



Partnering for a Sustainable Environment

PARTNERING PROPOSAL FORM

Prior to submitting the Partnering Proposal form (the form), please ensure that you have read the [Guide for Potential Partners when completing a Partnering Proposal \(the Guide\)](#), which is available at www.environment.gov.au/partnerships.

Please ensure all sections of this form are addressed completely. Information may be presented in the form with references to additional documents, if preferred.

Please sign and submit the completed form together with any attachments to the Department via email to: partnerships@environment.gov.au.

1. Lead Partner			
Legal Name of Entity (Lead Partner):		ABN and (if company) ACN:	
Type of Entity: [Individual, sole trader, company, etc.]		Entity Sector: [Profit / non-profit, educational, small business, etc.]	
Contact person(s) details: [Name] [Position] [Telephone] [Email]		Street Address: Website address:	



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2. Brief description of Partnering Proposal

Please provide a short title and abstract of your proposal in approximately 500 words.

Short Title

Abstract



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3. Partnering Proposal details

Against each of the following criteria, please provide a response in approximately 200 words:

- a) Objectives of the Partnering Proposal including mutual shared objectives and partner(s) individual objectives.

Definition

Objective: A statement of the condition or state one expects to achieve through the proposal.

- b) Role of each Potential Partner involved in the Partnering Proposal.



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- c) Describe how this Partnering Proposal aligns with the Department's purposes and activities as defined in section 5 of the Guide. You may also want to identify the Sustainable Development Goals relevant to your proposal.

- d) Describe the anticipated outcomes of the Partnering Proposal. Please ensure the outcomes are specific, measurable and clear. Include an explanation on how outcomes will be sustained when the partnership ends.

Definition

Outcome: The changes to be achieved as the result of your proposal. They can be identified as a short, medium or long term outcomes.



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- e) Describe how this Partnering Proposal creates added value for the Department by demonstrating the ability to deliver better solutions, and have more impact than possible without the potential partnering arrangement.

- f) Describe the unique benefits of the Partnering Proposal and unique ability of the Potential Partners to deliver the proposal.



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g) Describe any involvement of Indigenous entities or communities in the proposal and if the proposal presents an opportunity to deliver broader benefits for Indigenous communities.

Please tick this box if your proposal involves Indigenous entities or communities and/or presents an opportunity to deliver broader benefits for Indigenous communities.

h) Please outline any risks in your proposal and intended mitigation strategies for those risks (details can be included as an attachment).



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- i) If your proposal relates to biodiversity conservation involving specific geographic area(s), please provide a web link to a map of the area(s) using our [Partnering Mapping Tool](#). Paste the link below.



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4. Potential Partners contributions

Against each of the following criteria, please provide a response in approximately 200 words:

- a) Please provide a brief description of the value each Potential Partner involved in this Partnering Proposal will bring to the partnering arrangement.

- b) Please describe the resources that each Potential Partner involved in this Partnering Proposal will contribute (both financial and in-kind), in the table below.

Please tick here if your proposal is contributing financial contributions.

Please tick here if your proposal is contributing in-kind contributions.

If contributing financial contributions, please enter actual \$(AUD) value here:

Item	Value



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5. Requested Department contributions

Against each of the following criteria, please provide a response in approximately 200 words:

- a) Please describe how involvement by the Department could bring added value or benefit (other than funding) to the Partnering Proposal.

- b) Please describe the resources the proposal is seeking from the Department (both financial (including GST) and in-kind).

Please tick here if your proposal is seeking financial contributions from the Department.

If requesting financial contributions, please enter actual \$(AUD) value here:

Item	Value



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Please tick here if your proposal is seeking in-kind contributions from the Department.

Please describe the in-kind contributions required from the Department.



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6. Potential Partner details

Against each of the following criteria, please provide a response in approximately 200 words:

- a) Please provide details about the Potential Partner(s)' previous experience in delivering similar projects over the last three years. Include a web link to relevant projects. Please describe what skills, capacity and resources the Potential Partner(s) has that will support delivery of the proposal.

Please attach the resumes of all key personnel working on the Partnering Proposal.



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- b) Where a Partnering Proposal has been submitted on behalf of a consortium of members, please describe how the consortium will work together to achieve the Proposal outcomes.



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- c) Provide details of all existing and foreseeable conflict of interests that may arise as a result of submitting this Partnering Proposal.

Conflict	Action to manage conflict



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7. Confidential information

Please be aware the Department is subject to certain legislative and administrative accountability and transparency requirements of the Australian Government. Any confidential information provided as part of this Partnering Proposal, may be disclosed by the Department as follows and the Department will not be in breach of any confidentiality obligations: to its employees and advisers, to the Minister/Parliamentary Secretary, within the Department or other agencies where this serves the legitimate interest of the Australian Government, in response to a request by a House or Committee of the Parliament of the Commonwealth of Australia, where the information is authorised or permitted by law to be disclosed; and where the information is in the public domain other than by the Department's disclosure of that information.

If the Department is unable to agree with you as to what is your confidential information the Department may decide not to assess your Partnering Proposal.



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7. Confidential information (continued)

If you believe that any information provided in this Partnering Proposal is confidential, including 'commercial-in-confidence' information, please:

- clearly identify such information as confidential, provide it marked as such in one or more separate attachments (and not include the confidential information in any other part of the Partnering Proposal); and
- outline the reason for each item of confidentiality in the sections below.

Please tick here if you need to add items of confidentiality as attachments to this application.

Please list items of confidentiality

Period of confidentiality (for each item)

Brief reasons why it's necessary to keep items confidential (for each item)



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8. Intellectual Property

Please list your intellectual property below:



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Please tick here if you have attached other Partners as an appendix.

9. Other Partners – list other partners who will have a role in the proposed partnership <i><repeat template if required labelling as '9a, 9b, 9c' etc , and attach as appendix></i>			
Legal Name of Organisation (Partner):		ABN and (if company) ACN:	
Type of Entity: [Individual, sole trader, company, etc.]		Type of organisation: [Profit / non-profit, educational, small business, etc.]	
Contact person(s) details: [Name] [Position] [Telephone] [Email]		Street address: Website address:	



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10. Privacy

I consent to provide my personal information to the Commonwealth for the assessment and administration of the Partnering Proposal and for any purpose in connection with the functions of the Department of the Environment and Energy. The Department may disclose my information if required under law.

Please tick to indicate consent to the above paragraph relating to privacy.



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11. Warranty and Declaration

I declare and warrant that:

- all parties identified in this form consent to provide their details and personal information to the Commonwealth for the assessment and administration of the Partnering Proposal and for any purpose in connection with the functions of the Department of the Environment and Energy;
- I have taken all necessary steps to confirm that the information submitted as part of this form is accurate and complete;
- I am authorised, by the partners/consortium members (if any) to submit this Partnering Proposal, to make the above warranties and that I will provide evidence of this authority to the Department of the Environment and Energy upon request; and
- I have declared all existing and foreseeable conflicts of interest that may arise as a result of submitting this Partnering Proposal.

Please tick to indicate consent to the above dot points relating to warranty and declaration.

Signature (Lead Partner): _____

Date: _____



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12. Attachments

Please tick the check boxes below to indicate you have completed the attachment requirements for this application.

- I have attached resumes for key personnel involved in the Partnering Proposal.

- I have attached letters of support from each organisation involved in the Partnering Proposal.

- I have read and understood the confidential information paragraph in the Guide and have attached any confidential information and marked it as confidential.

- Please tick this box if you have provided additional attachments with this form.



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13. Evaluation Question

How did you hear about this Partnering Proposal process? *Please mark the relevant check boxes below*

- The Partnerships webpage
- Partnering for a sustainable environment Statement
- Social media
- Word of mouth
- Other media/events/forums – please state below

- Other – please state below