:01 AM**To:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)**Subject:** RE: RESPONSE REQUIRED - COMMUNITIES ENVIRONMENT PROGRAM 2019-20 - CEP80697 - Further Clarification Required [DLM=For-Official-Use-Only]

Hi s22

Thank you for your email below, could you please give me a call on s22

s22

Mossman Botanic Garden Ltd

**From:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au) <[CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)>**Sent:** Tuesday, 19 November 2019 9:03 AM**To:** s22**Cc:** [CEP2019delivery@industry.gov.au](mailto:CEP2019delivery@industry.gov.au)**Subject:** RESPONSE REQUIRED - COMMUNITIES ENVIRONMENT PROGRAM 2019-20 - CEP80697 - Further Clarification Required [DLM=For-Official-Use-Only]

Dear s22

**Mossman Botanic Garden, CEP80697, QLD, Leichhardt**

Thank you for submitting your application for the Communities Environment Program 2019-20.

Assessment of your application is underway. However, we need some additional information from you in order to complete the assessment.

- Please clarify how your project will meet the Communities Environment Program's intended objectives and outcomes

Please forward your response and any attachments to: [CEP2019Delivery@industry.gov.au](mailto:CEP2019Delivery@industry.gov.au) for the attention of s22 by close of business on **26 November 2019**.

Kind Regards,



**Quality Specialist**

**Community Environment Program**

Department of Industry, Innovation and Science

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**Australian Government**  
**Department of Industry,  
 Innovation and Science**

Your reference no: CEP80697

s22

Mossman Botanic Garden Inc  
 2 Foxtton Avenue  
 Mossman QLD 4873

GPO Box 2013  
 CANBERRA ACT 2601  
 p: 13 28 46  
 e: CEP2019Contracts@industry.gov.au

w: business.gov.au  
 abn: 74 599 608 295

Dear s22

## Letter of Agreement

### Your application is successful

As outlined in your Communities Environment Program application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

### The Agreement

This Agreement is a binding agreement between Mossman Botanic Garden Inc ABN 52351855294 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Innovation and Science (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

### What you must do

<b>1</b>	<b>Complete your project</b> in line with this agreement.	<b>2</b>	<b>Submit your end of project report</b> via email to <a href="mailto:CEP2019Contracts@industry.gov.au">CEP2019Contracts@industry.gov.au</a>
----------	---	----------	---

You must undertake the project in line with this Agreement. You must only spend the grant on the project or on eligible activities to undertake the project.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide the report set out in the reporting table of the grant schedule (attachment A) by the due date. A sample report template is at attachment C. We will send you the report template to complete after you finish your project. Please note photographic evidence of the project site(s) before and after completion of project activities will be required.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

### **What we will do**

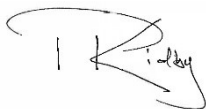
We will pay the grant into your nominated bank account within 28 days of the date of this Agreement.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the Agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the Agreement despite clause 15.2 of the grant terms and conditions.

### **Any questions?**

If you have any questions please contact 13 28 46.

Yours sincerely



Peter Kidby  
Manager – Communities Environment Program  
AusIndustry – Support for Business

18 December 2019

**Attachment A – Grant schedule**

Program	Communities Environment Program
Grantee	Mossman Botanic Garden Inc
Grantee ABN	52351855294
Project title	Mossman Tropical Rainforest Revegetation
Project number	CEP80697
Project description (Grant Activity)	As set out in the Project Details and Funding Section of your application
Project start date	03/02/2020
Anticipated completion date	30/09/2020
End of project report due date	30/10/2020
Total project expenditure	\$20,000.00
Grant percentage	Up to 100%
Total/maximum grant	\$20,000.00 (plus GST where applicable)
Capped amount in financial year 2019/20	\$20,000.00 (plus GST where applicable)
Project end date	31/12/2020
Agreement end date	09/06/2021

**Reporting table**

Report type	Agreed evidence	Report due date
End of Project Report	Evidence of project completion is to be demonstrated through photographic evidence of the project site(s) before and after completion of project activities	30/10/2020

## Attachment B - Letter of Agreement Terms and Conditions

### 1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

### 2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

### 3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

### 4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

### 5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

### 6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

### 7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

### 8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

### 9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

### 10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

### 11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

### 12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks.

### 13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

### 14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

### 15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

## Attachment C - Communities Environment Program

### End of project report

Project number	
Grantee name	
Project title	

The project number, grantee name and project title can be found in the letter of grant agreement.

The amount of detail you provide in this report should be commensurate with the size, complexity and grant amount of your project.

Submit your completed report to [CEP2019contracts@industry.gov.au](mailto:CEP2019contracts@industry.gov.au).

#### 1. Project achievements

a. Please confirm:

	YES	NO*
<b>All project activities have been completed</b> in line with your grant agreement		
<b>You spent the entire grant amount</b> and any financial contribution and cash co-contribution to undertake the approved project		
<b>You spent the majority of the grant amount</b> on on-ground eligible activities		

\*Contact us at [CEP2019contracts@industry.gov.au](mailto:CEP2019contracts@industry.gov.au) if you cannot answer YES to all of the above questions and/or your project is not complete.

#### 2. Project outcomes

a. Explain how your project:

- delivered positive environmental and social outcomes
- provided communities with the resources, skills and knowledge to care for the environment.

If applicable, outline any lessons learned in delivering your project that have or will lead to improvements in monitoring, managing or conserving your local natural environment.

b. Complete the following table on community participation.

	Question	Number
1.	How many people participated in your project (excluding employees)?	
2.	What was the total area (ha) over which your project on-ground activities were undertaken?	
3.	How many participants had no previous involvement in undertaking activities that monitor, manage or conserve the environment or in training to obtain these skills?	
4.	Has your organisation completed similar activities prior to participating in the Communities Environment Program? If yes, (a) how many activities/events were held in the 12 months before this project? (b) on average, how many people participated in each activity/event?	Yes / No

- c. Complete the following table on activities. Choose the activities that best describe those completed in your project. Provide a measurement for all activities using the metrics provided.

Activity	Unit	Unit of measure
Citizen science activities (e.g. monitoring flora, fauna, water quality, marine debris)		number of participants collecting and contributing information about their local environment
Education activities and raising community awareness / participation (e.g. field days, planting days, workshops)		number of community participation and engagement events
		number of community groups participating in project activities
		number of people who learned a new skill to monitor, manage or conserve the environment

Activity	Unit	Unit of measure
Access management infrastructure (e.g. boardwalk)		total area protected by access control installations (ha)
Disease management (e.g. Phytophthera)		total area managed (ha)
Erosion management		total area of erosion treated (ha)
Fencing (e.g. to protect revegetation/sensitive sites)		total length of fence erected (km)
		total area protected by fencing (ha)
Pest management (e.g. rabbit, feral pig/cat control)		total area of pest management (ha)
		total number of individual animals or colonies killed or removed
Revegetation		total area of revegetation (ha)
		total kilograms of seed sown (kg)
		total number of new plants planted
Weed control		total area controlled (ha)
Waste reduction – prevent/remove (e.g. clean up days, litter collection traps)  To avoid double counting, report either weight <u>or</u> volume for any given item.		total area over which waste was removed from the environment (ha)
		total kilograms of waste prevented from entering, or removed from, the environment (kg)
		total volume of waste prevented from entering, or removed from, the environment (m <sup>3</sup> )
Waste reduction – recover/recycle (e.g. recycled waste drop off / clean up day / litter collection trap materials)  To avoid double counting, report either weight <u>or</u> volume for any given item.		total kilograms of waste recovered for re-use or recycled (kg)
		total cubic metre volume of waste recovered for re-use or recycled (m <sup>3</sup> )

### 3. Project Benefits

Where relevant to your completed project, please respond to the questions below.

- a. What impact has your project had on the extent, condition, connectivity and/or level of protection of natural habitats and / or on the health of native species? Include the following:
- issue addressed
  - name or type of native habitat / name(s) of species addressed
  - what changed and by how much? Where relevant, include details of output amounts that help explain the change.

- b. How have management practices / stewardship of the local environment and waste resources improved as a result of your project? Include reference to any anticipated long term improvements / environmental benefits.



- c. How has your project contributed to improving participants' skills in monitoring, managing or conserving your local natural environment and/or native species? Include the following:
  - type of skill(s) learned (e.g. monitoring a threatened species breeding success)
  - how will this skill contribute to future management, monitoring and/or conservation?

#### 4. Attachments

Submit two before and two after photographs showing each project site before and after completion of project activities as evidence of your completed project as specified in the grant agreement. Include two good quality photographs that are representative of the project sites and activities.

#### 5. Certification

I, [first name/last name], [position/title], am a person duly authorised by the grantee to certify that:

- the information in this report is accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- the grant was spent on the approved project in accordance with the grant agreement.
- I am aware of the grantee's obligations under their agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the agreement.

Signature: .....

Date ...../...../.....

**Archived:** Friday, 24 January 2020 3:12:26 PM

**From:** [CEP2019contracts@industry.gov.au](mailto:CEP2019contracts@industry.gov.au)

**Sent:** Wed, 18 Dec 2019 12:35:33

**To:** s22

**Cc:** [CEP2019contracts@industry.gov.au](mailto:CEP2019contracts@industry.gov.au)

**Subject:** ACTION REQUIRED: CEP80697 - Communities Environment Program 2019-20 - Letter of Agreement - Grant Agreement [DLM=For-Official-Use-Only]

**Sensitivity:** Normal

**Attachments:**

[CEP80697 - Mossman Botanic Garden Inc - LOA.PDF](#); [CEP80697 - application.pdf](#);

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## **Congratulations!**

I am pleased to advise you that your application for a grant under the Communities Environment Program (CEP) has been successful. Attached is a copy of your application and the executed Grant Agreement for your records.

Please remember, if you enter an agreement under the Communities Environment Program, you cannot receive other grants for the same activities from other Commonwealth granting programs. The Commonwealth may recover grant funding if there is a breach of the grant agreement.

## **What you must do**

Please open the enclosed Grant Agreement and read it carefully.

The Grant Agreement contains important details about your project. Please note the agreed 'Project end date' of your grant schedule (Attachment A). If your circumstances change and you are no longer able to complete your project as set out in your **application you must contact us immediately.**

## **What we will do**

We will pay the grant into your nominated bank account within 28 days of the date of this Agreement.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the Agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice.

## **Any questions?**

If you have any questions or concerns please contact us at 1800 501 801 or email [CEP2019contracts@industry.gov.au](mailto:CEP2019contracts@industry.gov.au)

Yours sincerely,

s22

Contact number: 1800 501 801

Department of Industry, Innovation and Science

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