

BirdLife Australia Community Grants 2024

How-To Guide and Frequently Asked Questions

Contents

Introduction	2
Step 1. Eligibility.....	2
Step 1. (cont.) Applicant Details	3
Step 2. Project Information	5
Step 3. Strategic Alignment	6
Step 4. Budget.....	8
Step 4 (cont.) Risk Management	10
Step 4. (cont.) File upload.....	11
Step 5. Applicant Signature	12
Frequently Asked Questions	14
1. How much can I apply for?	14
2. How do I know if I am eligible?.....	14
3. How do I apply?	14
4. What do I do if I am not sure which stream my project fits into?	14
5. What are the timelines once applications close?.....	14
6. Can I apply after the closing date?	14
7. My project has already commenced, can I apply?	14
8. I have a project and want to speak to a BirdLife staff member to ensure my project aligns with their program, location or strategy. How do I know who to contact?.....	14
9. What types of risks should I put into my Risk Matrix?	14
11. What if I have another question?	14

Introduction

This document has been developed to assist you to complete your 2024 BirdLife Australia Community Grant application.

It will explain step-by-step with screen shots and include Frequently Asked Questions at the end.

Step 1. Eligibility

Check your eligibility. This can be found in the 'Assessment Criteria' section but is also listed at the start of the application form. Read this carefully, it may have changed from previous years.

Community Grant Applications

Step 1 of 5

20%

Check your eligibility

- If your project includes bird surveys, will you be using an alternative platform instead of Birddata? (note all surveys **MUST** submit their results to Birddata, even if additional programs or platforms are used).
- Has your project already commenced, or will commence before the closing date of the 2024 Community Grants?
- Does the project require funds to be spent over a period of longer than 12 months from receipt of funds?
- Are you or your organisation based in a country other than Australia?
- Is your project focussed on a species or landscape located outside of Australia?
- Are you aware or have you been informed that you will be unable to obtain necessary permits or permissions, including ethics permits, to carry out your project in the allotted timeframe?
- Is your project for a wildlife rescue or shelter?
- Is your project a university research project?
- Does your project have a commercial goal?
- Will funds for your project go towards long-term or ongoing employment positions?

Consider the above questions to ensure your project is eligible before you begin your application. If you have answered 'yes' to any of the above questions, unfortunately your project is not eligible for this grant in 2024. For questions regarding eligibility please see the website or email grants@birdlife.org.au

Step 1. (cont.) Applicant Details

Provide your details.

Applicant details

Name *(Required)*

First

Last

Position in organisation *(Required)*

Name of organisation *(Required)*

ABN (if applicable)

DGR Status? *(Required)*

Insurance

Personal Accident Insurance

Public Liability Insurance (at least \$10m)

Postal Address *(Required)*

Street Address

Address Line 2

City

State / Province / Region

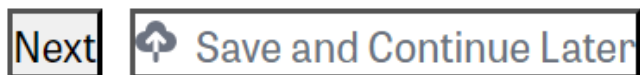
ZIP / Postal Code

Country

Telephone number *(Required)*

Email *(Required)*

At the bottom of this section, you will see the buttons 'Next' and 'Save and Continue Later' (and 'Previous' once you have moved on to the following steps).



If you click 'Save and Continue Later' it will refresh the page. Scroll down and you will see this message with a link:

Link to continue editing later

Please use the following link to return and complete this form from any computer:

https://birdlife.org.au/awards/community-conservation-grants/?gf_token=10713ed68ea04458a0f8983d8ef42913

Note: This link will expire after 30 days.

Enter your email address if you would like to receive the link via email.

Email Address(Required)

Send Link

We strongly encourage you to save the link and send the link to your email address so that you don't lose it. Each time edit your application and wish to return to it later, click the 'Save and Continue Later' to ensure your work is saved and you have an up-to-date link.

This is particularly helpful if you wish to work on your application in a Word or other document and then transfer the content into the application form once it has been written.

Step 2. Project Information

Select your stream (drop down box) and provide your project's title and a description of the project. Cover off how it addresses the assessment criteria for your stream (consider the prompts in the text box!).

Note: each stream has different assessment criteria, so make sure you have selected the correct stream.

Community Grant Applications

Step 2 of 5

40%

What stream will you be applying for?

Stream 1



Project Information

Project title *(Required)*

Funding purpose and description *(Required)*

Please describe your project or proposal, including how it increases participation in the conservation and protection of birds through education, community engagement and/ or volunteering, and what outcomes you expect your project will deliver.

Please note: if the project involves habitat restoration, please provide additional information regarding the status of the land (e.g. covenants) and a map showing the geographical location of the land and any adjacent property. Restoration projects must plant local Indigenous plant species – if this is not the case, an explanation should be given. Evidence of ownership must be provided as a copy of title or Statutory Declaration with consent, in writing, for the proposed works.

[Previous](#)

[Next](#)

[Save and Continue Later](#)

Step 3. Strategic Alignment

Continue with providing details of your project. Read the description carefully and take into account the explanation of what the question is asking. As before, in some of the text boxes there are reminders of the key and priority project assessment criteria mapped to this question so consider how your project may link to them.

Step 3 of 5

60%

Strategic Alignment

Project objectives and impact *(Required)*

Outline the objectives of the project or proposal and the impacts if they are successfully achieved, with reference to the Bird Conservation Strategy.

Consider how your project will increase participation in bird conservation; increase diversity, inclusion, and accessibility in participation; support growth of leadership in volunteering; and/or demonstrate a journey towards behaviour change.

How will the proposed project or activity be resourced? *(Required)*

How many volunteers will be involved and what are their roles in the project? Are there any other funding sources?

Partnerships and Collaboration *(Required)*

Identify key project partners and how these partnerships will help deliver the project. Please upload letters of support in the file upload section on page 4 of this application.

Sustainability (Required)

Explain how your project will continue to run or to make an impact beyond the 12-month funding period, and how you will sustain this project or its impact after the funding period concludes.

Project Performance Measurement (Required)

Identify the indicator(s) i.e. what you will measure to assess whether the expected change/outcome has taken place. Identify the proposed method/s, resources (financial and non-financial) required for measurement, who will be undertaking the measurement and evaluation, over what time-period you will track outcomes, and how the results will be used to adapt project activities, determine the success or impact of your project. State how and when the outcomes are to be reported. (A reminder that all surveys must be standardised and submitted to Birddata). Please ensure measurement costs are included in budget calculations.

[Previous](#) [Next](#) [↺ Save and Continue Later](#)

Step 4. Budget

Complete your budget. Include:

- **Budget breakdown column:** explanation of the item.
- **\$ Budget (not including GST):** the amount requested of that item (numerals only)
- **Timeframe:** how long that item will take to complete

Community Grant Applications

Step 4 of 5

80%

Budget

Please outline your entire project, not just the component for which funds are being sought.

Budget Breakdown

\$ Budget (not including GST)

Timeframe



Please list the budget items as required by your project, be as detailed as possible ensuring your values do not include GST. Click the plus symbol to add a new line.

Total Budget *(Required)*

Detail any in-kind or other contributions, including volunteer involvement

To add more items, click the circle with the + symbol to the right of the 'Timeframe' column to add a new line.

Timeframe



Once this section is complete, write the total amount you are requesting in the **Total Budget** line. Ensure this matches with the amounts listed in the budget breakdown.

!Quick tip! Don't request \$20,000 just because that is the maximum you can request. Note in the assessment criteria for both streams the requirement: **Demonstrate cost-effectiveness.** Uploading quotes in the attachment section (bottom of step 4) will assist in demonstrating your cost effective planning.

Step 4 (cont.) Risk Management

Complete the Risk Management section. Similarly to the budget, you can add additional lines by clicking the circle with the + symbol in it to the right of the columns.

Risk Management

Identify any risks associated with this project, including risks to the project's completion and to those delivering the project. How will you address and mitigate these risks?

Low Likelihood *(Required)*

Address any low-likelihood risks here. Click the plus symbol to add a new line

Risk

How will you address/mitigate this?



High Likelihood *(Required)*

Address any high-likelihood risks here.

Risk

How will you address/mitigate this?



Other comments

!Quick tip! Consider all possible risks to your project, not just OHS. It is better to identify more risks than less, as the assessment panel will be looking at how thoroughly you have considered risks to your projects success and planned on how to mitigate them.

Step 4. (cont.) File upload

Upload any supporting documents for your project. This might include documents such as letters of support, permits, quotes, or maps.

File upload

Drop files here or

[Select files](#)

Max. file size: 50 MB.

Please include any additional documents with this application, such as maps, quotes, or letters of support.

[Previous](#)

[Next](#)

[🔄 Save and Continue Later](#)

Step 5. Applicant Signature

The final step! Acknowledge the declaration and sign it off.

When you are sure you have completed your application, click 'Submit'.

Community Grant Applications

Step 5 of 5

100%

Applicant Signature

Statement of Applicant/s *(Required)*

By ticking the following box you are agreeing to the below statement.

I/We declare that to the best of my/our knowledge the information contained in this application is correct and acknowledge that the Community Grants & Awards Committee's decision is final.

Signed *(Required)*

Please type full name/s of applicant/s

Position

Date *(Required)*

How did you hear about the BirdLife Australia Community Conservation Grant Scheme? *(Required)*

- BirdLife Australia publications or website
 Via another Conservation Organisation
 Other

Other

Previous

Submit

Save and Continue Later

You will receive a refreshed screen and notification stating: Thanks for your application! We will be in touch with you shortly.

Thanks for your application! We will be in touch with you shortly.

You will also receive an email acknowledging receipt of your application.

Thank you for your Community Conservation Grant applicat...




BirdLife Australia <website@birdl

To [REDACTED]



11:34 AM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello there,

Thank you for submitting your Community Conservation Grant application.

This notice confirms your registration. We will be in touch once applications close to notify you of the outcome.

Applications close Wednesday 1st May 2024.

If you have any further questions, feel free to reach out to BirdLife Australia's at grants@birdlife.org.au

BirdLife Australia

T 03 9347 0757 | F 03 9347 9323

If you do not receive this email within 24 hours, first check your junk or spam folder. If it is not in this folder, contact grants@birdlife.org.au to confirm that your application has been received.

Frequently Asked Questions

1. How much can I apply for?

You can apply for a maximum of \$20,000. Note that assessors will be considering cost effectiveness in their assessment, so ensure you are providing a realistic budget. Upload quotes where possible as evidence.

2. How do I know if my project is eligible?

Check the eligibility criteria listed on the [webpage](#) and in step 1 of the application form.

3. How do I apply?

Scroll down to the bottom of the [webpage](#). The application form begins here.

4. What do I do if I am not sure which stream my project fits into?

Contact grants@birdlife.org.au and a member of our team will discuss your project with you.

5. What are the timelines once applications close?

The application assessments and assessor panel will be completed over May – June 2024. Results will be announced in early July 2024.

6. Can I apply after the closing date?

No. Late applications will not be accepted after 1st May 2024.

7. My project has already commenced, can I apply?

No, funding will not be given to projects retrospectively.

8. I have a project and want to speak to a BirdLife staff member to ensure my project aligns with their program, location or strategy. How do I know who to contact?

Good decision! Contact grants@birdlife.org.au and our team will connect you with the appropriate BirdLife Australia staff member.

9. What types of risks should I put into my Risk Matrix?

Not just OHS (though this should be a consideration, particularly if you will be doing fieldwork). Consider the risks to your project succeeding. What happens if you don't receive a permit in time? What will you do if your venue cancels? What happens if there is extreme weather forecasted on your activity day? What if your equipment doesn't arrive in time?

We cannot emphasise strongly enough how important it is to NOT write 'no risks' in this section!

10. I've just realised that I need to edit my application! What do I do?

Contact grants@birdlife.org.au and a member of our team will be in touch.

11. What if I have another question?

Contact grants@birdlife.org.au and a member of our team will be in touch.