

Applicant's details

* indicates a required field

Tell us about you

Organisation name *

Add n/a if you are not representing an organisation

Postal Address *

Address

Suburb State Postcode

ABN

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

ABN
Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location
Must be an ABN.

Applicant's name *

First Name

Last Name

Applicant's email *

Applicant's mobile (or best number to contact you on) *

2026-27 Biodiversity incentive community group grant application

Form Preview

Privacy statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989 and 2020. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Councils Privacy Officer on 1300 787 624 or mail@cardinia.vic.gov.au

Property information

* indicates a required field

Tell us about the location of your project

Where is your project taking place? *

eg: name of bushland reserve, street address, property number/s

Do you have permission from the owner or land manager to undertake these works? *

☐ Yes ☐ No
At least 1 choice must be selected.

Land manager/owner permission

All works undertaken on Council or crown land will need to have a written permission for the works to occur submitted with this application.

If works are to occur on private land and you are not the landowner, please submit written permission from the private landowner.

Please upload a copy of the written permission from the relevant land manager/owner where the works will be taking place.

Upload copy of written permission *

Attach a file:

No permission

All works undertaken on Council or crown land will need to have a written permission for the works to occur submitted with this application.

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If works are to occur on private land and you are not the landowner, please submit written permission from the private landowner.

If you do not have the relevant land manager/owners written permission, you cannot proceed with this application until it has been received and can be included with the application.

Project description

* indicates a required field

Tell us about the project you are applying for.

Project name *

Does the committee support this project? *

☐ Yes ☐ No
At least 1 choice must be selected.

What does your project involve? *

e.g.: remove weeds across 1 acre, revegetation with 1000 plants and protective fencing around work area, training for volunteers

What are the biodiversity benefits of the project? *

Identify any threatened species that may be supported, links to the Cardinia Biolinks, community engagement outcomes

Council's Biolink Plan and associated mapping are available on Council's website. [Sustainability and environment](#) | [Cardinia](#)

If re-vegetation is part of your project, please list the species you will be planting and the number of each species.

Please upload planting list

Attach a file:

How will the project be maintained in the future? *

Outline follow up management of the area.

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Who will be involved in delivering this project? *

eg: other community groups (please list), individuals, organisations etc

What Biodiversity Conservation Strategy objectives does this project link to? (select all that apply) *

- ☐ Objective 1.1 Biodiversity conservation is considered in line with the Sustainable Development Goals (SDGs) in Council's policies, strategies and plans, and is incorporated into the planning scheme
- ☐ Objective 1.2 The health and extent of key threatened species has improved and increased over the life of the strategy
- ☐ Objective 2.1 Our natural resource areas have improved in quantity and quality by 2024 and 2029
- ☐ Objective 2.2 By 2029, Council has revegetated 230,000 indigenous plants to enhance native habitat
- ☐ Objective 2.3 Biodiversity indicators in Council's biodiversity monitoring program show progressive improvement in 2024 and 2029 (review periods)
- ☐ Objective 2.4 Pest animal programs are implemented in defined catchments to protect threatened species by 2029
- ☐ Objective 3.1 In partnership with the community, priority bio-link corridors are mapped by 2024
- ☐ Objective 3.2 Implement regional initiatives and connectivity plans to control weeds and pest animals and enhance biodiversity.
- ☐ Objective 4.1 Community participation in environmental programs has increased by 2024
- ☐ Objective 4.2 Opportunities for the community to connect with nature are provided

At least 1 choice must be selected.

Funding details

* indicates a required field

Funding information

Up to \$6,000 (including GST) of funding is available per project for eligible recipients.

This is the maximum contribution Council will make to a project, regardless of the total cost of the project i.e.: if the project cost is \$20,000 (including GST), Council will contribute a maximum of \$6,000 (including GST).

Grant worksheet

Download the [biodiversity incentive grant worksheet](#) from Council's website, fill out the relevant information and upload here.

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Check out the [sample worksheet](#), if you need assistance completing your worksheet, or contact Council's Land Management Officer on 1300 787 624.

Grant worksheet upload *

Attach a file:

Project budget

Once your worksheet is complete, please complete this section with the following information only:

- the amount of Council funding you are applying for
- total other funding
- total project cost

This information should match what is in your grant worksheet.

Note: total expenditure and total income should be the same value, to ensure the cost of the project is fully funded.

Income	\$	Expenditure	\$
Council funding- grant application	\$	Total project cost	\$
Other project funding	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget totals

The totals will automatically be calculated based on the information provided in the budget above.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Supporting documentation

* indicates a required field

Additional supporting documents

Please include the following supporting documents:

- Site plan
- Contractor quotes
- Quotes for materials
- Photos of the place or site showing the current condition and where the works will be undertaken

Document upload *

Attach a file:

A maximum of 10 files may be attached.

Grant conditions and declarations

* indicates a required field

Grant conditions

- 1.Funds may only be used for the project as described in your grant application. Prior approval from Council must be obtained before the project is varied in any way.
- 2.If the actual expenditure on the project is less than the approved grant amount, the variance will need to be refunded to Council.
- 3.If the project cost exceeds the approved grant amount, funding of the excess will be the responsibility of the group.
- 4.Any additional funds required to undertake your project (e.g., additional grant funding, supplementary contribution) must be secured before the project starts.
- 5.It is the applicants responsibility to obtain all necessary permits and approvals prior to the project starting.
- 6.It is the applicant's responsibility to **confirm that all contractors** have appropriate levels of insurance (where relevant):
 - current \$20m public liability insurance
 - current Workcover or personal injury insurance
 - current \$2m professional indemnity insurance
 - evidence of safety management systems
 - a safe work methods statement
 - a construction induction card (White Card)
- 7.The project **MUST** be completed by **31 May 2027**. Council may choose to undertake an inspection of the works at any time within the grant period to ensure works will be completed on time.
- 8.The applicant should notify Council of any circumstances which prevent it from completing the project as approved at their earliest convenience.
- 9.Within eight weeks of receiving this grant acceptance form, one copy must be signed and returned along with any additional documentation as requested.
- 10.Payment of the grant will be made once the items outlined in item 9 have been received and approved by Council officers.
- 11.The applicant for the grant must acknowledge the Cardinia Shire Council Green Cardinia Program as a source of funding in all media and publicity associated with the project.

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A suggested acknowledgement statement is Supported by the Cardinia Shire Council Greening Cardinia Program.

1. Project acquittal is due by **11 June 2027** (at the latest, unless otherwise negotiated with Council). To acquit the project, the applicant must provide:

- evidence of the condition of the place or site after works are complete (i.e.: photographs)
- evidence of expenditure, such as receipts (not a copy of Tax Invoice).

This information must be submitted in the smartygrants grant portal, via the acquittal form.

1. Failure to meet the conditions of the funding agreement may result in grant funds having to be returned to Council.
2. Cardinia Shire Council reserves the right to publish the names of the grant recipients, overviews of projects and photographic evidence of the outcomes of the project.

Declarations

You must answer yes to all of the statements below for you application to be submitted.

I confirm that all of the details in this application and attachments are true and correct to the best of my knowledge. *

☐ Yes

I acknowledge that a representative from Cardinia Shire Council, may attend the works location to help with the assessment of my application and to verify that the works have been undertaken. *

☐ Yes

I acknowledge that I have read and understood the grant conditions and that any funds provided by Cardinia Shire Council will be expended: • in accordance with the eligibility criteria • in accordance with the grant conditions • within the Shire of Cardinia boundaries *

☐ Yes

Submission

Once you have completed all fields, please go to the "review screen" and then press "submit" to submit your application. You will then receive an acknowledgement email with a copy of your application however no further changes can be made.

If you require assistance in preparing your application, please contact Council's Natural Reserves Planner on 1300 787 624.