BirdLife Australia Indigenous Grant for Bird Research and Conservation 2024
How-To Guide and Frequently Asked Questions

Contents

Introduction

This document has been developed to assist you to complete your 2024 BirdLife Australia Indigenous Grant for Bird Research and Conservation 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.

Indigenous Grant for Bird Research and Conservation

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 2024 Australia Indigenous Grant for Bird Research and Conservation?

☐ 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.) Checklist

Ensure you have checked each of the items.

Checklist *(Required)*

☐ The application is being made by or on behalf of an Indigenous ranger group, community group, school or organisation working directly with a group of Aboriginal and Torres Strait Islander persons.

☐ The workshop is relevant to monitoring or protecting Australian native birds or their habitats.

☐ The applicant agrees that details and photographs from the workshop may be published by BirdLife Australia pending approval of those contained within. Photographers will be acknowledged.

☐ The applicant agrees to acknowledge BirdLife Australia in any media resulting from the workshop.

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)*

yes ⌄

Insurance

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

Applicant details

Name *(Required)*

First

Last

Position in organisation *(Required)*

Name of organisation *(Required)*

ABN (if applicable)

DGR Status? *(Required)*

| yes | ⌄ |

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)*

Secondary contact name *(Required)*

First

Last

[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).

[Next] [☁ Save and Continue Later]

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/indigenous-grant-for-bird-research-and-conservation/?gf_token=54b3858f4be3400bb3fie5b9602923a4

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 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

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!).

40%

Project Information

Project title *(Required)*

What do you need support with? *(Required)*

☐ Bird identification
☐ Monitoring and research
☐ Key Biodiversity Area Health-check
☐ On-ground conservation
☐ Other (please include details below)

Does your Indigenous Country overlap with a Key Biodiversity Area? Which one? *(Required)*

Go to www.keybiodiversityareas.org.au/kba-map

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.

60%

Strategic Alignment

How will the grant benefit your community and bird conservation in the longer term? *(Required)*

> Outline the objectives of the project or proposal and the impacts if they are successfully achieved. Consider your project design, and if your project will benefit species of high conservation priority, collaborate with stakeholders, and/ or lead to novel solutions to bird conservation problems.

* We strongly suggest that you contact us to discuss your project ahead of time. Projects that align with our existing work and collaborate with staff on outcomes for our conservation work have a higher success rate. Emails grants@birdlife.org.au to be connected with the relevant staff member.

How will the project align with your Healthy Country Plan, IPA Plan of Management or similar, if such a plan already exists? *(Required)*

What threatened birds or culturally important birds are you working on? *(Required)*

If you are not working on birds, list the other biodiversity projects you work on. Threatened species list
https://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl

The grant can deliver up to two workshops over two years. These can be 1-3 day workshops. Tell us how you would imagine this workshop to go? *(Required)*

You can make this as prescriptive or not as you like. Example - Day 1: Welcome, introductions, workshop at ranger base. Day 2: On Country survey for target birds. Day 3: Data entry and next steps.

Have you discussed your application with any BirdLife Australia staff or BirdLife Australia branches? Who? *(Required)*

If not, contact grants@birdlife.org.au to be connected with the relevant staff member.

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

Step 4 of 5

80%

Budget

The grant includes $2,000 for equipment. Please outline what equipment you may seek and an approximate cost. Please list the equipment required, be as detailed as possible ensuring your values do not include GST e.g. Binoculars Nikon Monarch 10x40. Click the plus symbol to add a new line.

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)*

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 $2,000 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'.

Indigenous Grant for Bird Research and Conservation

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 Indigenous Grant for Bird Research and Conservation? *(Required)*

○ BirdLife Australia publications or website
○ Via another Conservation Organisation
○ Other

[Other   ]

Untitled

[   ]

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.

Hello there,

Thank you for submitting your Indigenous Grant for Bird Research and Conservation application.

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

Applications close Friday31st May 2024.

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

BirdLife Australia
T 03 9347 0757 | F 03 9347 9323
support@birdlife.org.au | birdlife.org.au
ABN 75 149 124 774

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 $2,000. 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 (31 May, 2024)?**
   Late applications may be accepted with prior notice.

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.