

Native Wildlife Carer Grant Application 2024-25

Form Preview

Native Wildlife Carers Grants

Overview - Read this before you begin your application

You don't want to spend time and energy on a grant application, only to discover that you failed to meet a critical requirement.

So it is important that you read all the information here, to ensure you, and your application are eligible.

CLEAN, GREEN SUSTAINABLE

The Native Wildlife Carers Grants support the sustainability aims of [Brisbane Vision 2031](#) and [Brisbane. Clean, Green, Sustainable 2017-2031](#).

PURPOSE OF GRANT

The Native Wildlife Carers Grants provide financial assistance to registered wildlife carers, involved with the rehabilitation and release of orphaned, sick and injured native wildlife **originating within the Brisbane City Council area.**

Individual carers can also apply for native wildlife rehabilitation training course fees and incorporated organisations can apply for proposed purchases for materials and services to deliver wildlife rehabilitation training.

ASSESSMENT

Your application will be assessed based on the information provided with your application submission and scored on its alignment with the Assessment Criteria.

Supporting documents e.g. receipts, vehicle logs, quotes and permits will NOT be accepted after the grant round closes - these must be attached to your online application or posted to Council BEFORE the closing date.

Grant funding is a very competitive process and unfortunately not all applicants will be successful.

FURTHER INFORMATION

Please read the [Native Wildlife Carers Grants Guidelines](#) before completing your application. These guidelines, which are also on the Funding Agreement, will govern the grant if your application is successful.

You can also contact the Grants Program Officer, Natural Environment, Water and Sustainability Branch on (07) 3403 8888.

FUNDING AMOUNTS

You can apply for a minimum of \$500 up to a maximum of \$5,000 (GST inclusive).

CLOSING DATE

The closing date for the Native Wildlife Carers Grants is midnight, Friday 13 December 2024.

Your Eligibility check-list

Native Wildlife Carer Grant Application 2024-25

Form Preview

* indicates a required field

Before you commence your grant application please ensure you have read and understood the [Native Wildlife Carers Grants Guidelines](#) to confirm that you or your organisation, and your application is eligible for Native Wildlife Carer grant funding.

Please confirm that you have read and understood the Native Wildlife Carer Grant Guidelines *

- ☐ Yes - I have read, and I understand the grant guidelines
- ☐ No - please ensure you read the Guidelines before you commence this application

Rehabilitation of individual animals (i.e. taking and keeping of animals from the wild), **must** be performed in accordance with the **Code of Practice - 'Care of Sick, Injured or Orphaned Protected Animals in Queensland'** and relevant permits must be held under the *Nature Conservation Act 1992*.

Rehabilitation records must be set out in accordance with Clause 16 of the Code of Practice - Care of Sick, Injured or Orphaned Protected Animals in Queensland.

Please confirm that you have read, understood and follow the Code of Practice - Care of Sick, Injured or Orphaned Protected Animals in Queensland *

- ☐ Yes - I understand and follow the Code of Practice
- ☐ No - I haven't read the Code of Practice

Permits *

- ☐ My Rehabilitation Permit which has been stamped and endorsed, will be attached on this application
- ☐ I do not have a Permit
- ☐ Not Applicable

An individual Native Wildlife carer, without an endorsed permit is not eligible for funding. (Rescue of native wildlife is however possible without a permit, subject to the Code of Practice)

Eligible Applicant *

- ☐ I am an individual with a stamped Permit and a letter of endorsement from an Endorsing Wildlife Rehabilitation Organisation, listed on this application (or: I only rescue Native Wildlife, under the code of practice)
- ☐ I live in the Brisbane City Council local authority area
- ☐ I live outside Brisbane City Council local authority area. I'm applying for reimbursement of consumables for native wildlife originating from the Brisbane City Council local authority area
- ☐ I'm applying for a non-profit incorporated association whose primary role is wildlife rehabilitation
- ☐ I do not have outstanding debts or overdue unacquitted grants with Council

At least 1 choice must be selected.

Vehicle Expenses

- ☐ I'm claiming for Vehicle travel expenses for the last financial year, in relation to the rescue, rehabilitation and release of native wildlife that originated from within the Brisbane City Council local authority area
- ☐ My vehicle log will be attached to this application
- ☐ Not Applicable, I'm not applying for vehicle expenses

Native Wildlife Carer Grant Application 2024-25

Form Preview

Eligible Items and supporting documents - please tick all applicable to your application

- ☐ My Rehabilitation Records contain all the correct information.
- ☐ The native wildlife I cared for, and I am claiming for, originated from within the Brisbane City Council area.
- ☐ I only provide essential food for the animals in my care - as per Clause 11 of the Code of Practice.
- ☐ I understand that supplementary and "treat items" that are not part of an essential diet, WILL NOT be funded by this grant.
- ☐ I'm only providing copies of receipts for Consumable items that have been paid for during the last financial year.
- ☐ Consumable items have not already been reimbursed through a grant or any other funding.
- ☐ My receipts are clear and readable and are only for the Native Wildlife that have been in my care (they don't contain personal items).
- ☐ I'll be uploading my consumable receipts on this application
- ☐ I've posted copies of my consumable item receipts to Brisbane City Council
- ☐ Quotes (2) will be attached for each proposed purchase of non-consumables - including training

Supporting documents e.g. receipts, vehicle logs, quotes and permits will NOT be accepted after the grant round closes; they must be attached to your online application or posted to Council BEFORE the closing date.

Applicant Details

* indicates a required field

To successfully submit this application form, ensure you complete all relevant and mandatory fields.

Only questions that are relevant to you will be able to be completed. Questions that are not relevant to you will be greyed out.

Please read the [Native Wildlife Carer Grants Guidelines](#) before commencing this application form.

Are you (the applicant) an organisation or an individual carer? *

- ☐ Individual
- ☐ Organisation

Animals cared for are: *

- ☐ Amphibians
- ☐ Bats/Gliders
- ☐ Koalas
- ☐ Macropods
- ☐ Native Birds
- ☐ Possums
- ☐ Reptiles
- ☐ Other:

Native Wildlife Carer Grant Application 2024-25

Form Preview

Applicant details for individuals

Applicant *

Title

First Name

Last Name

Applicant Primary Address *

Address

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

Applicant Postal Address *

Address

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

Applicant Phone Number *

Must be an Australian phone number.

Applicant Mobile Phone Number

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Applicant details for organisations

Organisation applicant *

Organisation Name

Organisation's postal address *

Address

Suburb

State

Postcode

Must beAddress Line 1, Suburb/Town, State/Province, and Postcode are required..

Organisation physical address (if different from postal address)

Address

Suburb

State

Postcode

Native Wildlife Carer Grant Application 2024-25

Form Preview

**Applicant Organisation
Phone Number ***

Must be an Australian phone number.

Mobile phone number

**Is your organisation
incorporated? ***

- ☐ No
☐ Yes - attach incorporation certificate below

**Attach incorporation
certificate**

Attach a file:

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

**Web presence link (e.g.
website, Facebook)**

**Organisation's Contact
Person ***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Your position in the
organisation ***

Organisation Name

**Contact Person Primary
Phone Number ***

Native Wildlife Carer Grant Application 2024-25

Form Preview

Bank account details

All grant payments are made by electronic funds transfer (EFT) to your bank account. If you are an organisation the payment will be made to your organisation's account. Please provide your general account and not a sub-account.

If the grant funding is approved you will receive a notification letter, Funding Agreement, and an invoice to raise the grant payment.

If you are applying as an individual you will also need to provide a [Statement by a Supplier form](#).

For organisations, please confirm with your Treasurer to ensure correct account details.

Name of Bank *

Who is the owner of this account *

- ☐ My organisation's account details
☐ Individual Account

Bank State Branch *

BSB Number (must be six digits)

Account Name *

Account number *

Email address (for payment remittance advice) *

Please provide individual or organisational email address

Statement by Supplier - Individuals only

Attach a file:

you may upload the Statement by Supplier with this application, or: if successful - at the time of invoicing

Rehabilitation Endorsement

* indicates a required field

Rehabilitation Endorsement for Individuals

These questions relate to Assessment Criteria 4 and 5 as outlined in the [Native Wildlife Carers Grants Guidelines](#).

You MUST attach a Letter of Endorsement from one of the registered Endorsing Wildlife Rehabilitation Organisations (EWRO) listed below. This will ensure you are covered by insurance for the work that you perform in the rescue or rehabilitation and release of native animals.

Native Wildlife Carer Grant Application 2024-25

Form Preview

Is your EWRO the Queensland Wildlife Rehabilitation Council (QWRC)?

- ☐ No
☐ Yes

Endorsing Wildlife Registered Organisation (EWRO)

Select your EWRO *

- ☐ Australian Bat Clinic & Wildlife Trauma Centre
☐ Bat Conservation and Rescue
☐ Birds Injured Rehabilitation & Orphaned (BIRO)
☐ Brisbane Area Rescue Network Association (BARN)
☐ Foster care of Australia's Unique Native Animals (FAUNA)
☐ Kerry's Wildlife and Rescue
☐ Orphan Native Animal Rear & Release (ONARR)
☐ Paws & Brooks Nature Sanctuary
☐ Pelican and Seabird Rescue
☐ Pine Rivers Koala Care
☐ Queensland Wildlife Rehabilitation Council (QWRC)
☐ Reptile Rehabilitation Qld Inc
☐ RSPCA
☐ Wildcare Australia
☐ Wildlife Rescue Queensland Incorporated

If your endorsing organisation is not listed, please contact them and ask them to phone Council on 07 3403 8888 for details on how to become registered. They will be required to provide a rehabilitation permit and a certificate of currency for their public liability to be eligible to apply as an EWRO.

Attach letter of endorsement from your EWRO: *

Attach a file:

Attach your Rehabilitation Permit, stamped by your EWRO: *

Attach a file:

The copy MUST stamped by your EWRO, otherwise your application for grant funding it is not eligible.

Queensland Wildlife Rehabilitation Council (QWRC)

If QWRC is your EWRO attach the letter of endorsement below and also provide references of the quality of your rehabilitation work or evidence of recent training attended.

This is required as QWRC do not administer your Rehabilitation Permit, nor are they able to endorse your quality of care.

QWRC Endorsement Letter

Attach a file:

Native Wildlife Carer Grant Application 2024-25

Form Preview

Attach Rehabilitation Permit

Attach a file:

Please make any comments regarding the quality of your rehabilitation work, and list any training attended

Attach any references regarding your quality of rehabilitation work, or evidence of recent training attended

Attach a file:

Rehabilitation Endorsement for Organisations

These questions relate to Assessment Criteria 4 and 5 as outlined in the [Native Wildlife Carers Grants Guidelines](#).

Is your organisation listed as an Endorsing Wildlife Rehabilitation Organisation?

- ☐ Yes
☐ No

Attach your current Rehabilitation Permit

Attach a file:

Attach current Certificate of Currency for public liability insurance

Attach a file:

Rehabilitation Records

*** indicates a required field**

Rehabilitation Records Register

These questions relate to Assessment Criteria 1, 2, 3 and 4.

As per the [Native Wildlife Carer Grants Guidelines](#), grant funds will only be available for projects relating to native wildlife originating from within the [City of Brisbane local authority area \(BCC LGA\)](#).

As per section 16.2 of the [Code of Practice of sick, injured or orphaned protected animals in Queensland](#) - a register must be kept by each wildlife rehabilitator for all protected animals rescued or cared for, including:

Native Wildlife Carer Grant Application 2024-25

Form Preview

- date of admission or rescue - identifying number or name - reason for rescue - species - approximate age or age class (neonate, juvenile, sub-adult, adult, aged) - sex (M, F, Unknown) - exact location of rescue - brief description of health or injuries - treatments - relevant observations (behaviour, diet, general progress) - regular weights - final outcome (released, transferred, permanent care, died, euthanased) - date of final outcome - if transferred to another person or organisation, to whom.

IMPORTANT: to be considered for funding your rehabilitation records register, MUST include the release locations. If you do not release animals but pass them on to another carer for release, please provide their contact details.

Attach your Rehabilitation Records Register here:

Attach a file:

Please ensure your rehabilitation records register contains **all** the relevant data. Incomplete records may deem your grant application ineligible.

Records for this grant are acceptable from **1 December 2023 to 30 November 2024.**

What dates do your rehabilitation records cover?

Start Date *

Must be a date and no earlier than 1/12/2023.

End Date *

Must be a date and no later than 30/11/2024.

What is the TOTAL number of animals you cared for in this time i.e. from within and outside of the Brisbane City Council area *

Must be a number.

Total number of animals you cared for, in this time from the Brisbane City Council area only? *

Must be a number.
BCC LGA only

What proportion of animals you cared for originated in the Brisbane City Council area?

This number/amount is calculated.
by the total number of animals cared for /divided by/ the number of animals from BCC LGA e.g. (20 BCC of 50 Total animals = 0.40 or 40%)

Native Wildlife Carer Grant Application 2024-25

Form Preview

Project Details

* indicates a required field

Project Details

These questions relate to Assessment Criteria 1, 2 and 3.

Items that may be considered for funding:

- Consumable items that you have already paid for from **1 December 2023 to 30 November 2024**. (and that have **not** already been reimbursed through any other grant) for carers based both within and outside the Brisbane City Council area, **for animals originating from within the Brisbane City Council area only**.
- Proposed purchases, after the notification for this grant funding of non-consumable items for carers based within the Brisbane City Council area only.

Vehicle travel expenses in relation to the rehabilitation and release of native wildlife originating and released within the Brisbane City Council area only from **1 December 2023 to 30 November 2024**.

- Proposed purchases for materials and services to deliver wildlife rehabilitation training by incorporated organisations that are licensed wildlife rehabilitators. The training must benefit native wildlife originating from the Brisbane City Council area.
- Proposed purchases for native wildlife carer training course fees for individuals (note: training must be taken after the notification date of this grant funding).

Short project description

- for example:

Consumable items, food and medicines, vehicle mileage and proposed purchases for the rehabilitation of squirrel gliders. *

Word count:
no more than 25 words

Budget

The budget table below provides a snapshot of what you are requesting funding for - you will be required to provide more details in the sections below.

Only enter amounts against the items that you are requesting items for. For example, if you are not applying for proposed purchases then leave the amount in that budget table line blank.

Item	\$ Amount (Including GST)
Consumable items (food, medicines etc) you have paid for in the last year up to 30 November.	
Vehicle expenses for mileage travelled up to 30 November (i.e. for fodder, animal release)	
Proposed purchases (non-consumable items - not yet paid for)	
Proposed purchases for materials and services for native wildlife carer related training within the Brisbane City Council region (organisations only)	

Native Wildlife Carer Grant Application 2024-25

Form Preview

Proposed purchases for training course fees related to caring for native wildlife (individuals only)	

Funding Requested

Funding amount **must** only be between \$500 and \$5,000 including GST

Total amount of grant funding requested *

\$
Must be a dollar amount.
INCLUDE GST

Please tick the items you are applying for: *

- ☐ Consumable items (e.g. food, medicines)
- ☐ Proposed purchases (e.g. enclosures, humidicribs, training materials and course fees)
- ☐ Vehicle expenses (e.g. for fodder collection, release of animals)
- ☐ Proposed Training

Consumable items

Funding for consumable items for caring and releasing animals originating from within the Brisbane City Council area will be considered for items already purchased

- Receipts are acceptable from **1 December 2023 to 30 November 2024.**

Carers can be based either within or outside the Brisbane City council area.

Dates on receipts must correspond with the dates that the animals were held in your care.

Ensure receipts are legible - do not send originals. Any faded receipts that are illegible will NOT be considered for funding.

Receipts without a date will not be considered for funding.

Copies of all receipts must be provided on this application or posted in before the grant round closes.

You can provide your receipts by either scanning and attaching them below, or by posting photocopies **BEFORE** the grant round closes. Ensure that you mark your envelope with your: name, address, phone number and grant ID to:

Program Officer (Grants), Natural Environmental Water & Sustainability Branch, Level 7 BSQ, Brisbane City Council, GPO Box 1434, Brisbane QLD 4001.

Receipts posted in or delivered **after** the grant has closed, will **NOT** be accepted.

Are you scanning and attaching your receipts or have you posted in copies of your receipts?

*

- ☐ Attaching receipts below
- ☐ Posting receipts in - refer to instructions above

Native Wildlife Carer Grant Application 2024-25

Form Preview

Attach receipts here for consumable items

Attach a file:

ENSURE RECEIPTS ARE LEGIBLE and name them before you upload

Native Wildlife Carers – Consumable Items Expenses

This table is to be completed when you have already paid for items, have kept receipts and attached or forwarded those receipts to council.

Please briefly summarise your expenditure below, by grouping items together and enter the **total amounts** e.g.

- Fruit - \$255 - Fruit Barn
- Vegetables - \$55 - Aldi
- Vegetables - \$100 - Coles
- Meat - \$100 - Butcher shop
- Medicines - \$200 - Vet Supplier
- Syringes - \$45 - Vet Products Inc
- Formula 3 - \$75 - Pet Supplies Co

Item Description	Cost	Provider/Source
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	Must be a dollar amount.	

Vehicle travel expenses

You may apply for vehicle related expenses *only* for travel in relation to the rescue, rehabilitation and release of native wildlife within the Brisbane City Council area incurred from **1 December 2023 to 30 November 2024**.

You must keep a vehicle log to request vehicle expenses. Receipts are NOT required.

NOTE: roads tolls will not be reimbursed.

Rates can be calculated using the Australian Taxation Office Car expenses amount of \$0.85c per kilometre for travel during 2023-24, and \$0.88c per kilometre for travel during 2024-25.

Attach your individual vehicle log here - if claiming vehicle expenses

Attach a file:

files / documents / pages can be attached here.

Proposed purchases (non-consumable items)

Native Wildlife Carer Grant Application 2024-25

Form Preview

Proposed purchases (non-consumables) must NOT be already paid for prior to funding approval. Only carers based **within** the BCC area can apply for proposed purchases. Items that support the behavioural fitness of animals in their rehabilitation are encouraged.

Organisations that are applying for materials and services related to native wildlife training rehabilitation please complete this section.

NOTE:

The funding of Intensive Care Units (ICU's) will be at the discretion of Council. Only carers with extensive experience in wildlife rehabilitation may be considered for funding. In addition, the rationale for the ICU is required to be demonstrated.

Cages will only be funded if they are appropriate sizes and used for purposes identified under the [Code of Practice Care of Sick, Injured or Orphaned Protected Animals in Queensland](#) (pages 27 to 29).

What do you want to purchase?

Word count:

Must be no more than 25 words.

Attach two recent quotes per item, for proposed purchases. Cages/aviaries MUST include the dimensions on quote (e.bay quotes are unacceptable)

Attach a file:

Please name your quotes appropriately before you upload them

How will the proposed purchases be used, and what benefits will it / they make to the rehabilitation of injured or orphaned native wildlife?

Limit of 250 words.

If you are applying for an Intensive Care Unit please provide a brief outline of your experience in the rehabilitation of native animals using ICUs

Please provide the street address where the purchased item/s are to be used / placed

Address

Suburb State Postcode

If project/activity address is the same as Question 2 (applicant's address) note 'same as above'

Native Wildlife Carer Grant Application 2024-25

Form Preview

NOTE: If you are constructing or placing structures (i.e. enclosures, aviaries) on a property that is not owned by you, owner permission is required.

Do you own the above property?

- ☐ Yes - go to next question
- ☐ No - attach letter of permission from land owner if installing a permanent structure

Attach letter of permission from landowner here

Attach a file:

Council Acknowledgement

Acknowledging Council

If your grant is successful, a requirement in the Terms and Conditions of the Funding Agreement is that Council is to be acknowledged in promotional materials, signage, written project descriptions (i.e. newsletters, websites). There may be also Special Conditions included in your Funding Agreement regarding acknowledging Council for the grant.

[Please read item 8, on the Grants terms and conditions here](#) - to ensure Council will be correctly acknowledged for funding.

How will you acknowledge Council?

Some options acknowledging Council: newsletters, on websites, signage on premises or on equipment. Maximum of 200 words.

Endorsement

*** indicates a required field**

Application Endorsement confirmation

The following section confirms your endorsement of this application.

Application's being submitted by an organisation should be endorsed by the Chair, President or Chief Executive.

- I certify that to the best of my knowledge the statements made in this application are true and correct.
- I understand that if Brisbane City Council approves my grant, I will be required to accept the [terms and conditions](#) of the grant and I will be required to comply with those terms and conditions outlined in my funding agreement including any Brisbane City Council audit requirements.
- I consent to the personal information contained in this application being used by Brisbane City Council for the purposes of assessing, administering and monitoring current and further Brisbane City Council grant applications.

Native Wildlife Carer Grant Application 2024-25

Form Preview

- I acknowledge that Brisbane City Council is or may be collecting my personal information for the purposes of assessing, administering and monitoring my application and, if approved by Council, the grant in accordance with the funding agreement. Any personal information collected by Brisbane City Council will be kept in accordance with Brisbane City Council's [privacy statement](#).
- I understand that if Brisbane City Council approves the grant, I will be bound by the contents of my application and the terms and conditions as set out in the funding agreement to carry out my project as I have described and as required by Council. I understand that this application and its contents will form part of the funding agreement and my contractual relationship with Brisbane City Council.
- I consent to the use of information contained in the application by Brisbane City Council in press releases and other media communications if I am successful.
- I acknowledge that I do not have any debts or financial management difficulties that will impact upon successfully managing the grant funding.
- I understand that if Brisbane City Council approves the grant, I will need to liaise with Council's Marketing and Communications section to obtain Council logo, and instructions for use, to acknowledge Council's contribution to the project.

Do you agree with the above statements? *

Name *

Title

First Name

Last Name

For an Organisation's application:

Position in Organisation

Chair, President or CEO

How did you hear about the Native Wildlife Carer Grant? *

- ☐ Brisbane City Council website
- ☐ Council Officer
- ☐ Brisbane Times online publication
- ☐ Local newspaper article
- ☐ E-mail
- ☐ Council's Living in Brisbane publication
- ☐ Facebook/Twitter
- ☐ Clean and Green e-news
- ☐ Council Ward Office
- ☐ Postal mail
- ☐ Other: