BirdLife Australia Community Grants 2026 How-To Guide and Frequently Asked Questions

Contents

Introduction

This document has been developed to assist you to complete your 2026 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 Birdata? (note all surveys MUST submit their results to Birdata, even if additional programs or platforms are used).

☐ Has your project already commenced, or will commence before the closing date of the 2026 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 2026. For questions regarding eligibility please see the website or email grants@birdlife.org.au

Step 1. (cont.) Applicant Details

Provide your details. You can upload Insurance documents by using the 'Upload Attachment' button.

Applicant details

Name *(Required)*

First	Last

Position in organisation *(Required)*

Name of organisation *(Required)*

ABN (if applicable)

DGR Status? (Not necessary to receive funding) *(Required)*

yes

Insurance

☐ Personal Accident Insurance
☐ Public Liability Insurance (at least $10m)

Upload attachment

Choose File | No file chosen

Max. file size: 50 MB.

Postal Address *(Required)*

Street Address

Address Line 2

City	State / Province / Region

ZIP / Postal Code	Country

Telephone number *(Required)*

Email *(Required)*

Next | ⬦ Save and Continue Later

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 <u>and</u> send the link to your email address so that you don't lose it. Each time you are editing your application and wish to return to it later, click '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. The list of questions is included at the bottom of this document.

Step 2. Project Information

Select your stream (drop down box) and provide your project's title.

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

Community Grant Applications

Step 2 of 5

`40%`

Which best describes your project?

Stream 1: Community participation and volunteering ⌄

Project Information

Project title *(Required)*

Previous | Next | ⟳ Save and Continue Later

Step 3. Strategic Alignment

Continue with providing details of your project. Read the description carefully and consider 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.

Strategic Alignment

BirdLife Australia will prioritise funding that aligns with the Bird Conservation Strategy, eg: working towards stopping human-driven extinction of birds; improving the status of threatened birds; and halting overall bird species population declines by: building an established and communicated evidence base; enabling conditions for conservation action in place; improving conservation action targeting birds and their habitat; reducing and reversing the decline of birds and their habitat.

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

Do you already have volunteers or staff engaged to work on the project? Do you have in-kind contributions pledged from other agencies? Do you have other funding lined up? Applications that are well-resourced and/or that have contingency plans for only receiving partial funding by BirdLife Australia will be viewed favourably.

[ ]

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.

[ ]

Legacy *(Required)*

Projects that will continue to be effective after the grant has ceased will be viewed favourably. Please indicate how you intend to continue the project, with or without funding after the first year, or how the effects of the project will last into the future. Do you plan to evaluate the impact of your work in 5 or 10 years time (eg: how are you going to monitor and how often, how will you fund that)?

Project Performance Measurement *(Required)*

What are the proposed key outcomes? How will you evaluate the project success?

Previous   Next   ⟳ Save and Continue Later

Step 4. Budget

Complete your budget. Include:

- Total Budget (not including GST)
- Total Funds Requested from BirdLife Australia
- In-kind or other contributions

80%

Budget

The more detailed and accurate your budget, the more you will demonstrate careful and considerate planning.

Total Budget (NOT INCLUDING GST) *(Required)*

This may be higher than your requested funds

Total funds requested from BirdLife Australia Community Grants (NOT INCLUDING GST) *(Required)*

Detail any in-kind or other contributions, including volunteer involvement and number of hours.

!Quick tip! Don't request $10,000 just because that is the maximum you can request. Note in the assessment criteria for both streams the requirement: **Demonstrate cost-effectiveness.** You may inadvertently disadvantage yourself by rounding up, as the assessment panel are experienced in these projects and know how much things are likely to cost. 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. 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)*

These are risks that are less likely to occur. Click the plus symbol to add a new line.

Risk   How will you address/mitigate this?

High Likelihood *(Required)*

These are risks that are more likely to occur. Click the plus symbol to add a new line.

Risk   How will you address/mitigate this?

How will you promote BirdLife Australia? *(Required)*

How and when will you acknowledge support by BirdLife Australia?

!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'.

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

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

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 $10,000. 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 June - July 2026.

Results will be announced in July 2026.

6. Can I apply after the closing date?
No. Late applications will not be accepted.

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. Yikes, 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.