



Coastal Adaption and Protection Grants

Completing and lodging your application

It is recommended that you commence your application as soon as possible, ensuring you have enough time to obtain any necessary quotes.

Save this application form to your computer and complete it electronically.

This application form can be used to apply for Coastal Adaptation and Protection (CAP) grants. Your project might be better suited to other CoastWA grant streams, so please click [here](#) for the range of available CoastWA grants.

For an application to be successful it must follow Selection Criteria and Guidelines. Click [here](#) for information on CAP.

When completing the application please assume the person assessing your application has no prior knowledge of the project. Members of the assessment panel may not be familiar with your situation.

Refer to the example CAP application to help you prepare your application.

For an application to be assessed, all questions and sub-questions must be answered where relevant, and attachments provided when requested.

Please exclude GST from all amounts in the application.

Your responses to the questions are not space limited – provide as much relevant information as you feel is necessary, though please be mindful to avoid extraneously long answers. Bullet points are acceptable.

Review your answers prior to lodging as you may experience formatting issues when copying and pasting into text boxes. These can be resolved by simply clicking save or spacebar after the text.

Email your completed CAP application form and attachments to:

coastalmanagement@transport.wa.gov.au

Please note: the size limit of emails that can be received is 20MB. If your application exceeds this size, you will need to send it over several emails or upload to OneDrive with access provided. If emailing, ensure that each email is sequentially marked with the total number provided, for example: Email 1 of 3.

You are encouraged to obtain email confirmation that your application has been received in its entirety.

Applications close 12 pm (midday) on Wednesday 17 April 2024





When blank, this form is classed as **OFFICIAL**, when filled out, this form is classed as **OFFICIAL-SENSITIVE**.

Coastal Adaption and Protection Grants

Application form

Project Identification

Project Name

Organisation

Other organisations involved in the project

Contact Person

Name

Job Title

Phone

Mobile

Email

Postal Address

1.0 Project outline

1.1 Project type (Please choose one option that best suits your project.)

CAP project types*

Monitoring

Investigation

Asset Management

Adaptation

Maintenance

*Refer to [CAP Information for Applicants](#)

1.2 Cost: How much are you applying for?

CAP grants can range between \$15,000 and \$400,000 Ex GST.

1.3 Aim: What is the aim of the project?**1.4 Outcomes: What deliverables will the project achieve?****1.5 Project location: Please provide information on the geographic extent of your project.**

Consider the study area in terms of sediment cells. The definition of sediment cells can be found [here](#).

Does the project cover more than one local government area?

Please include/attach maps, aerial images, photos, or plans that identify the project site.

Does the study area cover any coastal erosion hotspots or watchlist sites?

Please refer to the 2019 [Assessment of Coastal Erosion Hotspots in Western Australia](#).

Have other CAP grants been received at this location before?

Yes No If yes, please complete Table 1.

Each summary should describe the performance of that project, briefly including:

- Relevance to current CAP application
- Outcomes and public benefits.

Table 1: Previous CAP grant information; you may combine summaries of multi-year projects.

Year	Project Title	Total Grant Value (\$)
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Summary

Year	Project Title	Total Grant Value (\$)
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Summary

Year	Project Title	Total Grant Value (\$)
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Summary

Has a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) been undertaken at your proposed project location? This can include more than one CHRMAP.

Yes No

If yes, have all CHRMAPs been endorsed by Council?

Yes No

Please provide a weblink to your CHRMAP(s) below or attach to this application.
If attaching your CHRMAP, please use a reduced size .pdf to assist review and sharing.

1.6 Past coastal project management experience: Does your organisation and project manager have a proven track record or experience for successfully managing Coastal Adaptation and Protection projects, or similar projects?

Please provide the name and relevant experience of your project manager.

Name

Experience

2.0 Project scope

2.1 Background: Provide a brief history of the project area.

Include what coastal erosion and/or inundation hazards exist and for how long, to demonstrate project need.

What relevant data, studies, or protection works currently exist in the project area, and will this information be considered for this project?

Consider wave and water level data, hydrographic surveys, beach surveys, aerial photographs, photogrammetry, shoreline movement plots, sediment samples, and other types of coastal monitoring information.

2.2 Method: What approach will be used to conduct your project?

Ensure your method demonstrates considerations or recommendations from a CHRMAP process.

Please attach any relevant concept plans, monitoring plans, design drawings, and associated documentation. Please only attach a CHRMAP if a public weblink is unavailable.

What in-house personnel resources, including staff officer(s) and staff hours, have you allocated to deliver this project?

For example, to prepare the consultancy scope, or any other essential role with executing the project.

Is this project part of a wider/broader long-term project?

For example, multi-year monitoring program, multi-year works program, or data collection that will be used to develop a coastal hazard assessment. This reduces extraneous procurement processes.

Yes

No

If yes, please provide details:

2.3 What public benefits will be delivered by the project?

Consider the social, environmental, and economic benefits of the project pertaining to a CHRMAP approach, and detail how they outweigh the project cost in your response.

Has a Benefit Distribution Analysis (BDA) been undertaken for your proposed adaptation project?

E.g. to assess direct and indirect beneficiaries of a seawall project protecting private land/assets.
Direct beneficiaries should contribute to such examples.

Yes

No

If yes, please attach and provide details:

Describe how the wider community and stakeholders will be involved, their level of interest and support for the project. (Include specific stakeholders and community groups that will be involved and the proposed method(s) of engagement.)

2.4 Timeframes: Please use Table 2 as a template to outline key milestones and estimated completion dates.

Show that the proposed timeframe is realistic in completing consultant’s briefs, obtaining approvals, assessing tenders or preconstruction works, and coastal manager endorsement.

Note: CAP projects must be completed by May 2025.

Table 2: Template of project activities and timeframes.

Project Activity	Planned end date
Sign funding agreement	July 2024
Submit Project Update Request Form to DoT	November 2024
Project acquittal	May 2025

3.0 Financial arrangements

3.1 What will be your organisation’s contribution to the project?

There is a minimum 50 per cent for all project types.

3.2 Does your project include any in-kind value?

If yes, please attach details.

It is anticipated that in-kind contributions may apply for some projects. In-kind contributions include use of the applicant’s machinery, works labour, or materials. In-kind contributions cannot include internal administration costs, internal project management labour, overhead costs, or machinery depreciation.

Yes No

If yes, please provide the estimated value in Table 3 below.

3.3 Other funding

Please provide details and status of any proposed or current proposals to access funds from other funding programs for this project, or components of this project.

3.4 Please provide a breakdown of how money is to be spent in Table 3 (Ex GST).

Ensure to attach cost estimates and indicative quotes to support your application.

Table 3: Breakdown of cash and in-kind contributions.

Contribution (cash and in-kind, exclude GST)

Expenditure Item	Coastal Manager cash	Coastal Manager in-kind	Other (identify sources)	CAP Grant	Total Cost	Quote(s) attached
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Totals (Ex GST)

4.0 Approvals

4.1 Land vesting: Is your organisation authorised to undertake the proposed project?

Please provide evidence that your organisation is authorised to manage the coastal lands.

Are there coastal management authorities that manage land covered by this project other than your own organisation?

Yes

No

If yes, please provide details on their involvement and attach a letter(s) of support

4.2 Approvals: Are licences or approvals required as part of this project?

If so, please list the required approvals and attach evidence if already obtained.

These may include statutory, heritage, or environmental approvals.

Are there any outstanding legal, social, environmental or cultural/heritage issues preventing the proposed project from proceeding?

Yes No If yes, please provide details and anticipated timeframe to resolve them.

Have you consulted with the relevant Aboriginal group(s) that may be interested in your project site prior to making this application?

Yes No If yes, please provide details on their level of consultation and project involvement.

5.0 Applicant's acknowledgement

- All information provided is true and correct to the best of my knowledge, and I understand that any omission or false statement may result in the rejection of the application, withholding of grant funding, or termination of the grant funding agreement.
- I acknowledge that the Department of Transport, Western Australian Planning Commission or its representatives may check any of the information contained in this application and agree to provide any additional information they may request to assist with application assessment.
- I understand that this is an application only and does not guarantee funding.
- I grant to the Department of Transport and Western Australian Planning Commission, a perpetual, non-exclusive licence to display, copy, or publish in print or electronic format, all photographs submitted and declare that the photographs are my work, or I have full authority to grant such a licence.

Application submitted by

Name

Position

Organisation

Date

Application checklist

Have you:

- Read the CAP guidelines before completing this form?
- Made sure your proposed project meets the requirement to manage the risk of coastal hazards?
- Proposed to avoid and adapt to coastal hazards before considering coastal protection works?
- Completed this application form by answering all questions, completing tables, and providing attachments where relevant?
- Discussed this application and its budget implications with your CEO/Director/Councillor(s)?
- Ensured funding is available to meet your organisations required contribution to the project?
- Consulted your community about this project?
- Consulted all applicable approval bodies about this project?
- Consulted your relevant Aboriginal group(s) about this project?

Attachments:

- Resulting documents from previous investigations and studies
- Evidence of land management authority to undertake works for construction projects (if applicable)
- Concept plans and design drawings (if applicable)
- Quotes and cost estimates
- Evidence of approvals obtained (if applicable)
- Details of in-kind contributions
- Details of other sources of funding (if applicable)
- Other (please specify below).

Contact information

CAP Grants

Email: coastalmanagement@transport.wa.gov.au

Phone: 0472 819 860 (Tim Stead)