

# CSGF Round 2 - Application Form

## Form Preview

### Overview of Community Small Grant Fund

The Community Small Grants Fund (CSGF) is a \$4 million contestable grants program, delivered through two rounds, that provides up to \$100,000 (excluding GST) to registered businesses, incorporated not for profit organisations and associations, registered charities and local governments.

The CSGF aims to support communities impacted by the end of native forest logging to respond to the potential economic setbacks, loss of employment and social disruptions. Applicants must be able to demonstrate how proposals will contribute to positive economic and/or social outcomes within the native forestry regions.

The CSGF is very broad in the type of proposals eligible for funding, however the grant is focused on supporting community vibrancy within the native forestry regions. Community vibrancy refers to the vitality and overall health of a community. It encompasses the strength of social connections, active community engagement, cultural richness, economic prosperity, and the well-being of residents. This means applicants need to substantiate how proposals contribute to the long-term growth and sustainability of communities.

There are 15 local government areas which make up the native forestry regions. To be eligible for funding, the proposal must occur within one of the local government areas within the native forestry regions. There is an assessment weighting towards proposals that are within the most impacted local government areas.

Before completing this application form please read the **Community Small Grants Fund Step by Step Guidelines and Frequently Asked Questions**.

The Department of Jobs, Tourism, Science and Innovation (JTSI) and the South West Development Commission (SWDC) are working together to deliver the CSGF. If you have any questions on the program or would like support in developing your application, please contact the SWDC on [NFTEnquiries@swdc.wa.gov.au](mailto:NFTEnquiries@swdc.wa.gov.au) or (08) 9777 1555.

Applications open on **28 February 2024** and close at midday (AWST) **24 April 2024**.

### Eligibility Criteria

\* indicates a required field

**Have you read and understood the CSGF Guidelines and FAQ? \***

☐ Yes

**Please enter your Australian Business Number. \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
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ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

All applicants are required to have a ABN to enter into a funding agreement with the State.

### Are you applying as a Trust? \*

☐ Yes ☐ No

Trusts that are not incorporated and are unable to enter into a financial agreement with the Government will not be eligible.

### Please upload a copy of your Trust Deed. \*

Attach a file:

### Does your business or organisation have any pending litigations or insolvency proceedings underway? \*

☐ Yes ☐ No

If Yes, please contact [nft@jtsi.wa.gov.au](mailto:nft@jtsi.wa.gov.au) prior to continuing

### Is your organisation financially solvent?

☐ Yes ☐ Unsure  
☐ No

If No or Unsure, please contact [nft@jtsi.wa.gov.au](mailto:nft@jtsi.wa.gov.au) before continuing. Your organisation must be able to demonstrate financial solvency if requested.

### Is your organisation an Australian entity with Western Australian established operations. \*

☐ Yes ☐ No

Your organisation must be an Australian entity operating within Western Australia to be eligible. This means you must have a registered Western Australian business or organisation address.

### Do you currently hold a minimum \$10 million Public Liability Insurance? \*

☐ Yes ☐ No

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Depending on the scope of the proposal, you may be required to hold additional insurances.

## Applicant Information

### Organisation or Business Name

Organisation Name

### Organisation Type

- ☐ Business
- ☐ Social Enterprise
- ☐ Incorporated Association
- ☐ Registered Charity
- ☐ Local Government
- ☐ Other:

### Business or Organisation address

Address

  

### Primary Applicant

Title      First Name      Last Name

  

This is the person with the appropriate responsibility in your organisation.

### Position in Organisation

### Phone Number

Must be an Australian phone number.

### Email

Must be an email address.

### Authorised Contact

Title      First Name      Last Name

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This is the person correspondence will be shared with.

### Position in Organisation

### Phone Number

Must be an Australian phone number.

### Email

Must be an email address.

### Brief Business or Organisation Description

Word count:

Must be no more than 250 words.

## Proposal

\* indicates a required field

### Proposal Title

Please give your proposal a title that is short but descriptive.

### Proposal Title

Word count:

Must be no more than 10 words.

### Proposal Summary

Please outline your proposal. This should be a concise and compelling overview that communicates the key aspects of your proposal, including what you will spend the funding on.

### Proposal Summary

Word count:

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Must be no more than 250 words.

### Grant Objectives

Proposal must align with one of the grant objectives. Please select which objective your proposal best aligns with.

You only need to select one objective. Multiple objectives can be selected, but applicants will be expected to provide justification against all objectives selected and demonstrate how the proposal is relevant in the context of the local community.

**Please select the objective you will achieve through your proposal.**

☐ Stimulating or Diversifying Economies      ☐ Inclusive and Thriving Communities

### Proposal Start and Completion Dates

To allow for the assessment process and execution of funding agreements, successful applicants should anticipate to commence proposals by August 2024.

Please articulate your proposal's anticipated start and completion dates.

Start Date

Must be a date.

End Date

Must be a date.

### Proposal Timeline

Please indicate the various milestone or phases of your proposal.

Milestone	Commencement Date	Completion Date

### Approvals

Please identify any approvals required as part of the proposal. Proposals are expected to have all approvals in place prior to commencement.

Required Approval	Responsible Agency / Entity	Status of Approval

### Proposal Budget

Please itemise your proposal budget detailing your planned high-level proposed expenditure. Depending on the complexity of your proposal, you can upload a more detailed budget.

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Item	Funding Source	\$
		\$
		\$
		\$

### Total Proposal Expenditure

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your proposal?

### Total Funding Request \*

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Upload Budget, Quotes or Other Supporting Budget Information

Attach a file:

## Alignment with Grant Objectives

### Positive Outcome

Word count:

Must be no more than 500 words.

Refer to the Guidelines and FAQ for further information on how to demonstrate your proposal will achieve the desired outcomes.

### Articulate how the project will have an enduring impact on the community.

Word count:

Must be no more than 250 words.

## Outcome Measurement

Please articulate the positive outcomes of the proposal.

Positive Outcome	Measurements	Timeframe	Method
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What are the changes that will exist after completion of the proposal.	What are the quantifiable measurements that will demonstrate your proposal has been successful.	What is the anticipated date when you think milestones will be achieved.	How will you collect or measure targets.

### Proposal Location

Please select the local government area in which your proposal will take place.

This grant aims to deliver positive outcomes within the Native Forestry Timber Regions. The assessment criteria is weighted towards positive outcomes within the most impacted communities. More information on the assessment weighting is provided in the Guidelines.

#### Most Impacted Areas

- ☐ Shire of Manjimup
- ☐ Shire of Nannup
- ☐ Shire of Bridgetown-Greenbushes

#### Moderate Impacted Areas

- ☐ Shire of Augusta-Margaret River
- ☐ Shire of Boyup Brook
- ☐ Shire of Donnybrook-Balingup
- ☐ Shire of Murray
- ☐ Shire of Waroona

#### Lower Impacted Areas

- ☐ City of Albany
- ☐ City of Busselton
- ☐ City of Bunbury
- ☐ Shire of Collie
- ☐ Shire of Dardanup
- ☐ Shire of Capel
- ☐ Shire of Harvey

### Positive Impact within the Native Forestry Regions

#### Demonstrated Merit

Word count:

Must be no more than 500 words.

Refer to the Guidelines and FAQ for further information on how to demonstrate your proposal's merit.

### Supporting Documents

This is the opportunity to upload any supporting documentation to support your proposal.

Attach a file:

Upload any supporting documentation that supports the claims made in the application.

### Capability

Outline how the proposal will be managed.

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Please articulate the project management approach, structure and/or systems in place to support delivery of your proposal.

### **Outline how the proposal will be managed.**

Word count:

Must be no more than 500 words.

### **Demonstrate the ability to achieve the proposal.**

Please articulate the capability and capacity of your organisation to deliver the proposal. This may include articulating the financial capability, key personnel, governance structure and demonstrated experience of your organisation.

### **Demonstrate the ability to achieve the proposal.**

Word count:

Must be no more than 500 words.

## **Supporting Documents**

Please upload documentation which demonstrates your capability to deliver the project.

### **Supporting Documents**

Attach a file:

Upload relevant documents. This can be a range of documentation that supports the claims made in the proposal, including but not limited to: financial reports, forecasting, organisational charts, business plan, organisation experience, skills, qualifications and personnel experience.

## **Applicant Declaration**

**I have read and understand the confidentiality and personal information disclosure statements in the Guidelines.**

☐ Yes

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is successful, we will be required to enter into a grant agreement based on the information in this application.**

☐ Yes



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**I declare that all the information supplied in this application form is, to the best of my knowledge, accurate and complete and that JTSI will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.**

☐ Yes