

Application form (example)

Office use only
Project ID _____
Approved _____

1. Project title (maximum 8 words)

Communities composting for climate change

2. Applicant details

Group name	Fakesville Residents Association
Group email	administration@fakesville.org.au
Group address	100 Nowhere Road, Fakesville SA 5000
Is your group incorporated? <small>If no, please attach a letter of endorsement from an incorporated sponsoring organisation</small>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Incorporation number	Letter from sponsoring body is attached
Is your group registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Contact person for group	Joe Bloggs
Position of contact person	Chairperson
Postal address (if same as group address write 'same')	Same as above
Phone	(08) 8555 5555
Mobile	NA
Fax	(08) 8555 5555
Email	joebloggs@fakesville.com.au

Please describe the primary role/ focus of your group

Fakesville Residents Association addresses issues concerning local residents in the small town of Fakesville. We mostly are involved with advocacy and public awareness raising of key local issues, many of which are environmental and social. We also look after the local town hall, historical and cultural resources and invest in town facilities and structures.

3. Project category (tick appropriate box/es)

Audit and education program	<input type="checkbox"/>
Education and awareness raising material	<input checked="" type="checkbox"/>
Community engagement activity	<input checked="" type="checkbox"/>
Community capacity building project	<input type="checkbox"/>
Community event	<input type="checkbox"/>

4. Project budget and timelines

Funding sought (GST inclusive) (transfer total figure from your project budget below)	\$1600	Expected completion date (if after 31 March 2011 please provide additional details to justify extra time required)	31/3/2011
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5. Project description (maximum 200 words)

Please briefly describe your project, including what you intend to do, why you wish to undertake this project, the location of the project (if relevant) and how you will engage community.

We will hold a workshop in Fakesville on best composting methods and link this directly to the benefits of composting for limiting dangerous climate change. We have sought a contractor who specialises in composting and he will speak and provide examples of composting systems. A spokesperson from our local agricultural department will also discuss the benefits in relation to climate change.

We will encourage local households to start their own compost, by showing them how easy it is and the environmental benefits. We also want to undertake this project as our local rubbish tip is nearing capacity. Fakesville Council and have provided a letter of support, which is attached to this application. The local community have raised the issue of climate change. Being a small town we feel this is something we can do on a local level to help a global issue.

The workshop will be held at the local town hall.

We will engage community during the workshop by making it a hands-on event. Flyers will be produced as part of a leaflet drop promoting the event and this will also include educational information on climate change, which will be explored in more detail at the workshop.

6. Expected outcomes (maximum 100 words)

Please explain the expected outcomes, focusing on the climate change and community outcomes. Include any ongoing benefits.

This project will assist with carbon storage and reduce waste going to landfill. On a community front, their knowledge of climate change will be increased through the workshop and information provided in the flyers.

Depending upon adoption rates, we expect the benefits of residents starting composting systems to be ongoing. Rather than allowing the food scraps to decompose and release carbon they will store carbon in the compost and soil. We also hope in time this may also encourage more people to start local gardens and grow their own produce, further benefiting climate change by reducing food miles.

7. How will you measure your success (maximum 50 words)

Explain how you will measure, communicate and evaluate the outcomes of your project.

Our committee members will volunteer time to conduct a face-to-face survey of workshop participants to see who has started composting. We will advise the results in our local newspaper and highlight those residents that have developed successful composting systems.

8. Who will be involved

List who will be involved with your project including who will coordinate the project, contractors expected to be employed and the sectors of the community you expect to engage (e.g. local council, other community groups etc...)

Composting contract (from Compost Gurus Co.)
Agricultural advisor (from agricultural department)
Fakesville Residents Association committee (will coordinate project)
Local residents (we usually expect a full town hall when we conduct workshops)
Local newspaper editor (who will attend the workshop and take photos)

9. Project budget

Provide a detailed budget summary, including when you expect to start and finish each activity involved with your project.

- Describe what will be done, the estimated timing and estimated cost (all costs are GST inclusive)
- Clearly describe the intended use of the funding sought through the Community Sustainability Grants
- Itemise all contributions, including cash and in-kind contributions. Volunteer times can be costed at \$30/hr.
- Transfer the total funding sought to question 4 of this application form
- If you obtained any quotes in preparing this budget, please attach these to your application form

Project activity	Timing		In-kind contributions (\$ GST inclusive)		Cash contributions (\$ GST inclusive)		Funding sought (\$ GST inclusive)	Total cost of activity (\$ GST inclusive)
	Start	Finish	Your group	Other	Your group	Other		
Develop, print and distribute flyers	Aug 2010	Sept 2010	\$600 distribute 10 people for 2 hrs	\$150 local to design flyer		\$100 council donation	\$400 (for printing)	\$1250
Workshop – compost speaker (quote attached)	Nov 2010	Nov 2010					\$700 (includes travel costs)	\$700
Workshop – agricultural speaker (quote attached)	Nov 2010	Nov 2010					\$500	\$500
Workshop – catering BBQ	Nov 2010	Nov 2010	\$150 food prep	\$100 local butcher				\$250
Conduct post workshop survey	Jan 2011	Feb 2011	\$600 10 people for 2 hrs					\$600
Post workshop promotion in newspaper	Feb 2011	Mar 2011		\$300 editor				\$300
	Column Totals		\$1350	\$550	\$0	\$100	\$1600	\$3600

10. Application checklist

I have read the Sustainability Community Grants guidelines including the terms and conditions of funding	<input checked="" type="checkbox"/>
I have filled out all relevant sections of the application form	<input checked="" type="checkbox"/>
I have signed the application form or ticked the box to indicate all information provided is accurate	<input checked="" type="checkbox"/>
I have included the group's incorporation number <u>OR</u> I have sought sponsorship from an incorporated community-based organisation and attached a letter of agreement outlining the terms of the sponsorship	<input checked="" type="checkbox"/>
I have attached letters of support (optional)	<input checked="" type="checkbox"/>
I have attached quotes obtained (optional)	<input checked="" type="checkbox"/>

11. Applicant signature

I certify that all information provided is accurate and I am authorised to submit this application on behalf of the group.

Name Joe Bloggs Position in group Chairperson

Signature _____

If you are submitting this form electronically and are unable to sign, please tick the box to indicate you agreement

**Send your completed application form to
Community engagement team
Conservation Council of SA
Level 1, 157 Franklin Street
Adelaide SA 5000
general@conservationsa.org.au
Fax: (08) 8232 4782**