



Australian Government Water Fund
Community Water Grants

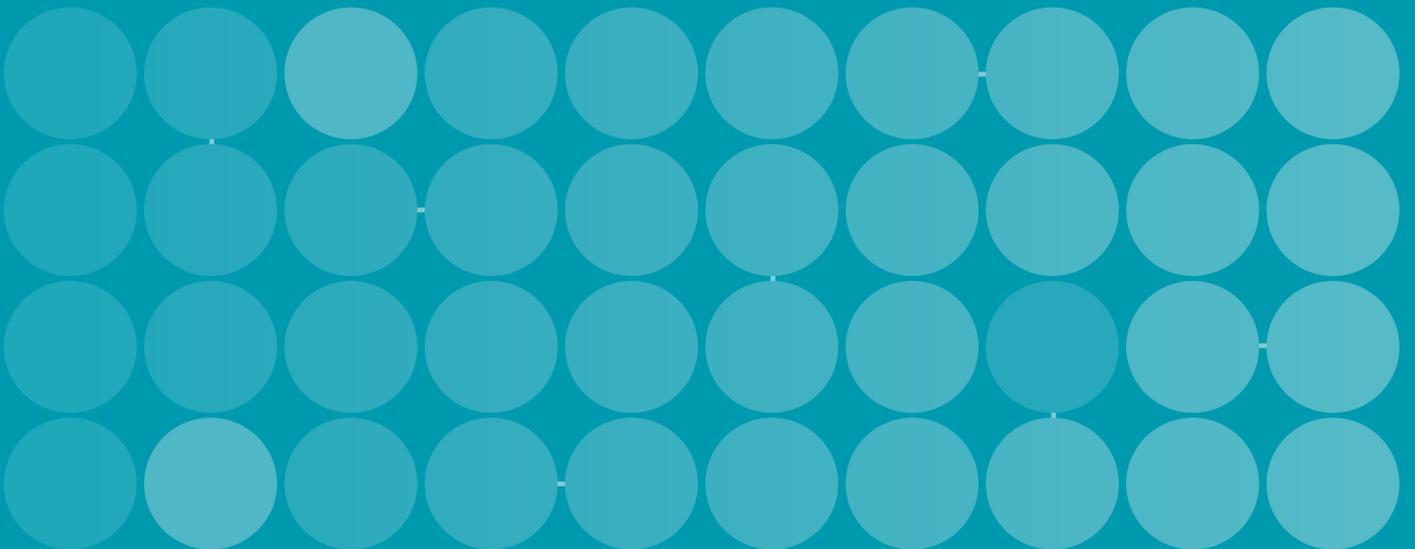
APPLICATIONS CLOSE
FRIDAY 25
AUGUST 06



COMMUNITY WATER GRANTS

Application Guidelines for Round 2

GRANTS UP TO \$50,000



TRANSLATION SERVICES

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت لمساعدة في الترجمة الشفوية ، إتصل برقم الهاتف :
CHINESE	如果你需要传译员的帮助，请打电话：
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajjnuna t'interpretu, ċempel:
PERSIAN	: اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ако вам је потребна помоћ преводиоца телефонирајте:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacımız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:

TRANSLATING AND INTERPRETING SERVICE

131 450

FOREWORD

Water is among the world's most valuable resources and, for Australians living in this dry continent, water is a critical issue. Now is the time to act to help save, reuse or improve the health of water in our local communities.

Community Water Grants, which is part of the \$2 billion Australian Government Water Fund, will help communities make a real difference to the way water is used. The grants encourage better water use and will improve water health through practical on-the-ground projects.

Community Water Grants is already an outstanding success, funding 1,750 projects totalling \$61 million in its first round. Local community groups will save a combined total of 18,063 megalitres of water and regenerate 15,261 hectares of land. The results that local governments, schools, sporting clubs and other community organisations are achieving with these grants prove community-based projects make a real difference to the way water is used.

Many Australians are committed to better water use and improving water health through practical projects, but we still have a long way to go. Our economy and way of life depend on putting water to productive use. Water plays an essential role in Australian life and our commitment to reducing water use needs to be long-term.

The Australian Government is committed to achieving environmentally sustainable water resource management and we encourage you to think seriously about the role you can play in easing our national water challenge. Through reforms such as the National Water Initiative, the Living Murray Initiative and the Water Efficiency Labelling and Standards Scheme, the Australian Government is working in partnership with the rural sector, businesses, communities and all levels of governments to assure Australia's water resources for our future.

Community Water Grants are a great way for you and your organisation to make a lasting contribution to your local community and the environment. Round 2 of the Community Water Grants programme is seeking innovative projects that not only save or reuse water or improve water health, but also engage and benefit the local community.

We invite you to visit our website www.australia.gov.au/communitywatergrants to see how other groups are making a difference.



Senator Ian Campbell
Minister for the Environment and Heritage



Senator Eric Abetz
Minister for Fisheries, Forestry and Conservation

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PART 1

ABOUT COMMUNITY WATER GRANTS

About us

The Australian Government's Community Water Grants programme offers grants to help local community organisations save, recycle or improve the health of their local water resources.

Community Water Grants, which is one of the three national programmes in the \$2 billion Australian Government Water Fund, is providing a total of \$200 million over five years to help communities play a positive role in tackling Australia's water challenge.

Grants are available for projects related to:

- water savings and efficiency
- recycling water for use
- treating water for discharge to the environment.

Who can apply?

Community Water Grants are open to most community-based organisations that want to take action by implementing practical, on-the-ground projects that help solve local water problems. Eligible groups include:

- rural organisations
- local government
- schools, universities and childcare facilities
- Aboriginal or Torres Strait Islander corporations, councils or incorporated associations
- fundraising organisations such as Rotary or Lions clubs
- sporting and outdoor recreation clubs
- health care organisations such as nursing homes
- environmental groups.

Individuals and firms may be eligible for Community Water Grants if their proposed activities have a very high public benefit.

Objectives

The three objectives of Community Water Grants are:

- to promote a culture of wise water use through community engagement and awareness about saving and conserving water
- to encourage best practice measures and demonstrate water wise solutions adapted to tackle local needs and problems
- to provide the support and means for community groups to undertake on-ground projects under the three areas of activity.

PART 2

APPLYING FOR A COMMUNITY WATER GRANT

To be eligible for Community Water Grants funding, the applicant, the project and the application itself must meet certain requirements.

The applicant

Must be:

- able to enter into a contract, for example: an individual; incorporated association; body corporate; school; local government; company; trust; partnership; Aboriginal or Torres Strait Islander corporation, council or incorporated association
- able to provide matching funding if the project results in an ongoing private benefit.

Must not be:

- a major water utility, that is, servicing more than 250,000 customers
- a state or Australian Government department or statutory authority
- in receipt of any unacquitted¹ environmental programme grants, for example, Natural Heritage Trust.

The project

Must be:

- an on-ground works project aimed at water saving, recycling or treatment
- able to deliver a clear benefit to the wider community
- incorporating the promotion of wise water use
- able to demonstrate measurable water savings or water quality results
- able to demonstrate significant community engagement and support
- located in Australia
- located at a clearly definable project site or sites
- completed within a 12 month period as defined by Community Water Grants.

Must not be:

- speculative, that is, with no defined site, on-ground solution, or community support
- at the individual household or farm level unless there is a demonstrable public benefit
- a research project
- a monitoring and evaluation project
- a public awareness project
- a devolved grant, that is, a grant requested by one party with the purpose of distributing funds to other parties
- primarily aimed at beautifying an amenity.

The application

Must be:

- for funding of up to \$50,000—applications for amounts above this will be rejected unless they meet special eligibility conditions²
- complete—no additional material will be accepted after the closing date
- clear and legible in providing the applicant's details, project budget, location and methodology—if any of these key elements cannot be sourced from the application form your application will be rejected
- submitted via the official Community Water Grants application process
- submitted by the closing date.

1 To acquit means to discharge a debt—in terms of government funding, to acquit would generally mean to satisfy the funding body that you have met your obligations and used the funds in accordance with the funding agreement. If you have an unacquitted grant it means you have yet to satisfy these reporting requirements.

2 Community Water Grants is currently running a pilot programme for larger projects (\$100,000 to \$250,000). Contact us to find out if your project is eligible. Refer to page 7 for further details.

Types of projects we will fund

The projects we fund must align with one of the following three categories:

Water savings and efficiency—improving the water efficiency of community facilities, such as schools, universities, sports facilities, parks and community buildings. Activities may include:

- installation of water saving devices in community facilities
- making improvements to the town water supply infrastructure to reduce losses from evaporation and seepage
- capping unused bores
- installation of water efficient irrigation at sports grounds and parks.

Water recycling—recycling water to use. Activities may include:

- recycling greywater or treated effluent to maintain community grounds such as parks and sports grounds
- harvesting and using stormwater and rainwater for community benefit.

Water treatment—treating water for discharge to the environment. Activities may include:

- erosion control works and creek bank repair
- cleaning up wetlands
- improving water quality in town or community reservoirs
- reducing pollution in rivers, groundwater or coastal areas by constructing wetlands, buffers or swales
- implementing water sensitive urban design.

PART 3

LARGER GRANTS

\$250,000 grants

Community Water Grants is offering grants of between \$100,000 and \$250,000 in a limited pilot scheme. This is an extension and refinement of the combined grants component from Round 1.

You must pass a strict eligibility test in order to apply. This higher level of screening is consistent with the higher value, complexity and risks associated with larger grants proposals.

The guidelines and online form for this component are exactly the same as for the regular \$50,000 grants.

Eligibility criteria for larger grants

- Larger grants are a minimum \$100,000 Community Water Grants contribution.
- Community Water Grants contributions for larger grants can be up to \$250,000.
- The applicant must provide matching cash contributions. This means if you request \$150,000 from Community Water Grants you must have at least \$150,000 cash to put towards the project. In-kind contributions are not included in this.
- No pre-application expenses can be included in the applicant's matching contribution.
- All proposals must exceed minimum statutory requirements and be consistent with the objectives and outcomes of the National Water Initiative.
- All required design work must be completed before applying.
- All necessary approvals, permits and consents must be completed before applying, for example, water use, water discharge, development applications, building permits, health permits, heritage permits, owner's consent.
- A promotions and communications plan that includes community education must be provided.
- A community engagement plan that includes volunteer activities must be provided.
- A detailed budget must be provided.
- A detailed work plan must be provided.
- A risk management plan must be provided.
- A monitoring and evaluation plan must be provided.

- Projects must be completed within 12 months of approval.
- Projects must conform to a Community Water Grants Funding Agreement.

Other conditions

1. Applicants will be required to contact Community Water Grants to discuss their project before being invited to apply for funding.
2. An eligibility checklist has been developed to pre-qualify potential applicants prior to discussion with a Community Water Grants case manager.
3. Only one larger grant project will be approved per applicant. You may submit more than one application, but only your highest-ranking project (as determined by our merit assessment process) will be approved.
4. Eligible applicants are the same as those identified for regular Community Water Grants funding.

How to apply

The online form for larger grants will be available from **10 July 2006**.

You can access the online form at **www.australia.gov.au/communitywatergrants** after this date. A case manager will contact you to discuss your project and determine your eligibility. Once your proposal has been reviewed and considered feasible, you will receive an email inviting you to apply. This email will contain your login details and password to enable you to complete the online application form.

If you have any questions regarding larger grants please email **cwg@deh.gov.au** or phone **1800 780 730**.

PART 4

HOW WE ASSESS YOUR APPLICATION

Round 1 of the Community Water Grants programme was highly competitive with around 5,000 applications lodged by a diverse range of applicants. Although more than \$61 million was provided to fund successful Round 1 projects, a significant number of applications could not be funded.

For your application to stand out you will need to do what you can to make it great—not just good. Great applications clearly demonstrate how well they perform against the assessment criteria Community Water Grants uses to approve projects.

Below is a summary of each criterion with an outline of what Community Water Grants is seeking and how you might best demonstrate your project's strengths.

Criterion one: Has the applicant acquitted all previous project funding from programmes such as the Natural Heritage Trust, as required?

What this means

If you have received funding for a previous project, and that project has not been acquitted by the due date, your proposal will be ineligible for Community Water Grants funding unless you demonstrate exceptional circumstances.

We are looking for:

- applicants who have met all previous environmental funding obligations—this means the applicant has completed the project and met the reporting requirements, and the funding body is satisfied the funds have been spent in accordance with the funding agreement—that is, the grant has been 'acquitted'.

You can:

- check whether your organisation has received environmental grant money in the past, and if so, make sure all your obligations to date have been met—it may also be worth checking with the funding body to ensure their records are up to date.

Criterion two: Will the project promote water savings and water conservation through community engagement and awareness raising?

What this means

We value projects that involve more than one community group, local business, school, local government or regional body. We are looking for projects that include significant promotional activities that will raise the community's awareness in relation to water saving and water management. The assessment process accounts for the difficulties faced by remotely located populations in relation to community involvement.

We are looking for:

- community contributions, for example, financial and in-kind contributions from outside your organisation—these confirm tangible community support for your project
- promotional activities that engage the community and raise awareness about the benefits of your project—we will look at your communications budget and the promotional activities you will conduct.

You can:

- seek support from others in your community. This support might be an in-kind donation, for example, the local hardware store could donate materials or equipment you would otherwise have to buy or hire. Cash contributions may include funds raised by local community groups, for example, Lions or CWA
- put a dollar value on your activities—this can be tricky where people contribute their time or donate materials, but if you don't include them on your application you will undervalue your project
- include a communications component that incorporates promotional activities and raising awareness in your project budget
- think of all the promotional activities you might be able to include—be creative
- engage with your local media resources such as radio and newspapers
- include activities you already do that you can use to promote your project, for example, newsletters and websites.

Criterion three: Will the project incorporate best practice management, innovative solutions and on-ground activities appropriate to local issues?

What this means

We value projects that encourage innovation and best practice management to resolve local needs and problems.

We are looking for:

- innovation—we value projects that encourage new techniques and ideas
- measurable results—best practice management can be achieved by including monitoring activities
- quotations from experts that show you are applying best practice management techniques.

You can:

- research innovative solutions by talking to experts, looking on the internet and reading in your library—innovative solutions must also be practical and possible for you to do
- set up a way to monitor your project's performance—you might like to consult experts for advice
- work with experts to estimate your total costs—make sure your budget accurately accounts for all your project's costs and features.

Criterion four: Does the project represent good value for taxpayers' money?

What this means

Community Water Grants projects must show considerable public benefit. This means the general public must benefit more from your project than any private individual or group. We value projects that demonstrate long term results.

We are looking for:

- value for money—the best measurable on-ground results for the amount of money spent
- the right solution depending on need—if you have water supply issues in your area, taxpayers' money is best spent on water saving or recycling projects; if you have water quality issues, money is best spent on water treatment projects
- leverage—we want our grants to encourage contributions from others to deliver more substantial results.

You can:

- choose the type of project and solution that will deliver the most significant on-ground results. When you prepare your budget make sure you get the best value for money
- consult local authorities (local council, Landcare group, catchment authority, water utility) and experts to find out what issues are most important in your area
- get as many financial and non-financial contributions as possible. You can encourage local businesses and individuals to contribute by highlighting the benefits they accrue from supporting their local community
- find out what support your council and other authorities may be able to provide
- increase contributions to your project via fundraising activities.

Criterion five: Is the project feasible, technically sound and safe for human health?

What this means

You must show that the proposed activities are suitable for the area. We value applications that demonstrate consultation with technical experts. If you are undertaking a recycling project you must seek advice from relevant authorities to ensure that the project does not pose any health risks. These authorities may include local government, and environment and health departments. You must obtain all relevant permits and approvals.

We are looking for:

- technical support that shows you have considered basic risks
- feasible projects that identify and manage health, environmental and amenity risks
- applicants who have contacted their local consent authorities to seek advice and approvals for their project.

You can:

- get letters of advice for your project from technical experts who can endorse your approach
- make sure your project is safe and viable by consulting with experts and consent authorities
- check with consent authorities and landowners to see whether any restrictions or requirements affect your project
- seek approvals (or at least a written confirmation that an approval is likely based on the project as described).

Criterion six: Is the project something for which the applicant would normally be responsible, or is it something that someone else should be paying for?

What this means

We will not fund applicants or projects that do not meet our guidelines. We will not fund projects that are required to meet statutory or licensing obligations. We will make an assessment of your project's private and public benefit.

We are looking for:

- projects from private sector applicants that are not exclusively targeted at the individual household or farm level
- projects from private sector applicants that demonstrate a clear and overwhelming public benefit
- matching funding from applicants where the project results in ongoing private benefit, for example, in the case of works on private property.

You can:

- consider how your project has wider public benefits and clearly state these benefits.

Criterion seven: Does the project have community support and contribution?

What this means

We value projects that provide in-kind or cash contributions from you or others in your community.

We are looking for:

- active support from the community via volunteer participation
- contributions from sources other than the applicant
- letters of support for the project from the wider community.

You can:

- get as many volunteers as possible to participate in your project—for your on-ground works as well as other activities such as promotion
- get as many people as possible, from outside your organisation, to make contributions to your project—for example, local businesses and tradespeople
- seek letters of support from community bodies and representatives of broader community interest, such as the mayor, your state and Australian Government Members of Parliament and other community group leaders.

Criterion eight: Does the project align with the Natural Resource Management (NRM) plan for the region or is it part of an existing plan for sustainable management of the environment in the local area?

What this means

Your project must be consistent with water and land use management plans.

We are looking for:

- projects that fit with other plans—applications that demonstrate how applicants have researched and considered local, regional and other plans
- consistency with National Water Initiative (NWI) objectives and outcomes.

You can:

- contact local councils, catchment management authorities, state and Australian Government agencies to find out what NRM or other plans are relevant
- ensure that your project doesn't conflict with the objectives of these plans
- check the National Water Commission website for details of NWI objectives.

PART 5

ITEMS AND ACTIVITIES WE WILL FUND

Water recycling and treatment

Activity/works	Examples	Conditions
Primary system	Grates, trash racks, nets, grills	
Secondary system	Sand filters, biofilters, sedimentation filters	
Disinfection	Ozone, chemical	
Stormwater and run-off	Gross pollutant traps (GPTs), permeable paving, grass swales, erosion and sediment controls, plants, mulch, wetland construction, weedicides and weeding	Native plant species only Will not fund weed control on private or leasehold land Will fund feral animal control if protecting threatened native species, but will not fund if primarily directed at enhancing economic production
Tertiary system	Chemical, UV, ponds, reverse osmosis, micro filtration	

Water savings

Activity/works	Examples	Conditions
Capping bores		Will not fund connection to bores or creation of new bores
Evaporation controls	Pool covers, dam covers, shade structures	
Indoor slow flow devices	Water saving taps and other devices, pressure reducers, valves	Must replace existing non water-saving devices
Irrigation systems	Subsurface, drip, automated/timed operation, travelling irrigators, moisture sensors	Upgrades to existing systems only
Leakage controls	Drains, lining, piping, replacing leaky pipes	Upgrades to existing systems only
Storage	Above-ground and in-ground tanks, storage membranes, reservoirs	Associated with water saving or recycling Will not fund farm dams
Synthetic lawn	Tennis courts, bowling greens	Only if replacing existing high water use lawns Non contact-sport use only
Toilets/urinals	Dual flush and composting toilets, waterless urinals	Must replace existing non water-saving devices

General

Activity/works	Examples	Conditions
Audit fees	Audit required at completion of project	Up to \$200
Fencing	Safety fencing, stock exclusion	Maximum \$10,000 for safety or stock exclusion fencing only Excludes standard boundary fencing
Project administration and coordination	Phone fax and internet use, stationery, reasonable travel expenses	Must be directly related to on-ground works and included in on-ground works budget Maximum 15 per cent of our funding Private sector applicants are not eligible for this item
Pumps and pipes	May include de-calcification	Only funded if a required component of an eligible project Maximum \$3,000 for electricity connection
Water meters		New meters only
Water audit	Consultants' fees and travel to and from site	Must be a component of an eligible project Maximum \$2,000
Promotion	Signage, website, newsletter, events, phone, fax and internet use, stationery, brochures, travel expenses	A maximum of 25 per cent of our funding may be spent on a combination of promotion and monitoring.
Monitoring	Water quality tests, monitoring of project, water flows, water use	Within that 25 per cent, a maximum of \$5,000 can be spent on monitoring.

At least 75 per cent of Community Water Grants funding must be devoted to on-ground works, and can be spent on:

- specialist advice and design, for example, engineering, plumbing, planning, Indigenous or cultural consultation (maximum \$5,000)
- project administration and coordination (maximum 15 per cent of our funding)
- labour
- equipment hire
- materials
- freight
- permits.

Up to 25 per cent of our funding can be spent on a combination of promotional activities and monitoring.

These can include any of the activities listed in the table above. Of this 25 per cent, a maximum of \$5,000 can be spent on monitoring.

For example, if Community Water Grants funding is \$50,000, you must spend at least \$37,500 on on-ground works. You may spend the remaining \$12,500 on a combination of promotion and monitoring, but a maximum of \$5,000 can be spent on monitoring.

If your total Community Water Grants funding is \$10,000, you must spend at least \$7,500 on on-ground works. You may spend the remaining \$2,500 on a combination of promotion and monitoring. In this instance, the \$5,000 maximum for monitoring is not relevant, as it equals more than 25 per cent of our funding.

Conditions

- You must provide matching funding where the project results in ongoing private benefit, that is, 50 per cent of the total project value for approved activities.
- We will not fund the purchase of tools or installation equipment unless the cost of hiring these items is greater than the cost of purchase.
- We will not pay salaries or fund other activities that would normally be your responsibility.
- We will not fund administration and travel expenses that are not directly related to your on-ground works (these costs must be included in your on-ground works budget).
- We will not fund your statutory or licensing obligations.
- We will not fund anything you have paid for outside the 12 month project period (as defined by us), that is, before the funding agreement has been accepted by us or after the project has been completed.

Other requirements

Consulting the local Indigenous community

Indigenous heritage places are a unique, irreplaceable part of Australia's national cultural heritage and you must ensure that your project does not unwittingly affect the values of these places. We value the contributions of Indigenous people during the development of applications and, in some cases, to subsequent project activities.

You should consult the appropriate local Indigenous community organisations about your proposal and include them in the development of your application. You may also need to consult with government heritage agencies to ensure your project complies with native title, cultural heritage or related legislation.

Permissions and approvals

Before you start your on-ground works, you must:

- have the written permission of any land/property/building/asset owners, land managers, Indigenous organisations and others directly affected by your project
- meet environmental, legal, health, insurance and planning requirements under Australian, state, territory and local government laws.

Supporting contributions

Supporting contributions can be financial or in-kind contributions from any appropriate source such as local businesses, a Landcare group, a non-government organisation, industry or your local council. These contributions may include:

- the use of equipment and machinery
- donated materials
- donated expertise.

We need to know the dollar value of in-kind contributions. Contributing organisations must confirm their contribution in writing, should your application be successful.

The following items may not be counted as part of your supporting contribution, although they may still form part of your project:

- activities or materials that are not necessary to the successful completion of the activities we are funding
- day-to-day operating costs that are incurred whether or not you undertake the project, including insurance and office accommodation.

Insurance

You are liable for the risks associated with your project. If you accept Community Water Grants funding, you must indemnify us and we may require evidence of insurance cover including public liability to the value of not less than \$10,000,000, and appropriate personal accident, workers' compensation and volunteer workers' insurance.

Tax implications

You should consider the tax implications surrounding a government grant as most government grants are taxable. We recommend you seek advice from a financial or tax adviser. You could also contact the Australian Taxation Office's Business Call Centre on **13 28 66** or refer to **www.ato.gov.au**.

Disclosure of information

We collect information from you to assess and manage your project. We may give some or all of this information to other government departments or use it to promote Community Water Grants.

The name of the applicant, the name of the contact person and the project details may be disclosed in documentation, such as media releases, and be made publicly available on our website. By submitting your application, you are acknowledging these disclosure requirements.

PART 6

HOW TO COMPLETE YOUR APPLICATION

Getting started—checklist

To lodge your application you must complete the online form at www.australia.gov.au/communitywatergrants. You will need to have certain information ready to do this. If you have special needs that prevent you from submitting online, we will provide a service to submit the form on your behalf.

Please consult the following checklist before you start your application.

Your details—CHECK you have the following:

- correct legal name of your organisation (or yourself if you are applying as an individual)
- relevant identification numbers, for example, Tax file number (TFN), Australian Business Number (ABN), Australian Companies Number (ACN) or Incorporation Number of your organisation (or yourself if you are applying as an individual)
- contact details, including full address, phone numbers, email address
- details of the authorised person for your organisation, that is, the person legally empowered to sign contracts on behalf of your organisation
- full contact details for your authorised person
- exact location of your project, that is, street or lot address—if your project location doesn't have an actual street address, an online location tool will be provided or contact us and we will assist you. Visit www.mappoint.ninemsn.com.au to familiarise yourself with this tool.
- details of who owns the land or buildings (if not you or your organisation) where the on-ground works are proposed
- confirmation that any other environmental grants you have received in the past have been acquitted.

Your project—CHECK you have the following:

- a clear description (and understanding) of the type of project you are proposing, that is, water savings, recycling or treatment
- a figure for current yearly water use if you are proposing a water savings or recycling project—if a figure is not readily available you will need to make an estimate or consult an expert to assist you

- the area of the catchment for your water treatment project—you may need to consult your local council or an expert for assistance to calculate this
- an estimate of the measurable benefit your project will provide, for example, litres of water saved, recycled or treated; size of treatment area; area of land rehabilitated—you may need to discuss this with an expert
- a complete project budget detailing all costs relating to your project—see page 12 for what items and activities we will fund
- a dollar value for your contributions to the project
- quotations covering the proposed works—these should provide details of the type of equipment being used and the approach being taken to complete the works
- evidence of consultation with relevant experts to confirm your project's viability
- details of the monitoring activities that you will conduct to ensure the safety and results of your project
- details of how your project relates to other plans for your area—make note of the plans you have consulted
- details of any innovative solutions and technology you have considered for inclusion in your project.

Your community—CHECK you have the following:

- a list of promotional activities you will conduct to promote wise water use in your community—for example, newsletters, signage and media events
- confirmation from other contributors that they will provide the commitments as stated in your application
- the total number of volunteer hours that will be contributed to your project
- evidence you have sought approval from relevant consent authorities, for example, local council, local Indigenous groups and environment protection authority
- where you are improving a public facility—an estimate of the number of people who use the facility and the regularity of use
- where a project results in an ongoing private benefit—a considered response on how your project will be of public benefit.

Step-by-step guide to the application form

SECTION A: APPLICANT DETAILS

1. Are you applying as an individual?

We need to know if you are applying as an individual or an organisation. If you indicate yes at this question, you must supply your tax file number and ABN (if you have one).

2. What is your tax file number?

You can get this from the Australian Taxation Office (ATO) if you don't have it. Phone **13 28 61** or visit www.ato.gov.au.

3. Do you have an Australian Business Number (ABN)? What is your ABN?

You can get this from the ATO if you don't have it. Phone **13 28 66** or visit www.ato.gov.au. You can also find it on the Australian Business Register (ABR): www.abr.gov.au.

4. What is your organisation's legal name?

We can only contract with a legal entity, for example: an individual; incorporated association; body corporate; school; local council; Aboriginal or Torres Strait Islander corporation, council or incorporated association; company; trust; or partnership.

The ATO may be able to help with clarifying the status of your group—phone **13 28 66**. You can also check your details on the ABR website: www.abr.gov.au. You will need to search for the exact name as it was registered and appears in the ABR.

If your group is not a legal entity, someone in your group will need to apply as an individual or you will need an organisation to contract and manage the project on your behalf.

What is your organisation's trading name?

A trading name is the name an organisation trades by or is generally known by. This can be the same as, or different from, the legal name. An organisation's trading name is listed on the ABR website: www.abr.gov.au.

5. Do you have an Australian Business Number (ABN)? What is your ABN?

You can get this from the ATO if you don't have it. Phone **13 28 66** or visit www.ato.gov.au. You can also find it on the Australian Business Register (ABR): www.abr.gov.au.

6. Do you have an Australian company number (ACN)? What is your ACN?

If you have *both* an ACN and an ABN, they will both be listed on the ABR: www.abr.gov.au.

If you *only* have an ACN, the Australian Securities and Investments Commission (ASIC) can provide this if you don't have it. Phone **(03) 5177 3988** or visit www.asic.gov.au.

7. Are you a tax exempt entity?

If you are unsure of your taxation status you can get confirmation from the ATO. Phone **1300 130 248** or visit www.ato.gov.au. The tax status of an organisation is also listed on the ABR website: www.abr.gov.au.

Should your application be successful, you will need to supply us with confirmation of your tax exempt status.

8. Do you have an Incorporation number?

We need your Incorporation number if you have one as well as the state or territory you are incorporated in.

The incorporation of associations is administered differently in each state or territory, often by the agency concerned with consumer affairs or fair trading. The easiest way to find your Incorporation number is to search the ASIC website: www.asic.gov.au.

9. What community sector are you from?

Select the community sector that best describes your group. The terms used are quite broad, for example:

- education sector includes schools, universities and child care
- community services sector includes hospitals and aged care facilities
- incorporated community sector includes sporting clubs and cooperatives

- Aboriginal and Torres Strait sector includes land councils and traditional owners
- private sector includes individuals, trusts, partnerships and farms.

Don't be too concerned if you are not an exact match. Contact us if you are unsure which sector to choose.

SECTION B: CONTACT DETAILS

10. Who is the contact person for this application?

Ideally this is the person who completes your application and is most familiar with the details of both your application and your project. Should your application be successful, we will contact this person (primarily via email) to confirm details and finalise your contracting and reporting requirements.

You must supply this person's name and contact details, including email address, and you must notify us if the contact person changes.

11. Is the contact person authorised to sign a funding agreement on behalf of the organisation?

Usually only certain office holders are legally empowered to sign an agreement on behalf of an organisation. If your contact officer is not authorised to sign on behalf of your organisation, you must supply the name, title and contact details of the person who is able to do this. We refer to this person as the authorised person.

SECTION C: UNDERSTANDING YOUR COMMUNITY

12. Are you improving a public facility?

Public facilities are open to the public for use, for example, parks, gardens, sports grounds, public schools and community centres.

Private facilities are ones where use is restricted by membership, ownership or other means, for example, private schools and sports clubs, a privately-owned tourist facility or business.

13. Is your project located on Crown land or government property?

If you are unsure, your local council will know who owns the land.

14. How many people use the facilities at your planned project site each year and how frequently are they used?

You must provide an estimate of the average number of days the facility is used each year and the average number of people who would use the facility for each of these days. For example:

- 250 students and staff at a school use the facilities 200 days each year
- 15,000 spectators attend each game and there are 20 games played each year
- 1,500 residents use the public pool 16 days each year
- 250 people use the town hall one day a week for the whole year
- 6,000 people use the local Visitor Information Centre each year.

15. Are you a private sector applicant?

Private sector applicants include companies, individuals, partnerships and trusts.

16. Are you carrying out on-ground works on private property?

Private property is that which is not available for public use, for example, a private sports club, a private school, a building owned by a company or private trust.

If your project is located on private property you must demonstrate that your project benefits the wider community. If there is any ongoing private benefit, you must provide matching funding, that is, 50 per cent of the total project value for approved activities.

Most private institutions such as schools, hospitals and aged care centres will be able to demonstrate public benefit by stating the number of people they service. Other examples of public benefit can include school grounds being used by local sporting teams on weekends.

17. How will the wider community directly benefit from your project?

This question applies to you if your project results in an ongoing private benefit. You must demonstrate how the wider community directly benefits from your project. You can do this well by avoiding general statements such as 'the water we save helps the area's water efficiency'. Be specific, for example:

- our private golf club is open for public use on Saturdays and the run-off we will capture would otherwise degrade the water quality of the nearby Avon River
- my family, neighbours and the local Landcare volunteers will revegetate the creek banks on our land which will improve the water quality and directly benefit the 320 people in the area who use this as their main drinking water supply.

Be considered in your response—if we cannot establish a public benefit from your application, it will be rejected.

18. Do you have letters of support from people in your community who are not directly involved in your project? List the author of each letter and which organisation they came from.

We value projects that can demonstrate support from the wider community, that is, from outside your organisation. You should seek letters of support from:

- your elected representatives, for example, your local council member or members of parliament
- organisations relevant to your project, for example, your local water utility
- people and organisations that will benefit from the results of your project, for example, sporting clubs that would benefit from a project to upgrade the toilet and shower block at the local sports ground.

Should your application be successful, you will be required to provide details.

SECTION D: OTHER FUNDING

19. Have you applied to any other government body for funding for this project?

We must check that we are not funding a project that is being funded by another body. Check if your group has applied for any other funding for this project. If so, include the details here. While this does not make you ineligible, it may alter the final funding you receive from us (should both applications be successful).

20. Have you received any Australian Government environmental funding that you are overdue in finalising your reporting?

Check within your group to find out the history of any previous grants received. If the group has received funding in the past, confirm your acquittal status with

the relevant funding body, that is, whether you have spent and accounted for the funds as required. In some instances records are not updated so it is in your interests to ensure that any previous funding is finalised.

SECTION E: PROJECT LOCATION

21. Are you the land/property/building/asset owner of your project site?

If you don't own the project site, you must confirm who does.

22. Do you have the land/property/building/asset owner's permission to conduct this project if your application is approved?

You must advise the landowner of the nature of the works you wish to undertake and seek their approval. The project cannot proceed without the landowner's consent and, should your application be successful, we will need a consent form signed by them.

23. Will your project involve on-ground works within 50 metres of a water body?

You must identify any risk to nearby water bodies, for example, rivers, streams, creeks, lakes, estuaries, the ocean (not dams or drains). You should contact the relevant environment agency, for example:

- Catchment Management Authority
- Coastcare and Rivercare facilitators
- Department of the Environment and Heritage
- state or territory government environment agencies.

24. Will your project be carried out at multiple locations?

If your on-ground works are taking place at more than one location, you should list each one. For example, if you are a council upgrading public toilet facilities at several locations you must supply the location of each one (not 'upgrading all public toilet facilities in municipality'), or if you are revegetating several points along a river or creek, you should give us each location.

25. What is the street address of your project location?

You must be able to accurately identify the site or sites of your project. Start with a confirmed street address. If your site is in a rural or remote location don't forget to supply the lot and deposited plan number for your site (these can usually be found on the site's rates notice).

26. What are the latitude and longitude of your project location?

We will provide an online location tool for applicants to determine the latitude and longitude of your project site. If your project site does not have an exact street address, you will need to enter the nearest available street address and then use the tool to plot a precise location.

Projects with no accurate location will be rejected. Contact us if you are still unsure of the project location after using the online tool or if you don't have access to the internet.

SECTION F: PROJECT DESCRIPTION

27. What is the primary purpose of your project?

Your project may fall into more than one of our categories—you must decide what the main purpose of your project is and choose the most appropriate category. To help with your selection, examples of projects include:

Saving water

- Installing water saving plumbing fittings in public toilets
- Installing timers and flow restrictors to existing irrigation systems
- Upgrading an existing bowling green irrigation system from sprinklers to subsurface
- Capping leaking bores

Recycling water for use

- Recycling pool backwash
- Recycling greywater from commercial facilities to irrigate grounds
- Recycling rainwater for use in boat ramp or surf club wash down areas
- Reusing water in aquaculture and agriculture to reduce water use

Treating water for discharge to the environment

- Installing gross pollutant traps (GPTs) to stop debris running into a waterway
- Constructing a wetland to treat run-off from a nearby catchment area
- Planting native vegetation to filter run-off and stabilise erosion

If you are not sure which category your project falls into, discuss it with an expert or contact us.

28. Describe your project in 100 words or less.

Tell us what you will do and the results you will achieve. You must provide a clear statement describing what your project involves, including:

- the existing **problem**
- the **solution**—what methods will be used to solve the problem, that is, what are your on-ground works?
- the expected **result**—how will your on-ground works solve the problem and what are the measurable water savings, recycling or treatment results?

Your description should be presented in the problem-solution-result format, for example:

The **problem** is that we have four sports grounds with irrigation systems that are inefficient because they irrigate every second night regardless of rainfall or other conditions. Our **solution** is to install a weather station that will control all four irrigation systems and adjust irrigation according to rainfall, wind, solar radiation, evaporation rates and humidity. The **result** will be that the grounds will only be irrigated when necessary, and we estimate the expected savings to be 43,000,000 litres of water each year.

29. Where will you get your water from?

What is the source of the water your project will seek to save/recycle/treat? Select the appropriate option or options. For example:

- if you are collecting rainwater from a roof and storing it in a tank, your water source is rainwater
- if you are diverting rural run-off into a constructed wetland before it runs into a creek, your water source is run-off
- if you are recycling pool backwash to irrigate a garden, your water source is blackwater.

If you are unsure what the source of your water is, discuss with an expert or contact us.

30. For recycling projects—what is the source of your pre-treatment water?

Is your project recycling wastewater sourced only from your site (on-site) or will it use wastewater from your local water facility/treatment plant (off-site)? Tapping into off-site sources increases the volume of water that can be recycled or saved and increases the benefit to the wider community.

31. What will you use the water for?

We need to know what you are going to use the water for once you have saved, recycled or treated it, for example:

- if you are collecting rainwater and using the water to flush toilets—choose indoor
- if you are recycling greywater or blackwater to irrigate crops—choose farm irrigation
- if you are treating water before it runs into a creek—choose discharge to surface water body.

Select the appropriate option or options. Speak to an expert or contact us if you are unsure.

32. What current water source will you replace?

We need to know if you are replacing one type of water with another, for example:

- a recycling project that has greywater as its source and replaces existing town water use—the water replaced is potable water
- a savings project that has rainwater as its source and replaces bore water use—the water replaced is bore water
- a treatment project that is treating surface water before it discharges into a creek—this treats rather than replaces water.

Speak to an expert or contact us if you are unsure.

33. Will your project use any of the following solutions?

We want to know if your project incorporates any of the listed solutions, for example:

- dramatically cost-effective outcomes—your project's results may stand out because of an innovative solution
- innovative solution to specific local challenge—your on-ground works might solve more than one problem in your community

- incorporating Indigenous knowledge—for example, water flows, wildlife movement, using certain types of plants
- technology used—for example, technology not yet widely applied
- 'whole of water cycle' solution—a self-sufficient facility or community.

You can choose more than one option if applicable.

34. Describe how your project is using the solutions selected above and why they were chosen for your project. 50 words or less.

No additional instructions.

SECTION G: ON-GROUND WORKS

At least 75 per cent of your Community Water Grants funding must be spent on on-ground works.

35. What on-ground activities, works and equipment will your project involve?

You must identify every component of your project. Choose all the options that apply, for example:

- you are implementing a water savings project at your local sports ground by collecting and storing rainwater and installing a timer-controlled irrigation system—choose 'labour', 'storage for later use', 'timers/moisture sensors', as well as 'pipes' and 'pumping' if your project incorporates these elements
- you are implementing a water treatment project by installing pollution control devices to stop rubbish washing into a local waterway—choose 'gross pollutant traps', 'grass swale', 'labour' and 'fencing', if all these elements are relevant to your project.

36. How much will each of these project activities cost?

Enter all the costs related to your on-ground works, including GST. At least 75 per cent of our total funding must be spent on on-ground works. Do not include volunteer hours, monitoring or promotional activities here.

You should include dollar values for cash and in-kind contributions to your on-ground works by you and others, for example, borrowed equipment or donated materials.

You do not have to identify which of the costs listed at this question are paid for, cash or in-kind—you will specify this later.

Answering this question will depend on your on-ground project activities. You will need to prepare a detailed budget before responding to this question, as you must provide details on cost for each activity.

You may need to seek further information from your experts if they have not provided itemised quotations with sub-totals.

If your quotes don't separate labour from equipment, include the labour cost with the activity. For example, if your quote has one amount for 'supply and install pump', rather than separate amounts for 'supply pump' and 'install pump', then put both under 'pumping'.

SECTION H: MONITORING

A maximum of 25 per cent of your total Community Water Grants funding may be spent on monitoring and promotion. Of this 25 per cent, a maximum of \$5,000 may be spent on monitoring. See page 13 for further details.

37. How will you monitor your project's results?

Build a monitoring element into your project—we seek measurable results for on-ground projects. Experts can suggest monitoring solutions that will be suitable for your project.

You can select more than one option, for example, your monitoring plan may include:

- installing a flow measurement instrument and taking regular meter readings
- regular water quality tests as well as volunteers taking photographs of the site for verification purposes.

38. How much of your project funds will you spend monitoring your project's results?

Enter the dollar value of your planned monitoring activities, including GST. A maximum of \$5,000 can be spent on monitoring. Do not include volunteer hours here.

You will need to calculate how much money you will spend monitoring your project's performance. Include the cost of equipment, labour and services, for example:

- equipment—water testing kits, flow cups, flow meters
- labour—to undertake monitoring activities
- services—laboratory testing of soil and water.

You should include dollar values for cash and in-kind contributions to your monitoring activities by you and others.

You do not have to identify which of the costs listed at this question are paid for, cash or in-kind—you will specify this later.

39. How often will you monitor your project?

A regular schedule of monitoring can be an important feasibility and safety consideration, particularly where the source water is of high risk, for example, sourcing effluent to recycle for irrigation of vineyards. Experts can suggest the most suitable monitoring frequency.

40. Who is conducting the planned monitoring activities?

Accurate monitoring is an important feasibility and safety consideration. Complex and specialised monitoring, for example, of recycling projects, should be carried out by an expert. You should consult with your local council, water authority or expert to decide who is the best person or agency to monitor your project.

SECTION I: MEASURING YOUR SUCCESS

We assess your project's results from the calculations you supply. We may reject your application if it contains inaccurate information.

We encourage you to seek assistance with calculations from experts or suppliers of specialised equipment. Your local council, water utility, state and Australian Government authorities or water industry association may also be able to provide advice on how to calculate your project's results.

All water figures must be in litres.

41. Where do the following measurements come from?

This question should be answered regardless of the project category selected. You must tell us if your project's results measurements come from a water audit, an expert, the site's water meter or have been estimated by you.

Water savings and recycling projects

42. What is your current total water consumption per year (litres)?

This question is only relevant if you selected water saving or water recycling as your project category.

You must estimate your yearly water consumption. If you don't have a water meter or water audit, you should contact your local council or water utility.

For multiple locations, add the yearly consumption of each location to get a single total.

You must supply consumption estimates for the whole of your project's location, for example:

- a school planning to install water-saving toilet devices should supply the current consumption figure for the whole school, not just the toilets that will be upgraded
- an agricultural producer replacing sprinkler irrigation with drip irrigation should supply the yearly consumption for the whole farm.

43. For rainwater source projects—what is the catchment area feeding your water storage (metres²)?

You must supply the area (in square metres) of the roof that will feed into a water tank or dam.

44. For rainwater and stormwater source projects—what is the capacity of your new storage facility (litres)?

You must supply the capacity (litres) of your storage facility, for example:

- water tank
- storage membrane
- reservoir or dam.

45. For irrigation projects—what is the size of your irrigated area (metres²)?

You must supply the size of the area to be irrigated, for example:

- a public reserve of 43m length x 20m width = 860m²
- a sports field of 100m length x 50 width = 5,000m²

46. For recycling projects—what is the daily capacity of your recycling facilities (litres)?

You must supply the volume of wastewater that your recycling equipment or facilities can process each day.

47. What is the expected water saving per year (litres)?

This is only relevant if you selected water savings or water recycling as your project category. We suggest you seek the advice of experts before answering this question.

Ensure your calculations are as accurate as possible and make sure you are using the correct unit of measurement (litres). We assess your project's results based on the calculations you supply. Projects stipulating unfeasible results will be rejected.

Water treatment projects

48. For vegetation planting projects—what are the dimensions of your planted area (metres—length and width)?

Measure the area that you are going to vegetate. If you are unsure how to do this, consult an expert or contact us.

49. For constructed wetland projects—what is the storage of your constructed wetland (litres)?

Calculate how much water your constructed wetland will hold. If you are unsure how to calculate this, consult an expert or contact us.

50. What is the catchment area of your environmental water treatment project (hectares)?

This is only relevant to your application if you selected water treatment as a project category.

The catchment area is the area of land that drains directly into your treatment project, for example, the section of a river valley that would feasibly drain into your treatment area, not the whole of the river valley.

This figure should be calculated by an expert, for example, a Landcare coordinator or your local council.

Ensure your calculations are accurate. Make sure you use the correct unit of measurement (hectares). We assess your project's results based on the calculations you supply. Unfeasible projects with incorrect information will be rejected.

10,000 m² = 1 ha (hectare)

12,000 m² = 1.2 ha

3,000 m² = 0.3 ha

SECTION J: PROMOTION

A maximum of 25 per cent of your total Community Water Grants funding may be spent on promotion and monitoring. Of this 25 per cent, a maximum of \$5,000 may be spent on monitoring. See page 13 for further details.

51. How will you promote wise water use in your local community?

Consider all the promotional activities that will create awareness of your project and promote wise water use in your community, for example:

- newsletters
- brochures
- mailouts
- signage
- events
- website
- stories in local newspapers
- stories on local radio or TV
- open days/field days.

52. How much money will you spend promoting wise water use?

Enter the dollar value of your planned promotional activities, including GST. A maximum of 25 per cent of our total funding can be spent on promotional activities. Do not include volunteer hours here.

You must calculate the cost of equipment, labour and services related to your promotional activities.

You should include dollar values for cash and in-kind contributions to your promotional activities by you and others, for example, free advertising space, donated materials and borrowed equipment.

You do not have to identify which of the costs listed at this question are paid for, cash or in-kind—you will specify this later.

SECTION K: CONTRIBUTIONS

53. Are people contributing volunteer hours to your project?

Include volunteer hours contributed by you, that is, the applicant and volunteers directly associated with your group and volunteers from outside your group.

54. Is your organisation making cash or in-kind contributions to your project?

55. Are other parties making cash or in-kind contributions to your project?

You have previously entered dollar values for on-ground works (question 36), monitoring (question 38) and promotion (question 52).

We now need you to identify which of the items listed at these questions are cash and in-kind contributions by you and other parties.

You must supply details of the cash and in-kind contributions that you and others are making to your project, including the contact details of the other parties and a dollar value for these contributions. Don't include volunteer hours in this calculation.

Other parties making contributions may include local businesses, individuals, agencies and other community groups.

Contributions don't have to be cash donations. Contributors may be able to lend equipment or donate materials you would otherwise have to pay for, or supply a service for free. If this is the case, calculate a fair estimate of the in-kind dollar value, for example, the normal hire cost of the equipment supplied or the usual rate a consultant charges for a service.

SECTION L: PROJECT FEASIBILITY

56. Have you contacted any consent or advice authorities to discuss your project?

57. List the contact details for each authority you consulted.

You must contact relevant consent or advice authorities before finalising your project (your local council is a good place to start). Give them an outline of your project and seek guidance on any issues you have identified. Apply for any permits or approvals that you may require before you start your project.

If you have already contacted consent or advice authorities, list their contact details and any reference numbers for permit applications if applicable.

Consent authorities you may need to approach include:

- conservation authority
- environment authority
- health authority
- heritage authority
- Indigenous group
- land management authority
- land/property/building owner
- local council
- water utility.

58. Have you contacted any experts to seek technical advice for your project?

Expert input in the planning phase will provide effective ways of achieving your objectives. You should seek advice and support from experts, agencies and specialist equipment suppliers.

59. List the contact details for each expert you consulted.

You must supply the contact details of experts who provided technical advice. We will require a letter of advice from each expert listed, should your application be successful. Only letters of advice that follow our *Technical advice template* will be accepted.

You can find the *Technical advice template* at www.australia.gov.au/communitywatergrants. This shows what information we require.

60. Provide details of any estimates/quotes you have received.

You must supply details of quotes and estimates you have obtained, including the contact details of the provider, the project component and its dollar value, including GST.

Quotes and estimates show that the figures you have supplied are based on accurate calculations provided by experts. You will be required to provide copies of these quotes, should your application be successful.

61. Will experts (including any of those listed above) be responsible for conducting your on-ground works?

You may have consulted experts for advice when planning your project. We need to know if you are engaging suitably qualified individuals or companies to undertake your on-ground works.

62. Do you have a project plan prepared for this project?

A project plan describes the steps you need to take to complete your project.

A well-structured project plan is a vital component of a feasible application. You can find the *Project plan template* at www.australia.gov.au/communitywatergrants. You must supply a copy of your project plan to us, should your application be successful.

63. Does your project relate to any of the plans or policies listed below?

There may be water-related plans or policies in force in your area. Consult your local council, water utility and other authorities before finalising your project to see how it fits with other water-related plans. You may choose more than one plan, if several plans are active in your area.

SECTION M: BUDGET SUMMARY

You must ensure that the figures you have entered throughout the form match the figures in the budget summary.

PART 7

LODGING YOUR APPLICATION AND BEYOND

How to lodge your application

Closing dates

Online submissions close at 11:59pm on Friday 25 August 2006.

Special needs (paper) forms must be received by 5pm on Friday 11 August to allow time for validation.

Other submissions

People who have special needs or who are unable to submit an application online should phone **1800 780 730**.

Our contact details

Community Water Grants
Natural Resource Management Programmes Division
Department of the Environment and Heritage
GPO Box 787
Canberra ACT 2601

Enquiries or more information

Phone: **1800 780 730**

Email: cwg@deh.gov.au

Website:

www.australia.gov.au/communitywatergrants

What happens next?

Letting you know

The Minister for the Environment and Heritage and the Minister for Fisheries, Forestry and Conservation will announce successful Community Water Grants projects. We will notify you if you are unsuccessful.

Agreements, when we pay you and start date

We will send successful applicants a funding agreement that will cover the conditions of funding, including how you are to report to us during the project period as well as final reporting requirements.

We will pay you when you have signed and returned your funding agreement and any schedules relevant to your project. You can find our standard terms and conditions on our website.

Your project start date is the date we receive and accept the funding agreement signed by you. The project period is 12 months from the start date.

Your responsibilities to us

You must keep records of your activities and monitor your results. This information will help you to evaluate and report the success of your project.

You must account for your expenditure of the grant money, including proper accounting records for all project expenditure.

You must submit a final report when the project has been completed, recording results and achievements and including an itemised statement of project expenditure. If our funding is greater than \$5,000 (GST inclusive), you must provide an independently audited financial statement with the final report.

PART 8

RESOURCES

Environment agencies

Australian Capital Territory

Environment ACT
Level 2, Macarthur House
12 Wattle Street
Lyneham ACT 2602
Ph: 13 22 81

www.environment.act.gov.au

New South Wales

Department of Environment and Conservation (NSW)
59-61 Goulburn Street
Sydney NSW 2000
Ph: (02) 9995 5000

www.epa.nsw.gov.au

Northern Territory

Department of Natural Resources, Environment and the Arts

Level 2, Darwin Plaza Building, 41 Smith Street
Darwin NT 0800
Ph: (08) 8924 4139

www.nt.gov.au/nreta

Queensland

Environmental Protection Agency
160 Ann St
Brisbane QLD 4000
Ph: (07) 3227 8185

www.epa.qld.gov.au

South Australia

Environment Protection Authority
Level 5, 77 Grenfell Street
Adelaide SA 5000
Ph: (08) 8204 2000 or 1800 623 445

www.epa.sa.gov.au

Tasmania

Department of Primary Industries and Water
1 Franklin Wharf
Hobart TAS 7001
Ph: 6233 8011 or 1300 368 550

www.dpiw.tas.gov.au

Victoria

Victoria Environment Protection Authority
HWT Building, Podium Level
40 City Road
Southbank VIC 3006
Ph: (03) 9695 2700

www.epa.vic.gov.au

Western Australia

Department of Environment
The Atrium
168 St Georges Terrace
Perth WA 6000
Ph: (08) 6364 6500

www.environment.wa.gov.au

Health agencies

Australian Capital Territory

ACT Health
Level 3, 11 Moore Street
Canberra City ACT 2601
Ph: 13 22 81

www.health.act.gov.au

New South Wales

NSW Department of Health
Environmental Health Branch
Building 11, Gladesville Hospital, Victoria Road
Gladesville NSW 2111
Ph: (02) 9816 0234

www.health.nsw.gov.au

Northern Territory

Department of Health and Community Services
Health House, 87 Mitchell St
Darwin NT 0800
Ph: (02) 8999 2400

www.health.nt.gov.au

Queensland

Queensland Health
Queensland Health Building, 147-163 Charlotte Street
Brisbane QLD 4000
Ph: (07) 3234 0111

www.health.qld.gov.au

South Australia

Wastewater Management Section
Environmental Health Service
Department of Health
Level 2, 150 Grenfell Street
Adelaide, SA 5000
Ph: (08) 8226 7100
www.health.sa.gov.au

Tasmania

Department of Health and Human Services
34 Davey Street
Hobart TAS 7000
Ph: 1300 135 513
www.dhhs.tas.gov.au

Victoria

Department of Human Services
Environmental Health Unit
Level 15, 50 Lonsdale Street
Melbourne VIC 3000
Ph: 1300 761 874
www.health.vic.gov.au/environment

Western Australia

Department of Health
189 Royal Street
East Perth WA 6004
Ph: (08) 9222 4222
www.health.wa.gov.au

Heritage agencies

Australian Capital Territory

Environment ACT
Macarthur House, 12 Wattle Street
Lyneham ACT 2602
Ph: 13 22 81

New South Wales

Heritage Office
3 Marist Place
Parramatta NSW 2150
Ph: (02) 9873 8500
www.heritage.nsw.gov.au

Northern Territory

Heritage Conservation Services
Department of Natural Resources, Environment and
the Arts
Level 2, Darwin Plaza Building, 41 Smith Street
Darwin NT 0800
Ph: (08) 8924 4142
www.nt.gov.au/nreta

Queensland

Environmental Protection Agency
160 Ann St
Brisbane QLD 4000
Ph: (07) 3227 8185
www.epa.qld.gov.au

South Australia

Department for Environment and Heritage
1 Richmond Road
Keswick SA 5035
Ph: (08) 8124 4960
www.environment.sa.gov.au

Tasmania

Heritage Tasmania
134 Macquarie Street
Hobart TAS 7000
Ph: (03) 6233 2037
www.heritage.tas.gov.au

Victoria

Heritage Victoria
8 Nicholson Street
East Melbourne VIC 3002
Ph: (03) 9637 9475
www.heritage.vic.gov.au

Western Australia

Heritage Council of Western Australia
108 Adelaide Terrace
East Perth WA 6004
Ph: (08) 9221 4177
www.heritage.wa.gov.au

Other resources

Indigenous heritage—to avoid unintended damage to Indigenous heritage places and values, and to ensure that you obtain all necessary approvals and permits for your project, you should consult *Ask First: A guide to respecting Indigenous heritage places and values* before you apply for funding. *Ask First* is available at www.ahc.gov.au/publications/indigenousheritage

Indigenous Land Management Facilitator Network—a facilitator can give you advice on consulting with Indigenous communities and help you to find relevant local Indigenous organisations in your area. More information on the network is available at www.deh.gov.au/indigenous/ilmf

Insurance—information on insurance matters is available from:

- Insurance Council of Australia www.ica.com.au
- Our Community www.ourcommunity.com.au

Invasive weeds—information is available at www.weeds.org.au or www.deh.gov.au/biodiversity/invasive

National Water Initiative—the initiative's objectives are available from the National Water Commission website: www.nwc.gov.au/NWI/index.cfm

Natural Heritage Trust (NHT)—you will find information on the Bushcare, Coastcare, Landcare and Rivercare programs at www.nht.gov.au

Natural Resource Management Facilitator Network—more information is available at <http://www.nrm.gov.au/publications/facilitator-factsheet.html>

Native Title—the National Native Title Tribunal can assist with information about relevant organisations. Phone **1800 640 501** or visit www.nntt.gov.au

Glossary of terms

The Community Water Grants website contains fact sheet about the types of water outlined below. If you are planning a recycling project you should read the relevant fact sheet. Visit our website for further information.

Acquit—to pay off a debt, to discharge from responsibility. In terms of government funding, this generally means that, as a reporting requirement of a grant, you must satisfy the funding body that you have met your obligations and have spent the money in accordance with the funding agreement.

Blackwater—see wastewater.

Borewater—water pumped through a bore from an underground water source.

Devolved grant—a grant requested by one entity with the purpose of distributing funds to other entities.

Expert—a suitably qualified person, for example, a tradesperson, town planner, engineer, landscaper, designer, scientist, NRM facilitator.

Greywater—water that has been used for limited domestic purpose. Greywater includes water from the shower, bath, hand basin, laundry tub, washing machine, kitchen sink and dishwasher, but does not include water from toilets or urinals. Greywater from the bathroom and laundry (but not the kitchen) can generally be used for non-drinking purposes such as garden watering and toilet flushing, providing the environment and public health are protected.

Groundwater—water sourced from the ground, for example, from a bore or well.

NRM Facilitator—Australian Government facilitators work at a state/territory level and have a detailed understanding of Natural Resource Management policy and programs. Their role is to help governments, regional bodies and Regional facilitators understand the key Australian Government NRM policies, and to provide a voice back to policy makers.

Potable water—water suitable for drinking.

Rainwater—water that has fallen as rain that is unlikely to have mixed with pollutants, as it has been collected from roofs.

Sewage—the waste matter from toilets, urinals, sinks, washing machines etc.

Sewerage—a system of sewers; infrastructure, for example, pipes.

Stormwater—rainwater that is collected after travelling across the ground—usually picking up other pollutants. Stormwater is never collected for drinking.

Wastewater—also known as blackwater, sewage, effluent. Wastewater can be treated to different levels, depending on its intended application. It is a valuable water source and can be used for irrigating golf courses, ovals, racetracks, turf farms, vineyards, vegetables, plant nurseries, woodlots, pasture crops and for use in cooling towers.

About the Australian Government Water Fund

The Australian Government Water Fund was established by the Australian Government in 2004 to provide vital support to achieve the aims of Australia’s national water policy—the National Water Initiative.

The National Water Initiative encourages the adoption of best-practice approaches to water management that will bring substantial benefits, optimising economic, social and environmental outcomes. Investment under the Australian Government Water Fund is made on the basis that it is consistent with, and helps to achieve, the policy objectives and agreed outcomes of the National Water Initiative. Further information is available at:

www.nwc.gov.au/water_fund.

The objective of the Australian Government Water Fund is to make a real difference to our water efficiency through practical on-the-ground water solutions.

The programmes that make up the Australian Government Water Fund are:

- Water Smart Australia—contributing to projects that will accelerate the use of the smartest water technologies and practices across Australia
- Raising National Water Standards – supporting better management of water resources through improved information and collection of water data
- Community Water Grants – promoting a culture of wise water use through community engagement, awareness and investment in saving and conserving water.

