

Living Rivers Grant Application Form - September 2018

Form Preview

Contact details

* indicates a required field

Organisation name *

Organisation Name

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.

Postal address *

Address

Suburb State Postcode

Primary contact

This is the key contact for the duration of the project that Melbourne Water will be liaising with.

Contact *

First Name

Last Name

Living Rivers Grant Application Form - September 2018

Form Preview

Position *

Phone number *

Include area code

Mobile phone number

Email *

Alternative contact

Contact *

First Name

Last Name

Position *

Phone number *

Include area code

Mobile phone number

Email *

Signatory Details

Contact *

First Name

Last Name

Please include here the details of the person who will be signing the contract, should your application be successful

Position *

Living Rivers Grant Application Form - September 2018

Form Preview

Email *

Must be an email address.

Council planning

Do you have a current integrated water management plan, stormwater Management Plan, or similar?

- Yes
- No

Does your Council have WSUD requirements as part of your local planning scheme?

- Yes
- No

Do you have Council stormwater management targets?

- Yes
- No

List any targets and timeframes related to stormwater management.

Description of stormwater quality targets or relevant strategies can support this application by demonstrating a longer term commitment to sustainable stormwater management

Project details

* indicates a required field

Start date *

Projects must start by 30/06/2019

End date *

Must be a date and no later than 31/5/2021.

Project title *

Note that only one project proposal can be entered. Additional projects will need to be filled out through a new application

Project summary (What are you going to do? eg. Investigate and report on options for a WSUD requirement in the local planning scheme) *

Living Rivers Grant Application Form - September 2018

Form Preview

Word count:
Must be no more than 25 words

Project background - what has been done previously, or what has led to this project being scoped?

Word count:
Must be no more than 150 words.
Please provide details of any related Living Rivers projects.

Detailed project description *

Word count:
Provide a description (150 words maximum) of your project

What are the project expected outcomes? *

Word count:
Dot points, 200 words maximum

Upload additional project details

Attach a file:

What is the name of the receiving waterway/reach that will benefit from this project? *

- | | |
|--|--|
| <input type="checkbox"/> Bunyip River | <input type="checkbox"/> Yarra River |
| <input type="checkbox"/> Dandenong Creek | <input type="checkbox"/> Westernport Bay |
| <input type="checkbox"/> Cherry Creek | <input type="checkbox"/> Skeleton Creek |
| <input type="checkbox"/> Kananook Creek | <input type="checkbox"/> Mordialloc Creek |
| <input type="checkbox"/> Kororoit Creek | <input type="checkbox"/> Port Phillip Bay |
| <input type="checkbox"/> Maribyrnong River | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Tarago River | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Werribee River | |

Applicants must attach a project schedule type Gantt chart outlining project tasks, key milestones and timelines for projects that involved construction and for all projects where applying for more than \$50,000 in funding

Attach a file:

Project Partners

Living Rivers Grant Application Form - September 2018

Form Preview

Are other councils collaborating on this project?

- Yes
- No

If yes, how many other councils are collaborating on this project?

Must be a number.

Are other (non-council) partners collaborating on this project?

- Yes
- No
- Not sure

If yes, please select which of the following (non-council) partners are collaborating on this project

- University
- Community group
- City West Water
- Yarra Valley Water
- South East Water
- Other Water Retailer
- Government or government agency/authority
- Other:

Please state the name(s) of all partners collaborating on this project

Project Type

This section seeks clarification on the type of project that you are seeking funding for.

Capital works / design or construction of an asset. (If you answer yes, you will be directed to complete page 5). *

- Yes
- No

Includes feasibility, concept, functional and detailed design, construction

Strategic (If you answer yes, you will be directed to complete the next page). *

- Yes
- No

Includes masterplans, reviews, planning scheme

Personnel - grant is funding a position *

- Yes
- No

Living Rivers Grant Application Form - September 2018

Form Preview

Includes WSUD engineering, planning or enforcement officers

Community *

- Yes
- No

Includes education and other programs to promote WSUD and behaviour change on private property. This does not include community consultation for capital works projects.

Training *

- Yes
- No

Includes Clearwater training

Safety Information

Click here [Download Document](#) to download the Safety Information Sheet which you are required to fill out, sign and upload as a part of your application

*

Attach a file:

Strategic project details

Longer Term Commitment

Indicate resources that have been allocated beyond the end of the project

- Staff to implement actions arising from the project
- Working groups
- Business plans
- Other:

Describe staff and budget committed beyond the end of the project

Constraints to implementing the project

What are the factors beyond your control which could have a negative impact on the project?

Structural project details

Living Rivers Grant Application Form - September 2018

Form Preview

* indicates a required field

Project Coordinates

For instance if your project's coordinates are **-37.814323, 144.947015**. The latitude will be the entire number before comma including the minus sign **-37.814323** and the longitude the entire number after comma **144.947015**.

Location 1 Latitude from Google Maps *	Location 2 Latitude from Google Maps	Location 3 Latitude from Google Maps	Location 4 Latitude from Google Maps
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location 1 Longitude from Google Maps *	Location 2 Longitude from Google Maps	Location 3 Longitude from Google Maps	Location 4 Longitude from Google Maps
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ownership arrangements

If creating an asset, what type? *

- Raingarden
- Wetland
- Stormwater Harvesting
- Rainwater Tanks
- Sediment Pond
- Swale
- Other:

On whose land will the project be based? *

- Melbourne Water
- Crown land
- Council owned land
- Other:

Is the proposed project connecting to or working over a Melbourne Water asset?

- Yes
- No

If yes, please attach further information under 'Previous Investigations' below

Project activities that have been completed

What project stages have been completed? *

- | | |
|--|---|
| <input type="checkbox"/> Scoping | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Feasibility | <input type="checkbox"/> Investigation and report |
| <input type="checkbox"/> Concept design | <input type="checkbox"/> Community consultation |
| <input type="checkbox"/> Functional design | <input type="checkbox"/> Other |
| <input type="checkbox"/> Detailed design | |

Previous investigations

If the grant is to be used for construction activities, a MUSIC model must be submitted for projects with a catchment area greater than 1 hectare, or a STORM calculator report must be submitted for projects with a catchment area less than 1 hectare.

Indicate background documents, models or other materials that support your application *

- | | |
|--|--|
| <input type="checkbox"/> Modelling | <input type="checkbox"/> None |
| <input type="checkbox"/> Design | <input type="checkbox"/> Project plan / Time line |
| <input type="checkbox"/> Catchment studies / master planning | <input type="checkbox"/> Other: <input type="text"/> |

- Community feedback reports or survey results

eg: planning provision changes, business case, site feasibility

Living Rivers Grant Application Form - September 2018

Form Preview

Attach any supporting investigation material and project plan / timeline

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each.

Provide previous related Living Rivers project reference number

Word count:

Must be no more than 100 words.

Grant funding activities

For construction activities a MUSIC model must be submitted for projects with catchment area greater than 1 hectare, or a STORM calculator report must be submitted for projects with catchment area less than 1 hectare.

What will the funding be used for? *

- | | |
|--|---|
| <input type="checkbox"/> Scoping | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Feasibility | <input type="checkbox"/> Investigation and report |
| <input type="checkbox"/> Concept design | <input type="checkbox"/> Community consultation |
| <input type="checkbox"/> Functional design | <input type="checkbox"/> Other |
| <input type="checkbox"/> Detailed design | |

Standards

Does this project meet the Urban Stormwater Best Practice Environmental Management Guidelines?

- Yes
 No

<http://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>

If no, provide justification:

Word count:

Must be no more than 250 words.

Will the proposed asset meet Melbourne Water standards and specifications, including design & construction?

- Yes
 No

<https://www.melbournewater.com.au/Planning-and-building/Standards-and-specifications/Pages/Standards-and-specifications.aspx>

If no, provide justification:

Word count:

Living Rivers Grant Application Form - September 2018

Form Preview

Must be no more than 250 words.

Longer term commitment

Indicate resources that have been allocated beyond the end of the project *

- Operations
- Maintenance
- Renewals
- None
- Other:

More than 1 answer is allowed

Describe staff and budget committed beyond the end of the project

Word count:

Must be no more than 100 words

Attach any supporting plans or documents that demonstrate long term commitment

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

Constraints to implementing the project

What are the factors beyond your control which could have a negative impact on the project?

Word count:

Must be no more than 100 words

Total project overview

Stormwater Quality Improvement Works

Includes all components of the project that contribute to improving stormwater quality. For example, this could include water sensitive urban design assets.

Melbourne Water Co-Funding Requirements

For further information on co-funding requirements and to access the **Living Rivers Council Co-Contribution Minimum Requirements Calculator**, please see the [Living Rivers webpage](#).

Living Rivers Grant Application Form - September 2018

Form Preview

Councils are required to match the funding that Melbourne Water provides through the Living Rivers program. Part of this matched funding may include in-kind contribution, however at least 60% of Council's contribution must be monetary.

For example, where Melbourne Water is providing \$25,000 in funding, Council must make a monetary commitment of at least \$15,000 with the remaining \$10,000 made up of an in-kind contribution:

\$25,000 (Melbourne Water monetary contribution) + \$15,000 (council monetary contribution) + \$10,000 (council in-kind contribution) = \$50,000 project total

Definition of In-kind

According to the following CPA definition:

An in-kind contribution generally means a contribution other than cash. This generally occurs when a commitment has been made by a grantee to commit its resources towards the grant activity or project.

In-kind contributions may include:

- *labour donated by the grantee, where the project is labour intensive, such as project management and office support.*
- *donated services or indirect costs provided by the grantee such as the provision of accommodation and the use of personal computers.*

Stormwater quality project tasks / components	Council (monetary) (ex GST)	Council (in kind)	Melbourne Water Living Rivers Grant (monetary) (ex GST)	Other Funder (monetary) (ex GST)	Name of Other Funder (if applicable)

Stormwater Quality Improvement Works Summary

Total Melbourne Water Living Rivers monetary contribution (GST exclusive)

\$

Must be a dollar amount. This number/amount is calculated automatically from the sum of the above table column 'Melbourne Water Living Rivers Grant (monetary)'.

Total Council monetary contribution

\$

This number/amount is calculated.

Must be a dollar amount. This amount is calculated automatically from the sum of the above table column 'Council (monetary)'.

Total Stormwater Quality Improvement Works Monetary Cost

\$

Living Rivers Grant Application Form - September 2018

Form Preview

Must be a dollar amount. This number/element is calculated automatically from the sum of the above table columns 'Melbourne Water Living Rivers Grant (monetary)', 'Council (monetary)' and 'Other Funder (monetary)'.

Please provide supporting documentation to justify the amount requested

Attach a file:

For example, contractor quotes, statement of expenditure from a similar project, written agreements etc.

In-kind total amount

\$

Must be a dollar amount. This number/amount is calculated automatically from the sum of the above column 'Council (in kind)'

What in-kind support will you be requiring from the Melbourne Water Living River's team?

Leave blank if you do not require any support other than financial.

Non-Stormwater Quality Improvement Works

Please list below all the components of the project **not** involved with improving stormwater quality. For example, for a car park improvement project where raingardens are being installed, the below table should include other components of the construction not associated with the raingarden.

By answering this question, it gives us the scope and size of your project. You therefore must include information on **all other** parts of the project. This includes both proposed activities to be partially funded by other partners as well as those entirely funded by Council.

Non-stormwater quality project tasks/components	Council (monetary) (ex GST)	Other funder (monetary) (ex GST)	Name of Other Funder (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Non-Stormwater Quality Improvement Works Summary

Total NON Stormwater Quality Improvement Works Monetary Cost

\$

This number/amount is calculated automatically from the sum of the above table columns 'Council (monetary)' and 'Other Funder (monetary)'.

Living Rivers Grant Application Form - September 2018

Form Preview

Total Project Budget (GST exclusive)

Total Council monetary contribution amount

\$

This number/amount is calculated automatically from the sum of the Stormwater Quality Improvement Works table column 'Council (monetary)' and Non-Stormwater Quality Improvement Works table 'Council (monetary)'.

Total other funder monetary contribution amount

\$

This number/amount is calculated automatically from the sum of the Stormwater Quality Improvement Works table 'Other Funder (monetary)' and Non-Stormwater Quality Improvement Works table 'Other Funder (monetary)'.

Total monetary project cost

This number/amount is calculated automatically from the sum of all monetary contributions from the Stormwater Quality Improvement Works table and Non-Stormwater Quality Improvement Works table.

Melbourne Water funded stages

* indicates a required field

Break down the project into tasks or stages as you allocated on the Total project overview table on the previous page (refer to page 6). Only include components for which you are applying for Melbourne Water funding.

This will help us to assess each item's eligibility and suitability for funding.

How many project stages will require Melbourne Water funding? *

- 1 item
- 2 items
- 3 items
- 4 items
- 5 items

You can complete up to five project components.

Proposed funded stage item 1

Stage name *

Stage start date *

Must be a date.

Planned completion date *

Living Rivers Grant Application Form - September 2018

Form Preview

Must be a date

Financial details funded stage item 1 (GST exclusive)

Planned Council cash contribution for Stormwater Quality Improvement Works *

\$

Must be a dollar amount and GST exclusive

Melbourne Water funding contribution sought *

\$

Must be a dollar amount and GST exclusive

Is Council's cash commitment confirmed? *

- Yes
- No
- Not sure

Please describe the Council commitment in greater detail and whether any other funding sources are confirmed

Any supporting documentation

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

Proposed funded stage item 2

Stage name

Stage start date

Must be a date

Planned completion date

Must be a date

Financial details funded stage item 2 (GST exclusive)

Planned Council cash contribution for Stormwater Quality Improvement Works

\$

Must be a dollar amount and GST exclusive

Living Rivers Grant Application Form - September 2018

Form Preview

Melbourne Water funding contribution sought

Must be a dollar amount and GST exclusive

Is Council's cash commitment confirmed?

- Yes
- No
- Not sure

Please describe the Council commitment in greater detail and whether any other funding sources are confirmed

Any supporting documentation

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

Proposed funded stage item 3

Stage name

Start date activity

Must be a date

Planned completion date

Must be a date

Financial details funded stage item 3 (GST exclusive)

Planned Council cash contribution for Stormwater Quality Improvement Works

Must be a dollar amount and GST exclusive

Melbourne Water funding contribution sought

Must be a dollar amount and GST exclusive

Is Council's cash commitment confirmed?

- Yes
- No
- Not sure

Living Rivers Grant Application Form - September 2018

Form Preview

Please describe the Council commitment in greater detail and whether any other funding sources are confirmed

Any supporting documentation

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

Proposed funded stage item 4

Stage name

Stage start date

Must be a date

Planned completion date

Must be a date

Financial details funded stage item 4 (GST exclusive)

Planned Council cash contribution for Stormwater Quality Improvement Works

\$

Must be a dollar amount and GST exclusive

Melbourne Water funding contribution

\$

Must be a dollar amount and GST exclusive

Is Council's cash commitment confirmed?

- Yes
- No
- Not sure

Please describe the Council commitment in greater detail and whether any other funding sources are confirmed

Any supporting documentation

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

Living Rivers Grant Application Form - September 2018

Form Preview

Proposed funded stage item 5

Stage name**Stage start date**

Must be a date

Planned completion date

Must be a date

Financial details funded stage item 5 (GST exclusive)

Planned Council cash contribution for Stormwater Quality Improvement Works

\$

Must be a dollar amount and GST exclusive

Melbourne Water funding requested

\$

Must be a dollar amount and GST exclusive

Is Council's cash commitment confirmed?

- Yes
 No

Please describe the Council commitment in greater detail and whether any other funding sources are confirmed**Any supporting documentation**

Attach a file:

Please save with descriptive label. You may attach multiple files up to 25 mb each

Risks

* indicates a required field

What are the risks for completion of this project? *

Must be no more than 100 words

What are the measures in place to reduce these risks? Include whether additional contingency funds may be available if needed. *

Word count:

If contingency funding is requested, please ensure details are in previous 'Total project overview' budget table

How confident are you of meeting the timelines stated for the previous stages?

Word count:

Must be no more than 100 words.

Waterway benefits

* indicates a required field

Stormwater quality

Will there be reduction in nitrogen discharge to Port Phillip Bay or reduction in sediment discharge to Western Port Bay? *

- Yes
 No

If yes, what are the modelled pollutant load reductions? *For projects involving the design of an asset, if the pollutant load reductions have not been modelled please enter '0' in the fields below.*

kg / year Total Nitrogen *

Must be a number.
Must be a number

Melbourne Water grant / kg per year of nitrogen removal

\$

This number/amount is calculated.
It determines the cost to Melbourne Water per kg of nitrogen removal.

kg / year Total Phosphorus (TP) *

Must be a number

kg / year Total Suspended Solids (TSS) *

Must be a number

kg / year gross pollutants *

Living Rivers Grant Application Form - September 2018

Form Preview

Must be a number

Megalitres per year stormwater discharge reduction *

Must be a number

Size of catchment treated (square metres) *

Must be a number

Catchment type *

- General urban
- Industrial zone
- Road only
- Roof only
- Other:

Catchment impervious percentage *

Must be a number only - no symbols

Any other details

Word count:

Please save with descriptive label. Must be no more than 100 words

Attach supporting files e.g. MUSIC model, STORM calculations etc. *

Attach a file:

Can do multiple attachments up to 25 mb. If the grant is to be used for construction activities, a MUSIC model must be submitted for projects with catchment area greater than 1 hectare, or a STORM calculator report must be submitted for projects with catchment area less than 1 hectare.

Stormwater harvesting

How many megalitres per year will be harvested?

Must be a number

Restoring natural hydrology patterns to receiving waterways

On average, how many days per year, will stormwater from the catchment reach the waterway?

Living Rivers Grant Application Form - September 2018

Form Preview

Must be a number

Provide further details

Word count:

Must be no more than 100 words

Stormwater flows: reduction of acute water quality issues

This section applies to projects that target point source discharges usually from commercial or industrial areas, that create acute water quality issues.

This project will aim to reduce acute water quality issues? *

- Yes
- No

Provide further details

Word count:

Must be no more than 100 words

Social benefits

* indicates a required field

Amenity Improvement

How many square metres of public open space will be improved? *

E.g. area around the asset where amenity will be improved i.e. area of a park where wetland is visible

Will this project reduce the amount of litter entering waterways? *

- Yes
- No

What level of public visitation will the improved site receive? *

- High
- Medium
- Low

High: More than 100,000 people per year; Medium: Between 10,000 and 1,000 people per year; Low: Less than 1,000 people per year

Provide details

Word count:

Must be no more than 100 words

Reduction of flooding risks

What level of flood risk reduction will this project provide? *

- High
- Medium
- Low
- None or unknown

Provide details

Word count:

Must be no more than 100 words

Community support and participation for project

What level of community support does this project have? *

- High
- Medium
- Low
- None or unknown

High: Active community participation in the project; Medium: Active community support for the project; Low: Some community awareness of the project or general community support for this type of project; None or unknown: No community awareness of the project or opposition to this type of project

Provide details

Word count:

Must be no more than 100 words.

Change and leadership benefits

** indicates a required field*

Build capacity within your organisation

To what level within your Council, will this project build capacity for sustainable stormwater management? *

- High
- Medium
- Low

None or unknown

Provide details *

Word count:

Must be no more than 75 words

How many staff will be directly involved with this project? *

Must be a number

Leadership to industry

To what level, will this project provide leadership for the stormwater management industry? *

- High
- Medium
- Low
- None or unknown

Please list how you plan to share the results and lessons learnt of this project more broadly. *

- Conference presentation
- Informal presentation
- Case study
- Report (make it publically available)
- Article
- Other:

Must be at least 1 choice selected

Engaging residents and community

To what level, will this project build community awareness and motivation to practice sustainable stormwater management practices on private land? *

- High
- Medium
- Low
- None or unknown

Provide details

Word count:

Other Benefits

* indicates a required field

Local ecological

Will this project positively contribute to or protect local biodiversity? *

- Yes
- No

Will this project positively impact on sites of biological significance? *

- Yes
- No

If you ticked yes to either question, advise how this project will contribute

Word count:

Must be no more than 100 words

Additional outcome 1

Additional outcomes 1

List additional outcomes not previously mentioned

How does the project address the selected outcome?

Word count:

Must be no more than 100 words

Will your project make a contribution to Urban Cooling? *

- Yes
- No

For example, does your project increase canopy cover or increase irrigation providing a cooling benefit

Additional outcome 2

Additional outcomes 2

List additional outcomes not previously mentioned

How does the project address the selected outcome?

Word count:

Must be no more than 100 words

Terms and Conditions

* indicates a required field

Privacy

Melbourne Water respects the privacy of your personal information and we collect and handle it in accordance with the *Privacy and Data Protection Act 2014* (Vic). The personal information we ask for in your Grant application is needed to receive, assess, manage and communicate with you about our Grants programs. It includes your name, email address and contact details.

The information will be used by Melbourne Water staff responsible for managing our Grants programs. We may share your personal information with our contractors. We may prepare anonymous statistical reports about our Grants programs. Melbourne Water or our contractors may contact you to conduct customer research.

The Grants Portal uses OurCommunity's SmartyGrants system and personal information you provide will be handled on computer servers in New South Wales and other places outside Victoria. We encourage you to read the SmartyGrants Privacy Policy (Applicants) at www.smartygrants.com.au.

To access your personal information, contact Melbourne Water's Privacy Advisor by calling 131 722 or emailing enquiry@melbournewater.com.au. Our Privacy Policy is available on our website (melbournewater.com.au) or by contacting us as above.

Terms and Conditions

I am authorised by my organisation to complete this form, and I agree that:

- The statements made in this application are true.
- The Living Rivers funding will fund skills and commitment to managing stormwater within an integrated water management approach, that this will increase the capacity of my Council to deliver direct and measurable waterway and Bay improvements.
- That we expect this capacity to translate into further integrated water cycle management works. These future works will contribute to Melbourne Water achieving its waterway targets and objectives for Port Philip and Western Port.
- Without Living Rivers funding, Council will not deliver the proposed Living Rivers works or Council will not be able to deliver the works to the same standard
- Where the funding provides on-ground works, Council commits to operating and maintaining these assets so that the assets achieve their waterway management objective for at least ten years.
- Assets created are owned and maintained by Council.
- Council leads and manages the project and is delivered using Council staff and resources.
- All necessary permits/approvals will be obtained prior to the beginning of the project.
- Appropriate insurance will cover the project.
- All relevant health and safety standards will be met.
- Melbourne Water does not accept any liability or responsibility for the project.
- I have read and understand the Melbourne Water Grants Portal Privacy Statement and the SmartyGrants Privacy Policy (Applicants) and consent on this basis to my personal information being transferred outside Victoria on SmartyGrants.

Living Rivers Grant Application Form - September 2018

Form Preview

If successful, I will:

- Ensure that reporting requirements are met within the agreed nominated timeframes
- Accept the terms of the grant per Melbourne Water's requirement

I agree to the above *

Yes

Feedback

Before you **REVIEW** and **SUBMIT**, please take a few moments to provide us with some feedback.

How easy was this form to fill in? *

- Very easy
- Easy
- Average
- Difficult

Provide us with any feedback about the process or the program

For example, what support from the Living Rivers team has/would be helpful in completing this application