



Environmental Biosecurity Project Fund application

Section A: General information

Purpose of this form	For organisations to apply for funding under the Environmental Biosecurity Project Fund (EBPF) for projects that help protect Australia from exotic environmental pests, weeds and diseases.
Before completing this form	Ensure that you understand the application process described in the Environmental Biosecurity Project Fund applicant guidelines .
Submission dates	There is no closing date. Applications are encouraged by 31 October each year for consideration in the November panel assessment.
To complete this form	Save the form to your desktop or device. Open and complete the form using the latest version of Adobe Acrobat Reader. Do not work on the form in your web browser. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet.
Confidentiality	If you include confidential information, complete Section K . Mark any relevant attachments 'CONFIDENTIAL'.
Submit your form	Use the 'Submit' button at the end of this form.
Your application must include	if relevant, attachments listed in Section L .
More information	Environmental Biosecurity Office Department of Agriculture, Fisheries and Forestry GPO Box 858 Canberra ACT 2601 Email ACEBO@aff.gov.au Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia) Web agriculture.gov.au/biosecurity-trade/policy/environmental/projects

Section B: Applicant

1 Business details

Business name (legal entity name)

Trading name (registered business name only)

Principal business activity

2 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

3 Street address

Suburb/town/city

State/territory

Postcode

4 Postal address (if same as question 3, insert 'AS ABOVE')

Suburb/town/city

State/territory

Postcode

5 Primary contact

Title

Given names

Family name

Work phone

Mobile phone

Email

6 Secondary contact

Title

Given names

Family name

Work phone

Mobile phone

Email

Section C: Project partners

7 People in management and control (attach more pages if necessary)

Organisation 1 (legal entity name)

Organisation 2 (legal entity name)

Organisation 3 (legal entity name)

Organisation 4 (legal entity name)

Section D: Project overview

8 Project name

9 Describe your project and key activities. (maximum 200 words)

10 Describe the outcomes your project aims to achieve. (maximum 100 words)

11 Describe the problem your project aims to address. (maximum 300 words)

12 Describe the approach your project will use to address the identified problem. (maximum 400 words)

13 Which EBPF objectives does your project meet? (select one or more boxes)

Enhances surveillance, detection and diagnostic capabilities for exotic environmental biosecurity threats

Fosters expertise, networks and collaboration to enable coordinated and effective responses to environmental biosecurity threats

Improves capacity for biosecurity preparedness and response

Raises awareness and understanding of environmental biosecurity

14 Describe how your project contributes to EBPF priorities, national strategies and plans listed in the [Environmental Biosecurity Project Fund applicant guidelines](#). (maximum 200 words)

15 If your project complements or builds on existing biosecurity projects, describe how and outline any collaboration opportunities. (maximum 200 words)

Section E: Project timing

16 Proposed start date (dd/mm/yyyy)

17 Proposed completion date (dd/mm/yyyy)

18 Key activities (attach more pages if necessary)

Activity	Description	Proposed start date (mm/yyyy)	Proposed end date (mm/yyyy)
1			
2			
3			
4			
5			
6			

Section F: Project metrics and maintenance

19 Describe project targets and how they will be measured. Examples are provided in the first row of the table. (attach more pages if necessary)

Goal	Target	Metric for measuring target
[The MyPestGuide Tree app has the goal of boosting surveillance and early detection of pests and diseases affecting our forests.]	[End users using MyPestGuide Tree app, increasing surveillance and reporting.]	[MyPestGuide Tree app usage data indicates uptake by end users, and therefore increased surveillance and reporting.]

20 Describe how you will sustain project outcomes after the project has been completed. (maximum 200 words)

Section G: Personnel

21 Describe the skills and expertise of key personnel. (attach more pages if necessary)

Personnel 1

Title Given names Family name

Organisation Project role

Skills and capabilities

Personnel 2

Title Given names Family name

Organisation Project role

Skills and capabilities

Personnel 3

Title Given names Family name

Organisation Project role

Skills and capabilities

Personnel 4

Title Given names Family name

Organisation Project role

Skills and capabilities

Personnel 5

Title Given names Family name

Organisation Project role

Skills and capabilities

Personnel 6

Title Given names Family name

Organisation Project role

Skills and capabilities

Section J: Consent to publish project information

25 If your project is funded, do you consent to the department publishing your project title, timeframe, lead organisation name, partner organisation names, Commonwealth investment and objective and summary (including outcomes) on the [Environmental Biosecurity Project Fund](#) webpage, in the [Three Chiefs newsletter](#) and other department communication material?

No

Yes

Section K: Confidential information

26 Does your application include confidential information?

No  Go to [Section L](#).

Yes

27 Summarise the information that you consider confidential and explain why. (attach more pages if necessary and mark 'CONFIDENTIAL')

Question no.	Summary of confidential information	Why the information is confidential
1		
2		
3		

Section L: Attachments

28 List any attachments that you have included in support of your application

Attachment	Title
1	
2	
3	

Section M: Applicant declaration

To be completed by the person named in [question 5](#) of this application.

- I declare that I have taken all reasonable steps to confirm that the information provided is accurate and complete.
- I have read and understood the [Privacy notice](#) and Privacy Policy and obtained the consent of any individuals named in this application to provide their personal information to the department for the purposes of assessing the application and related purposes.

I understand that my participation in this application process does not create any binding contract with the Commonwealth, including a process contract, and does not create any understanding or other legal or equitable rights or obligations between me and the Commonwealth.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section N: Privacy notice

‘Personal information’ means information or an opinion about an identified, or reasonably identifiable, individual.

‘Sensitive information’ is a subset of personal information and includes any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

By completing and submitting this form you consent to the collection of all personal information, including sensitive information, contained in this form.

The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the department may be unable to process your application.

The department may disclose your personal information to the EBPF assessment panel and advisors, other Australian Government agencies, persons or organisations, individuals named in your application, the Auditor-General, Commonwealth Ombudsman or Australian Information Commissioner, the responsible minister and a House or committee of the Australian Parliament where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act (Cth). Your personal information will be handled in accordance with the Australian Privacy Principles. It is unlikely to be disclosed overseas.

Learn more about our [Privacy Policy](#), including how to access or correct personal information or make a complaint. Alternatively, email our Privacy Officer at privacy@aff.gov.au.