

# Urban Forest Fund Application Form 2022

## Form Preview

### Overview

#### Urban Forest Fund Partnership Program 2022

The City of Melbourne invites applicants to apply for a partnership grant from the [Urban Forest Fund](#). The Urban Forest Fund provides financial support to new greening projects, such as green spaces, tree planting, vertical greening, or green roofs.

This application form will assess the eligibility of your greening project. This application should take approximately 1 to 2 hours to complete. The first section of the form relates to eligibility, followed by questions to help us score your project against other applications, and finally you will have the opportunity to upload supporting information and documentation.

Please view the [2022 Grant Application Guidelines](#) when completing your application.

**\*Reminder - Please frequently save your application form as it will not save automatically. You can do this by clicking the button in the top right-hand corner.\***

#### Key information

Round 4: opens Thursday 13 January 2022 (5.00pm) to Friday 11 March 2022 (5.00pm).

Grant amount: Successful applicants may be eligible for a matched funding grant (dollar-for-dollar) from \$10,000 to \$300,000.

#### Deadlines

Applications must be submitted no later than 5.00pm on Friday 11 March 2022. The online application system (SmartyGrants) will close at this time, preventing late submissions. To ensure fairness for all applicants, no extensions will be granted beyond this time. We strongly encourage you to submit your application well before the cut off time to allow extra time for any submission complications.

***Please note that late or incomplete submissions will not be considered.***

#### Contact details

Urban Forest and Ecology Team

Phone number: 9658 9658

Email: [urbanforestfund@melbourne.vic.gov.au](mailto:urbanforestfund@melbourne.vic.gov.au)

### Eligibility

\* indicates a required field

#### Applicants: please note

Incomplete applications and/or applications received after the closing date will not be considered.

Throughout this application you will have the opportunity to upload supporting documentation.

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This section of the application form helps us to determine if you are eligible for an Urban Forest Fund partnership grant. If you are unsure if your project is eligible please contact us on **9658 9658** or email [urbanforestfund@melbourne.vic.gov.au](mailto:urbanforestfund@melbourne.vic.gov.au).

### Confirmation of Eligibility

#### To be eligible to apply your greening project must:

- be located within the [City of Melbourne municipal area](#).
- be primarily focused on creating new green infrastructure.
- be completed by 31 May 2023.
- have demonstrated community benefits.
- have demonstrated environmental benefits.
- have a clear plan for long-term maintenance, including outlined roles and responsibilities, budgets, and maintenance tasks.
- be visible from the public realm, or able to be regularly accessed by a large number of people.
- have determined if a planning permit is required, and if so, a permit application must have been submitted.
- be located on land owned by the applicant or, where greening is to take place on private property that is not owned by the applicant, a secured lease is required for at least five years and written consent must be provided by the building owner.

#### Are all of the above statements true and correct? \*

- Yes  
 No

### Contact Details

\* indicates a required field

#### Privacy Notice

**The City of Melbourne** pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. View our [Information Privacy Policy](#).

#### Primary contact person \*

First Name

Last Name

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

#### Primary phone number \*

#### Contact person's email address \*

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Must be an email address. This is the address we will use to correspond with you about this grant.

### Applicant organisation name

Organisation Name

Use this field only if relevant. Please use your organisation's full name - check your spelling and make sure you provide the same name that is listed in official documentation such as with the ATO.

### Australian Business Number (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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Please note that if your grant application is successful, a registered ABN will be required to receive the payment. Register here for an [ABN](#).

### Position held in organisation

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

### Primary (physical) address \*

Address

Suburb State Postcode

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

### Postal address

Address

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Suburb State Postcode

  

### Applicant website

Must be a URL.

## Project Details

\* indicates a required field

### Project Overview

#### Project title \*

#### Address where project is to take place \*

Address

  

Suburb State Postcode

  

Must be an Australian postcode.

#### Your project must be located within the City of Melbourne municipal area. Is your project located within this area? \*

- yes  
 no

See this map of [the City of Melbourne municipal area](#).

#### Greening elements included in the project: \*

- Green roof  
 Garden/courtyard/landscaped area  
 Green wall  
 Green facade (climbing plants)  
 Specifically designed biodiversity elements  
 Tree planting  
 Urban agriculture/vegetable patch  
 Water Sensitive Urban Design components (e.g. raingarden, water tank, passive irrigation)  
 Other:

Please tick all that apply. For more information see the [Growing Green Guide](#).

#### Please provide a brief overview of your project: \*

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**Word count:**

Must be no more than 300 words.

Use the following questions to frame your response: What greening elements does your project include? What problem does your project solve? What are your objectives? This question is not scored, but will provide the panel with an understanding of your project. You will have further opportunities to provide more detail in later questions.

### Project Timing

To be eligible, the greening component of your project must be completed construction by 31 May 2023.

**Anticipated start date**

Must be a date.

If you are not sure, please pick an approximate date or click 'unknown' below.

Unknown

**Anticipated end date**

Must be a date and no later than 31/5/2023.

If you are not sure, please pick an approximate date or click 'unknown' below.

Unknown

**Please provide an overview of your project timeline below, including information about project stages: \***

**Word count:**

Must be no more than 200 words.

As a guide, please include information about planning (including permits), construction, completion, and monitoring or any other key stages in the project. If your project is successful, this information may be used public announcements and in public documents.

**If preferred, you may upload a timeline below:**

Attach a file:

For example, this could include a graphical timeline or a Gantt Chart.

### Eligibility Questions

**1) Please provide a description of how green cover will be increased on your project site, including the total horizontal and vertical green cover in square metres that will be achieved by the project at completion. If your project includes tree planting, please specify a breakdown of expected canopy cover: \***

**Word count:**

no more than 300 words

. For more information on how to estimate green cover see the [Urban Forest Fund 2022 Grant Guidelines](#)

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**2) We encourage applicants to use the City of Melbourne's Green Factor Tool which has been developed to help integrate green space into buildings. The Green Factor Tool is free and available for anyone to benchmark their greening designs. Please enter your projects Green Factor Score below:**

Word count:

Must be no more than 50 words.

The [Green Factor Tool](#) is free and available for anyone to benchmark their greening projects. When asked to submit a Planning Application Number, fill out NA if it's not applicable for your Urban Forest Fund proposed project. For more information see the [Urban Forest Fund 2022 Guidelines](#)

**3) Your project must have demonstrated benefit to the community. Please describe the community benefits that will be provided by your project. \***

Word count:

no more than 500 words

. For more information about community benefit and guidance on answering this question see the [Urban Forest Fund 2022 Grant Guidelines](#).

**4) Your project must have demonstrated environmental benefits. Please describe whether the project includes any elements that specifically designed to provide substantial biodiversity benefits: \***

Word count:

Must be no more than 200 words.

For more information about biodiversity benefits and guidance on answering this question see the [Urban Forest Fund 2022 Grant Guidelines](#).

**5) Are there any other environmental benefits provided by your project? \***

Word count:

Must be no more than 200 words.

For more information about environmental benefits and guidance on answering this question see the [Urban Forest Fund 2022 Grant Guidelines](#).

**6) Is your project visible from the public realm? \***

yes

no

The public realm is considered to be freely, publicly accessible places such as streets and parks. For more information see the [Urban Forest Fund 2022 Grant Guidelines](#).

**7) Projects that are able to be accessed by the public will be prioritised. Will your project be publicly accessible? If so, please describe the level of access, including whether the project can be accessed at all times or only certain times.**

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**If the project is not able to be accessed by the public, please detail who will have access. \***

Word count:

no more than 200 words

. For more information see the [Urban Forest Fund 2022 Grant Guidelines](#).

**8) Your project must have a clear plan for long-term maintenance. Please detail your plan for maintenance, including roles and responsibilities, budgets, and maintenance tasks. \***

Word count:

no more than 300 words

. A detailed maintenance plan may be uploaded with this application.

**If applicable, please upload supporting documentation for your maintenance plan:**

Attach a file:

**9) Does your project require a planning permit? Please upload written evidence to confirm whether a planning permit is required for your project. See the description below for more information. \***

yes

no

Evidence must be either formal written advice from the [City of Melbourne planning department](#) or formal written advice from a suitably qualified planning professional on letterhead. If you require more information, contact the team on 9658 9658.

**10) If you answered yes to Question 9 and you have already obtained a planning permit, please upload the permit below.**

Attach a file:

**11) If you answered yes to Question 9, but your planning permit has not yet been granted, please provide your Planning Application Number.**

Please note that if your project requires a planning permit, you must have submitted your planning permit application to be eligible for the Urban Forest Fund.

**12) The City of Melbourne supports innovation. Is your project experimental in nature? Does it provide opportunities for further research into urban greening or trial new methods?**

Word count:

Must be no more than 300 words.

For more information on innovation guidelines see the [Urban Forest Fund 2022 Grant Guidelines](#).

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**13) We encourage you to engage appropriate expertise to design, deliver, and maintain your project. Please describe what specialist expertise you have engaged for this project.**

Word count:  
Must be no more than 300 words.

## Additional Information and Supporting Documentation

\* indicates a required field

### Project Costs

14) Please provide itemised costings for your project below:

<b>Expenditure</b>	<b>\$</b>
For example: construction, maintenance, etc.	
	\$
	\$
	\$
	\$
	\$

### Requested funding

**15) What is your total project cost? \***

\$

This number/amount is calculated.

**16) What is your total funding request? \***

Please note: The Urban Forest Fund provides matched funding grants ranging from \$10,000 to \$300,000, for example, if your total project cost is \$100,000 the Fund may provide you with \$50,000.

**17) Please upload documentation to support your costings, as provided by a qualified Quantity Surveyor or an independent quote from a suitably qualified contractor: \***

Attach a file:

Please note: a maximum of five (5) documents can be attached.

**18) Is your project reliant on an existing structure, such as building walls or a roof? \***

- yes
- no

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**19) If you answered yes to Question 18, please upload written evidence from a Licensed Building Surveyor detailing whether a building permit will be required for the project. This must include specific advice with regards to structural loading capacity.**

Attach a file:

**20) If your project is a new build, has structural loading capacity been considered and integrated into the design? \***

Word count:

no more than 100 words

**21) Applications will only be considered with consent of the property owner. Do you own the property where the project will be constructed, or do you have written consent for the project from the building owner? \***

yes

no

**Please upload written evidence of ownership or consent:**

Attach a file:

For example, a recent rates notice in the applicant's name or a signed letter of consent from the owner.

**22) Projects are required to be in place for at least five (5) years. If you do not own the property, please provide evidence that a lease agreement is in place for at least 5 years:**

Attach a file:

**23) Please provide plan drawings to support your application. Plan drawings must be to scale and include: a north (N) point, key materials (including plants), special features, irrigation, and construction methodology (including site access):**

Attach a file:

Please note: a maximum of six (6) documents can be attached.

**24) Please upload any further documentation to support your application (such as renders/visualisations of the completed project):**

Attach a file:

Please note: a maximum of five (5) documents can be attached.

## Certification and Feedback

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\* indicates a required field

### Certification

As the applicant, or on behalf of the applicant, I/we certify that to the best of my/our knowledge the statements made within this application are true and correct.

**I agree \***

Yes

No

**Name \***

**Date \***

Must be a date

### Applicant Feedback

You are now at 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:

**Please indicate how you found the online application process:**

Very easy

Easy

Neutral

Difficult

Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60 minutes

**Please provide any feedback on the 2022 application process and form:**