

Research Animals Rehoming Grant - Application Form

Form Preview

About the grant

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Program Details

The \$2.5 million Research Animals Rehoming Grant is part of the NSW Government's continuing commitment to protect the welfare of animals used in research through a coordinated and cooperative approach to achieve an appropriate outcome for animals at the end of their use in research.

The Research Animals Rehoming Grant (the Program) is a targeted competitive single round grant program that has been established to enhance positive animal welfare outcomes by supporting projects that seek to maximise the number of animals successfully rehomed at the conclusion of their use in research.

The Program's objectives are to –

- Promote positive animal welfare outcomes
- Support eligible rehoming organisations to build capability and capacity for animal rehoming at the conclusion of their use in research
- Increased knowledge and awareness of animal rehoming practices, standards and organisations, and for prospective owners, knowledge of research animals rehoming needs
- Support animals for life outside of research.

Applicants can submit multiple applications; however, each application will be assessed separately.

Project Funding Parameters

Project funding parameters (GST exclusive):

- Minimum funding - \$20,000
- Maximum funding - \$1,000,000

Applications that request funding outside of these minimum and maximum funding amounts per project will be considered ineligible and may be set aside for further consideration at the Departments absolute discretion.

Key Program Dates

Applications Open: 4:00PM AEST on Monday 22 July 2024

Applications Close: 12:00PM AEST (midday) on Friday 13 September 2024

Assessment Process: Monday 16 September 2024 - Friday 11 October 2024

Application Outcome Date: Friday 08 November 2024

Funding Deeds executed with Successful Applicants: Contracting may commence once the successful applicant has signed and returned their Conditional Letter of Offer

Research Animals Rehoming Grant - Application Form

Form Preview

and Confidentiality Agreement. Funding Deeds must be entered into within 3 months of signing the confidentiality agreement. Project costs can only be incurred from the date of the executed Funding Deed.

Project Completion: Projects must commence within 6 months of the execution date of a Funding Deed and be completed within 2 years from the execution date of a Funding Deed.

Departmental Contact Details

Please check with the Department prior to submitting if you are unclear about any part of the application.

Please contact animal.welfare@dpiird.nsw.gov.au if you require assistance.

Resources

See the [Department of Primary Industries and Regional Development Research Animals Rehoming Grant](#) webpage to review the following resources prior to submission:

- Program Guidelines
- Frequently Asked Questions (FAQs)
- Project Budget Template
- Project Plan Template
- Example of a Funding Deed.

Application Submission Details

Your application is not officially submitted for consideration until you **Review and Submit** your application at the end of the application form and receive a confirmation email. Once submitted, your application cannot be varied.

Incomplete applications and/or applications received after the closing date of 13 September 2024 will not be considered.

Additional information may be requested by the Department of Primary Industries and Regional Development (the Department) if your application is successful for funding.

Ineligible Applicants and Projects

Ineligible Applicants

- Organisations that do not have an ABN or are unable to obtain an ABN to enter into a Funding Deed
- Applicants that are insolvent or a deregistered charity
- Animal rehoming organisation with staff or volunteers (that will be involved in grant funded projects) that hold a criminal conviction for animal cruelty offences

Ineligible Project Costs Types

Examples of project types and costs that are not eligible for funding include:

Research Animals Rehoming Grant - Application Form

Form Preview

- projects or activities already receiving or expecting to receive NSW Government funding
- activities, equipment or supplies that are already being supported through other sources
- activities that are primarily for a fundraising purpose
- financing costs, including interest and debt financing
- costs associated with the repayment of existing debt or loan or finance arrangements
- costs involved in the purchase or hire of equipment not directly related to the project
- costs such as rent and utilities unless specifically related to the project
- insurance costs (applicants must hold and maintain adequate insurance coverage for any liability arising from their participation in funded activities)
- depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- wages, salaries, remuneration and all other employment costs, not related to project delivery
- projects that require ongoing grant funding from the NSW or Australian government
- costs incurred prior to the Funding Deed being executed

Applicant Checklist

Before you start you will need to have *

- ☐ 1. Read the program guidelines and frequently asked questions on the website
- ☐ 2. Confirmed your organisation and project/s are eligible according to the program guidelines
- ☐ 3. A detailed written description of your project/s, scope of works and your project benefits
- ☐ 4. A detailed project plan and project budget. Templates for each can be downloaded from the website
- ☐ 5. Prepared quotes and/or detailed estimates supporting the project budget (if applicable)
- ☐ 6. Evidence that your organisation has at least \$20M Public Liability Insurance, or undertaking to obtain for the duration of project delivery
- ☐ 7. Read and understood the ineligible project types and costs

At least 7 choices must be selected.

Eligibility Confirmation

Please declare this application meets the Program eligibility criteria:

- It has been prepared by and is being submitted by an eligible applicant
- Projects can commence within **6 months** of execution of a funding deed and be completed within **2 years** of the execution of a Funding Deed
- Projects can be operated and maintained beyond the funding period (infrastructure projects)
- Applicants will notify the Department if grant funding is secured from another source

I confirm that the applicant and project is eligible according to the criteria outlined in the Program Guidelines *

- ☐ Yes

Research Animals Rehoming Grant - Application Form

Form Preview

Contact and Brief Project Details - Section A

* indicates a required field

Grant Program Name

This field is read only.
The program this submission is in.

Application Number

This field is read only.

A1.

Applicant Details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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For organisations: please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

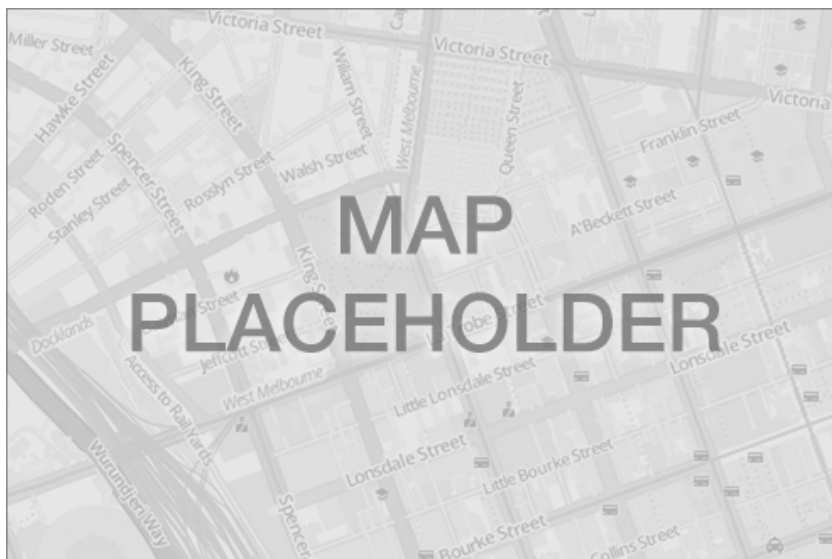
Applicant Primary Address

Address

<input type="text"/>
<input type="text"/>

Research Animals Rehoming Grant - Application Form

Form Preview



Applicant Postal Address

Address

Applicant Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

A2. Project Details

Title *

Word count:

Must be no more than 25 words.
Provide a name for your initiative. Your title should be short but descriptive.

Research Animals Rehoming Grant - Application Form

Form Preview

Brief description *

Word count:

Must be no more than 50 words.

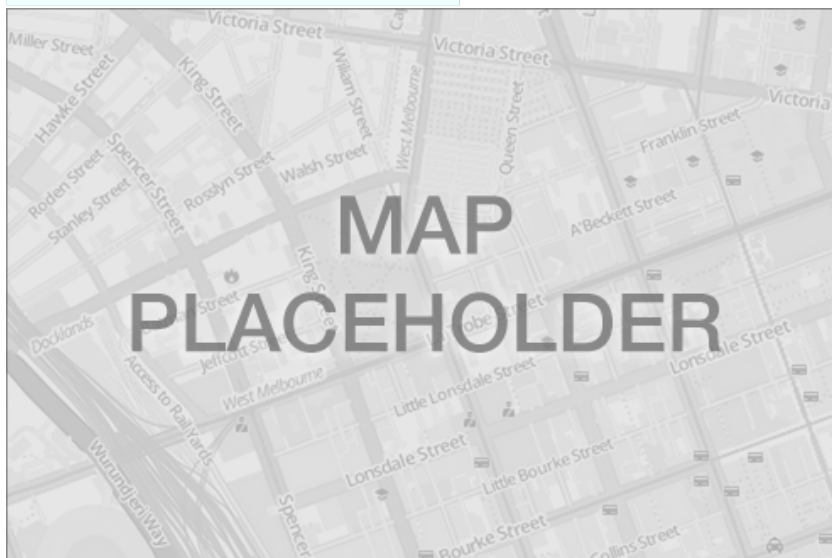
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

Anticipated end date *

Primary location of your initiative

Address



Any, but at least one field is required.

Primary location does not need to be a specific address, and can be postcode, suburb, state, etc If delivered online, please specify the area of focus for delivery.

Additional Location/s

Is your project delivered across multiple locations in NSW?

☐ Yes

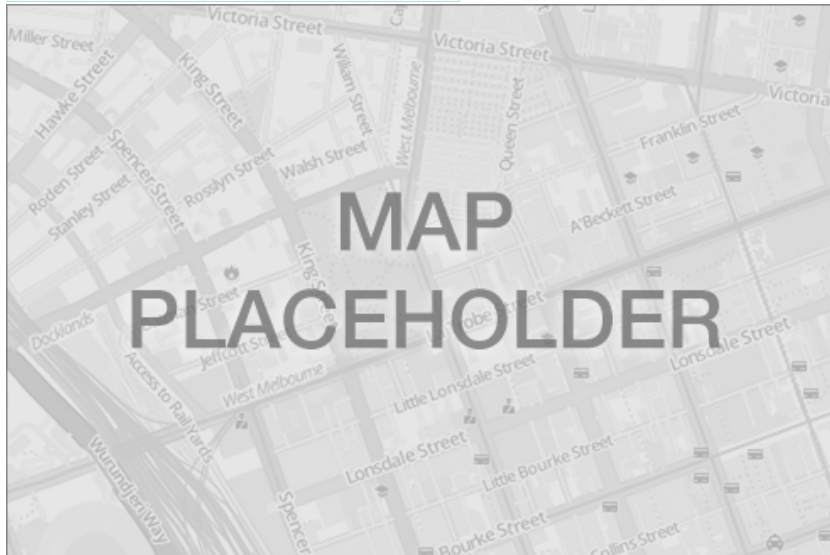
☐ No

Additional locations

Research Animals Rehoming Grant - Application Form

Form Preview

Address



A3. Bank Details

Applicant Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Please provide a recent bank statement of the account you would use to receive the grant funding if you are successful. *

Attach a file:

You do not have to show transaction details, however, the statement must:

- Be for an account in the name of the applicant
- Clearly show the BSB, account number and name of the account holder
- Be a statement on financial institution letterhead
- Not be an online transaction list

A4.

Research Animals Rehoming Grant - Application Form

Form Preview

Primary Contact Details

Primary Contact *

Title First Name Last Name

This is the person we will correspond with about this grant.

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Other Phone Number

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Primary Contact Email *

This is the address we will use to correspond with you about this grant.

A5. Joint Applications

Is the applicant applying on behalf of a partnership or consortium? *

☐ Yes

☐ No

Applications under a partnership or consortia arrangement should be submitted by the lead organisation. The arrangement should be formalised at the time of application.

A5.1 Partnership/Consortium Organisation Details

Please detail each of the Partner Organisations involved in this application. Please 'Add more' as appropriate to ensure all partnership organisations are captured.

Partner Organisation Name *

Organisation Name

Please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Partner Organisation 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.

Research Animals Rehoming Grant - Application Form

Form Preview

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

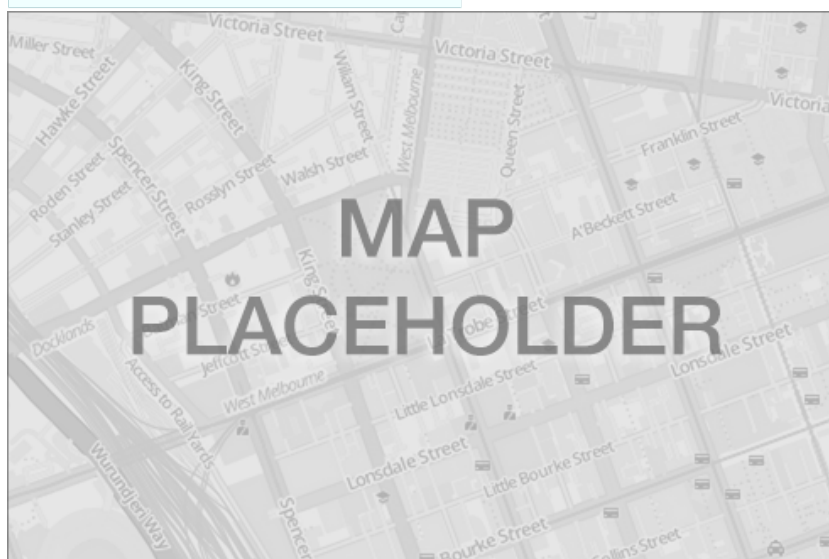
Tax Concessions

Main business location

Must be an ABN.

Partner Organisation Address *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Please attach a letter confirming that the Partnership/Consortium arrangement with this organisation is valid and current. *

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Organisation Details - Section B

Research Animals Rehoming Grant - Application Form

Form Preview

* indicates a required field

B1.

Does the applicant organisation have an Australian Business Number (ABN)? *

- ☐ Yes ☐ No

Applicant Organisation ACN, AIN or NSW Fair Trading Incorporation Number

If unsure if your organisation has an Australian Incorporation Number (AIN), search Fair Trading Incorporated Associations Register at <https://applications.fairtrading.nsw.gov.au/assocregister/default.aspx>.

Applicant Organisation 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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Confirm the ABN legal entity status of your organisation *

- ☐ Incorporated or Other Incorporated
☐ Company Limited by Guarantee
☐ Company Limited by Shares
☐ Registered Co-Operative under an Act of Parliament
☐ Registered Association under an Act of Parliament

Other Entity Status

Upload evidence of entity status

Research Animals Rehoming Grant - Application Form

Form Preview

Attach a file:

B2. Not-for-profit Organisations

Is your organisation a not-for-profit? *

- ☐ Yes ☐ No

Australian Charities and Not-for-profits Commission (ACNC) Registration

Is your organisation registered with the Australian Charities and Not-for-profits Commission? *

- ☐ Yes ☐ No

Upload evidence of ACNC registration *

Attach a file:

B3. Applicant Organisation Details

Please detail the primary activities of the applicant organisation. *

Word count:

Must be no more than 200 words.

Number of Full Time Equivalent (FTE) staff currently employed *

Must be a number.

Does the applicant organisation have at least \$20 million in public liability insurance, or an undertaking to obtain if application is successful? *

- ☐ Yes
☐ No, but an undertaking to obtain if application is successful

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

Upload certificate of currency for your organisations \$20 million Public Liability Insurance *

Attach a file:

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

Research Animals Rehoming Grant - Application Form

Form Preview

Is your organisation located within NSW? *

☐ Yes ☐ No

Does your organisation operate within NSW? *

☐ Yes ☐ No

Outline below how your organisation operates within NSW, whilst not being located in NSW

Word count:

Must be no more than 200 words.

Upload evidence of operating within NSW

Attach a file:

Examples: Evidence of NSW research establishments you have rehomed animals from, evidence of NSW based volunteers

B4. Financial Viability

Please upload evidence of your organisations financial viability throughout the delivery of the project.

Evidence must include:

- Annual report and/or an unqualified auditors opinion for the most recent financial year
- Most recent bank statements and 2 years financial reports and/or a business case to support revenue forecasting and expenditure of grant funds

Upload evidence of financial viability *

Attach a file:

A minimum of 1 file must be attached.

If you do not have a copy of your most recent Annual Report, please provide at least 2 years of Financial Statements.

B5. Organisation Staff and Volunteer Details

How many carers, excluding the Primary Carer, are involved in the Organisation?

Must be a number.

Are you aware of any staff or volunteers in your organisation that have been convicted for the below offences? *

☐ Yes ☐ No

Research Animals Rehoming Grant - Application Form

Form Preview

- In NSW, under the *Prevention of Cruelty to Animals Act 1979*, *Companion Animals Act 1998*, *Exhibited Animals Protection Act 1986*, *Animal Research Act 1985*, and animal cruelty offence under the *Crimes Act 1900*, or any of the regulations in force under these Acts, or
- In another jurisdiction, which would also constitute an offence under any of the Acts listed above if it had been committed in NSW.

Are they directly involved in the delivery of this project? *

☐ Yes ☐ No

Please explain below, including dates, names and their association with your organisation *

Word count:

Must be no more than 200 words.

Are you aware of any staff or volunteers in the organisation that have operated a premises where animals have been kept or controlled that has been subject to a council order relating to the care and control of animals? *

☐ Yes ☐ No

Are they directly involved in the delivery of this project? *

☐ Yes ☐ No

Please explain below, including dates, names and their association with your organisation *

Word count:

Must be no more than 200 words.

Are you aware of any staff or volunteers in the organisation that have declared for bankruptcy within the past 10 years, been subject to any other insolvency administration or have fraud convictions? *

☐ Yes ☐ No

Are they directly involved in the delivery of this project? *

☐ Yes ☐ No

Please explain below, including dates, names and their association with your organisation *

Word count:

Research Animals Rehoming Grant - Application Form

Form Preview

Must be no more than 200 words.

B6. Organisational Framework

Rehoming Organisations are required to be approved by Office of Local Government (OLG) or an organisation providing animal rehoming services in NSW that has been operating for a minimum of 2 years.

Explain below the framework that your organisation operates under and its commitment to the responsible rehoming of animals

Word count:

Must be no more than 200 words.

Detail your organisations processes, policies and codes of practice

Which best describes your organisation? *

- ☐ An approved rehoming organisation assessed by the Office of Local Government (OLG)
- ☐ An organisation providing animal rehoming services in NSW that has been operating for a minimum of 2 years

Upload supporting evidence *

Attach a file:

OLG assessment, Org charter, statement of objectives, other

Project Details - Section C

* indicates a required field

C1. Project Type

The project should clearly demonstrate that anticipated benefits from the project will directly contribute to the objectives of the fund.

This list is only a guide, you may have another project type which can be documented under the 'other' button.

Please select the primary deliverable type for your project (mandatory): *

- ☐ Infrastructure - new or upgrade (improvements to an existing structure or site)
- ☐ Program/s
- ☐ Digitisation
- ☐ Equipment only
- ☐ Professional Services

Project Type - Infrastructure - New or Upgrades

By selecting your project type as **Infrastructure - New or Upgrades**, the outcome you intend to reach is:

Research Animals Rehoming Grant - Application Form

Form Preview

- Building capability and capacity for animal rehoming at the conclusion of their use in research
- Promote positive animal welfare outcomes

Below are proposed indicators and potential methods for your organisation to report on the project outcome:

- (New) Number of animals rehomed from the site
- (Upgrade) Number of animals rehomed from the site before and after the upgrades

Project Type - Program

By selecting your project type as **Program**, the outcome you intend to reach is:

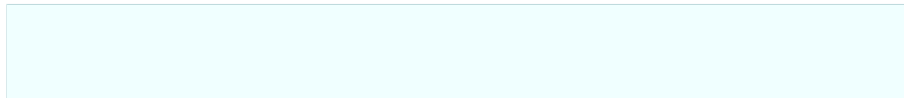
- Build capability and capacity for animal rehoming
- Promote positive animal welfare outcomes
- Increased knowledge and awareness of animal rehoming practices, standards and organisations
- Increased knowledge of research animals rehoming needs

Below are proposed measures and potential methods for your organisation to report on the project outcome:

- Purchase of equipment
- Services provided by a suitably qualified provider to deliver training or rehabilitation for an animal
- Development of materials (including website or social media) to increase awareness of organisation
- Educational material produced for research establishment or rehoming organisation staff, and new pet owners

C2. Project Scope

Please list itemised works that will be delivered with funding for this project *



C3. Project Plan (Milestones and Key Deliverables)

You may upload your own project plan template if you have one, otherwise a template can be downloaded here: [RAR Project Plan Template](#)

It is strongly recommended that applicants provide detailed information to give their projects the best chance of being deemed eligible.

Project plans must have a suitable level of detail commensurate with the funding amount sought. Please detail the administrative stages or activities expected to be completed as part of the project, alongside estimated timelines.

Note: Projects must commence within 6 months of the execution date of a Funding Deed and be completed within 2 years from the execution date of a Funding Deed.

Research Animals Rehoming Grant - Application Form

Form Preview

Please upload a copy of the Project Plan template *

Attach a file:

Is your project able to commence within 6 months from an executed funding deed? *

☐ Yes ☐ No

Outline below why your project is unable to commence within 6 months an executed funding deed

C4. Landowners Consent

If you own the property where your project will be delivered you will be required to provide evidence of land ownership, such as with a current rate notice, an approved DA or title deed information.

If you do not own the property where your project will be delivered, you will be required to provide evidence of landowner's consent. This should include:

- Address where the project is delivered
- Works being undertaken
- Arrangements that you have with the landowner

Note: Projects can be located on private land but must not be solely for private benefit. The applicant will need to show how the facility will be open to the community.

Who owns the land where your project will be delivered? *

- ☐ Local council
☐ NSW Government
☐ Commonwealth Government
☐ Community group
☐ Private land

Does the applicant organisation own the land or asset where this project will be delivered? *

☐ Yes ☐ No

Have you received landowner consent for this project? *

☐ Yes ☐ No

Owners consent is require for any works being done where the applicant does not own the asset

Please provide evidence of landownership or landowner consent or support *

Attach a file:

Research Animals Rehoming Grant - Application Form

Form Preview

C4.1 Infrastructure Only - Development Approval

We encourage you to apply for development approval from the local council as soon as possible. If your application is successful, approvals can take several months depending on the project's complexity. This will prevent any unnecessary delays to the delivery of your project to your community.

Does your project require development approval? *

- ☐ Yes ☐ No

Have you already applied for development approval? *

- ☐ Yes ☐ No

Does your project plan enable a development application to be approved and the project to be delivered within the required timeframe?

- ☐ Yes ☐ No

Upload a copy of your development approval or exemption

Attach a file:

C5. Project Focus

What are the primary areas of focus for this project/program? *

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. animal welfare), rather than the types of people it will affect.

Who are the expected primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, Universal – no particularly targeted beneficiaries

Please provide a short rationale for your project. *

Word count:

Must be no more than 200 words.

Explain why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek.

C6. Risks and Dependencies

Research Animals Rehoming Grant - Application Form

Form Preview

Projects will not be funded if they represent significant risk to the community and/or reputational risk to the NSW Government.

Please detail any risks or uncertainties in the delivery of the project, and how each of these will be managed.

Please include only one risk or dependency per row. Add more rows if you want to list additional risks or dependencies.

Risk or dependency description	How the risk or dependency will be managed
For example, you may require approval, have stretched resources, or time constraints for delivery.	You should provide an explanation of how you will prevent or treat the risk or dependency.

C7. Capability, Experience and Capacity

Detail below your organisations capability, experience and capacity in delivering projects of similar size and scope *

Capability: Qualifications, strong financial support. Experience: Number of previously rehomed research animals, proven experience in similar projects Capacity: Network of volunteers and foster carers

Upload evidence to support project delivery experience

Attach a file:

Evidence of previous completed projects or qualifications

C8. Key Project Personnel

Please provide information on the key personnel who will be responsible for the delivery of the project, including their qualifications and experience in delivering projects and/or animal welfare outcomes.

Please include only one person per row. Add more rows if you want to list additional personnel.

Name	Organisation	Role	Experience	CV/ Supporting document	Notes
One per row. Add more rows if you want to list additional key project personnel.				Please provide a CV or any supporting documentation, where relevant.	Please provide any further details.

C9. Conflict of Interest

Research Animals Rehoming Grant - Application Form

Form Preview

Does your organisation or any key personnel involved in delivering this project have any perceived or actual conflict of interest with the project or any potential third parties or contractors? *

☐ Yes

☐ No

Detail below the actual or perceived conflict of interest, and how it will be managed throughout the project delivery? *

Alignment to Program Objectives - Section D

*** indicates a required field**

D1. Program Objectives

The Program objectives are:

- Promote positive animal welfare outcomes
- Support eligible rehoming organisations to build capability and capacity for animal rehoming at the conclusion of their use in research
- Increased knowledge and awareness of animal rehoming practices, standards and organisations, and for prospective owners, knowledge of research animals rehoming needs
- Support animals for life outside of research

How will your project contribute to improved animal welfare outcomes? *

How will your project build capability and capacity for animal rehoming at the conclusion of their use in research? *

How will your project increase knowledge and awareness of animal rehoming practices, standards and organisations, and for prospective owners, knowledge of research animals rehoming needs? *

This could include how you will promote the work your organisation undertakes

How will your project support animals for life outside of research? *

D2. Rehoming of Research Animals

Research Animals Rehoming Grant - Application Form

Form Preview

Does your organisation rehome animals used in research? *

☐ Yes

☐ No

In the last 2 years, please outline which research establishments you have rehomed animals from *

If known, please outline what research these animals were involved in

Where do the animals rehomed by your organisation initially come from? *

What types of animals do you currently rehome? *

Please specify if these animals have been used in research.

How many individual animals do you support to be rehomed annually? *

Specify a number

How will this funding increase the number and type of animals rehomed by organisation? *

Word count:

Must be no more than 200 words.

D3. Stakeholder Support

Applicants are required to provide evidence of stakeholder consultation that demonstrates strong support for the project,

Does this project have support from key stakeholders? *

☐ Yes

☐ No

☐ Not Applicable

Evidence of support for the project such as letters or other forms of communication from key stakeholders including animal research establishments. Evidence of stakeholder support is generally highly regarded as projects with stakeholder buy-in tend to be more successful.

Research Animals Rehoming Grant - Application Form

Form Preview

Please provide detail of the stakeholder support received and how it was collected below *

Examples: Surveys, Letters. If you believe there is stakeholder support but this has not yet been confirmed, please detail your rationale.

Please upload evidence of stakeholder support *

Attach a file:

A maximum of 5 files can be attached

Budget - Section E

* indicates a required field

E1.

Grant Request

Notes about GST and Grant Requests:

- GST is not payable on grant payments to local councils under the Program because the payments are between government related entities.
- For eligible applicants registered for GST and where it is payable, we will pay the approved grant amount plus GST.
- If eligible applicants are not registered for GST, they will need to incorporate any GST paid by them to third parties into the project budgets and the grant amount.

Total Project Cost *

What is the total budgeted cost (dollars) of your project?

Total Amount Requested

*

What is the total financial support you are requesting under this grant?

Total Applicant Co-contribution

This number/amount is calculated.

What is the total monetary amount the applicant will be contributing to the project

Co-contribution %

This number/amount is calculated.

Research Animals Rehoming Grant - Application Form

Form Preview

Percentage applicant contribution to Total Amount Requested.

Applicant In-kind Contribution

Please detail any in-kind contributions the applicant will be making to the project.

E2. Income

Please outline details of any other funding that you are seeking as part of the project, whether it has been confirmed or not. All amounts should be GST inclusive.

Please note, do not include the amount requested under this grant.

Income description	Income type	Income status	Income amount	Notes
--------------------	-------------	---------------	---------------	-------

			\$	
			Must be a dollar amount.	

E3. Project Budget

You may use your own budget template if you have one, otherwise a template can be downloaded here: [RAR Budget Template](#)

Administration costs and costs for measurement of outcomes:

- Budgets can include up to 10% of the total grant amount for contingency and up to 10% of the total grant amount for project management and administration costs.
- Also factor in costs associated with measuring outcomes for the community; for example, measuring baseline and changes in attendance numbers, usage or hours of use

Upload your project budget template *

Attach a file:

A minimum of 1 file must be attached.

E4. Quotes and Cost Evidence

- A minimum of 1 file should be attached
- File names should be clear, for example: Quote 1 - xxxxx.
- Multiple documents can be uploaded if costs are sourced from a variety of suppliers.

Upload evidence of quote(s) or detailed estimates *

Attach a file:

A minimum of 1 file must be attached.

E5. Ongoing Operations and Maintenance

Research Animals Rehoming Grant - Application Form

Form Preview

Does your project require ongoing operations and/or maintenance? *

☐ Yes

☐ No

Explain how the project will be operated and/or maintained upon completion *

Word count:

Must be no more than 200 words.

E6. Downstream Recipients

An onward transfer is when you, as the original grantee, grant the awarded funds to another party. This usually occurs in programs where a council is granted funds to then grant to local organisations to deliver events or projects in the community.

An example is if you (as the grantee) are a sporting association, and you grant the awarded funds to local member clubs (indirect grantees) to spend. The local clubs will need to be identified and recorded as downstream recipients along with the amounts 'on-granted' to them.

However, if you (as the grantee) were using the grant funds to purchase sporting equipment for the local member clubs, there would be no requirement to record the clubs or the sporting equipment supplier as a downstream recipient.

Does the spending for this project involve any downstream recipients i.e., are you intending to make an onward transfer to a third party? *

☐ Yes

☐ No

Please list who the downstream recipient(s) will be (including providing details of business/organisation name and ABN) and how much of the total grant amount will be on-granted to each downstream recipient:

Business/Organisation Name	ABN	Amount of funds to be on-granted

E7. Other Inputs

Please detail any other, non-financial inputs that you will require in order to deliver the project, including the confirmation status of the input.

Input description	Input status
Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.	

Research Animals Rehoming Grant - Application Form

Form Preview

Outcomes - Section F

F1.

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcomes

How does your intended outcome link to the Program outcomes?

Explanatory notes

What changes do you expect will occur as a result of your project (e.g. Enhanced animal welfare outcomes)? Please be brief. One per row.	Please explain how your intended outcome helps contribute to the Program Outcomes.	Add notes if you need to provide more context.

F2. Your metrics

You may add your own metrics here.

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric

Target

Collection method

Explanatory notes

One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

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F3. Qualitative evidence

Qualitative evidence is a descriptive rather than numeric form of evidence designed to indicate whether or not progress towards an outcome is occurring.

Examples of qualitative data sources include interviews, testimonials, focus group transcripts/summaries, social media posts, media appearances/mentions, and artistic or multimedia depictions such as photographs, videos and audio/podcasts.

Qualitative evidence

Select the type of qualitative evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of qualitative evidence.

Explanatory notes

Add notes if you need to provide more context.

F4. Economic Analysis

This section is for NSW Government data and reporting purposes only. Please answer as best you can.

Will the project create jobs in Regional NSW?

Word count:

Must be no more than 200 words.

How many Full Time Equivalent (FTE) jobs will be created or retained to deliver this project?

How many FTE jobs targeting Youth will be created?

How many FTE jobs targeting Indigenous people will be created?

How many FTE jobs targeting people with a disability will be created?

Number of full-time roles?

Number of casual roles?

Number of part-time roles?

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Will the project being funded by the Department be inclusive and 'fully accessible'?

☐ Yes

☐ No

Explain below how the project will be inclusive and 'fully accessible'

F4.1 Economic Analysis - Infrastructure Only

How many FTE jobs will be for the construction phase?

How many FTE jobs will be continuing following the construction phase of the project?

Declaration and Authorisation

* indicates a required field

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the Funding Guidelines for the Program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any

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Form Preview

partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;

- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;

Research Animals Rehoming Grant - Application Form

Form Preview

- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find the online application process?

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

