Applying for a grant

Eligibility

Please ensure you have read the information for grant applicants on the $\underline{\text{website}}$ prior to answering these questions.

Applicant Details

* indicates a required field.

Applicant

The nominated applicant will be responsible for project management, reporting and acquittal of funds.

Are you applying as an	
organisation or an	
individual? *	

Organisation details (Not Applicable)

This section has been disabled because of your response to question: "Are you applying as an organisation or an individual?" on page

Organisation *			
ABN / ACN 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	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			
Trading Name Enter a trading name or professional name (if different from legal entity name above)			
Postal Address * Address			
Suburb/Town State/Province Postcode Country			
Must be an international post code (include 0000			
Street Address * Address			
Suburb/Town State/Province Postcode Country			
Must be an international post code	7		
Business Phone *			
PROHIGO L HANG			

Website				
Twitter handle and hashtags				
Other social media details				
Size of organisation (No	t Applicable	e)		
This section has been disab	led because	of your response to questic	n: "Are you	applying as an organisation or an individual?" on page
	-			d. However, DFAT will accept multiple applications (to a organisations such as universities.
Will your organisation be applying for more than one grant? *	\vee			
This section has been disab page 2	led because	of your response to questic	n: "Will your	organisation be applying for more than one grant?" on
Attach a letter of support from your Research Office or equivalent. *	Attach a file		Browse	
	equivalent ir under a Mer	nstitutions in the partner co	untry, for ins	results align with joint priorities identified with tance, how the project supports active engagement r should confirm this application is one of up to three
Primary Contact Details	(Not Applie	cable)		
This section has been disab	led because	of your response to question	n: "Are you	applying as an organisation or an individual?" on page
Contact Person *	Title	First Name	L	Last Name
	The main cont	tact person within the organisati	on for this proj	ect.
Contact Person's Position *				
Email *				
Work Number *				
Mobile Number				
Organisation capability	statement (Not Applicable)		
This section has been disab	led because	of your response to questic	n: "Are you	applying as an organisation or an individual?" on page
Describe your organisation's strengths and experience relating to this area of engagement. *				^ ~
	Word count:			
		ore than 150 words		
A capability statement may strengthen your application (though is not required)	Attach a file		Browse	
Individual Applicant Det	ails <i>(Not Ap</i>	oplicable)		
This section has been disab	led because	of your response to questic	n: "Are you	applying as an organisation or an individual?" on page
Applicant's name *	Title	First Name	L	Last Name

Citizenship Status *	Other
Address *	Address
	Suburb/Town State/Province Postcode Country
	Must be an international post code
Email address *	Must be a valid email address
Phone Number *	Must be a valid international phone number (e.g. 61 2 9XXX XXXX for Sydney)
Mobile Phone Number	Must be a valid international phone number
Previous Funding	
Have you or your organisation previously requested or received grant funding from the Commonwealth Government and/or other sources? *	
	led because of your response to question: "Have you or your organisation previously requested or received monwealth Government and/or other sources?" on page 2
If yes, please give details, including the amount and year. *	^
	<u></u>
	Word count:
	Must be no more than 150 words
Project Details	
* indicates a required field	l.
Project outline	
Project Title *	
	Must be no more than 10 words Provide a clear and descriptive project summary below which describes the main activity of the project. Include the Who/What/When/Where/How. This can be a duplication of the first couple of sentences in the Project Summary below.
Project Brief *	Ĉ
	Must be no more than 40 words
Start Date *	Must be a date.
Completion Date *	Must be a date.
Alignment with grant pro	ogram objectives
	∨

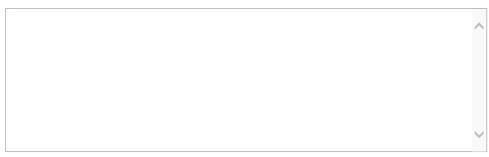
relate? *				
Project location				
In which country or countries will your project take place? *	Australia Argentina Brunei Brazil Burma Bolivia Cambodia Chile China Colombia Costa Rica Cuba	Ecuador Egypt El Salvador France Guatemala Honduras Hong Kong India Indonesia Japan Jordan Kuwait	Laos Lebanon Macau Malaysia Mexico New Zealand Nicaragua Oman Panama Papua New Guinea Paraguay Peru	☐ Philippines ☐ Qatar ☐ Republic of Korea ☐ Saudi Arabia ☐ Singapore ☐ Taiwan ☐ Thailand ☐ United Arab Emirates ☐ Uruguay ☐ Venezuala ☐ Vietnam
Regional projects				
. •	Benefiting more than one cou	-	oney and potentially involving r	nore than one of DFAT's
Are you seeking funding from another of DFAT's grant programs? *	V			
This section has been disable programs?" on page 3	ed because of your respo	onse to question: "Are yo	u seeking funding from and	other of DFAT's grant
	Australia-ASEAN Council Australia-India Council Australia-Indonesia Institute Australia-Japan Foundation Australia-Korea Foundation Council for Australian-Arab Relations Council on Australia Latin America Relations Australian Cultural Diplomacy Grant Program None Must be at least 1 choice selected			
Project summary				
Project description *	Word count:			\hat{\}
N	Must be no more than 150 wo	ords		
Activities				
Specify, for example, the type are performances, exhibition of involvement/engagement of k of engagement. Disaggregate	days, film screenings, co	ommunity events, worksh sentatives and the local o	ops or seminars. Describe community in your project a	the planned and why you expect this level

Add More...

Planned Activity	Date of activity	City or Region	Country
			Add More

Project Results and Impact

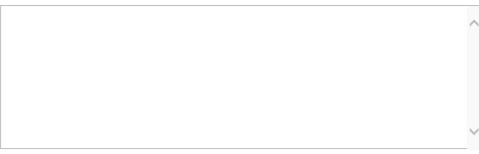
Expected project results (between 1 and 4 key results) *



Word count:

Remember these need to be clear, realistic and measurable within the project timeframe. Must be no more than 150 words.

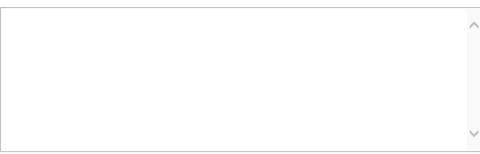
How will this project contribute to increased awareness of, and engagement in, the bilateral/regional relationship? *



Word count:

Must be no more than 150 words

What publicity is intended to extend the reach of the project and acknowledge the support of the Foundation, Council or Institute?*

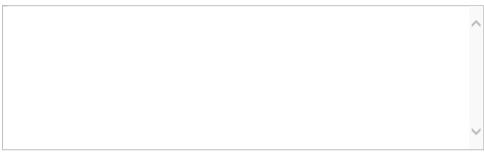


Word count:

Must be no more than 150 words

In your project acquittal you will be asked to report on the quantity and quality of media coverage. This will include the number of media articles, radio and television broadcasts, website hits and social media interactions. Qualitative information expected would include the depth of information provided, length and appropriateness of the target audience. This will help inform assessment of the impact of your project. Outlining your publicity goals here will inform the assessment your application against our objectives.

What measures will you put in place to support key relationships and sustain project results? *



Word count:

Must be no more than 150 words

In your acquittal report, you will be asked for information on the number and type of formal, long term relationships that have been created or strengthened as a result of your project, along with measures to ensure sustainable outcomes.

Monitoring project results

How will you know if these results have been achieved? *

Word count:

Detail the monitoring plan for your project. Outline how project results will be measured and recorded, including media coverage (questionnaires, surveys, interviews, etc). Must be no more than 150 words.

Most Significant Change

In your project acquittal report you will be asked to identify the most significant change (positive or negative) you observed in the bilateral/regional relationship in the past year and the most significant change relating to your field you believe resulted from your project. You will be invited to provide your rationale for selecting these particular changes.

Project Budget

* indicates a required field.

Instructions

List all projected income and expenditure items for the entire project under the headings given. If there are headings not relevant to your proposal, leave the item blank.

Please check the following points:

- 1. **IMPORTANT:** In the Budgeted Expenditure Section, all expenditure items which are to be covered by the grant are clearly identified
- 2. The total income and total expenditure must equal.
- The Budgeted Income section should include a listing of all contributors to your project including an indication of whether each source of funding is confirmed, conditional or pending approval. Documentary evidence should be supplied for assurances of confirmed and conditional funding support.
- 4. Grants do not fund fixed or recurrent expenditure of your organisation, such as the cost of salary, which would be incurred irrespective of whether this project proceeds. This includes fees for the use of equipment, facilities and other costs that your own organisation may charge you. Generally, these grants cannot be used to contribute to capital expenditure such as equipment or computer software. For further details please refer to the website under Eligibility.
- 5. Tips for budgeting travel: calculate and budget for reasonable economy class travel. DFAT prefers modest travel budgets (ie. high expenses for meals, incidentals and accommodation are generally not supported). As DFAT prefers not to partially fund applications, your application could be unsuccessful if travel costs are not considered appropriate.

Notes on GST:

If you are GST-registered, your budget should be **exclusive of GST** and we will pay the grant plus GST. You should provide amounts in Australian dollars (AUD\$).

If you are not GST-registered, your budget should **include GST** as this is part of the cost of the project. We do not add any amount to the grant to cover this expense as you are not obliged to charge DFAT GST.

Budgeted Income

A. Internal Contribution	AUD \$	Comments (to be completed by Applicant)
	\$	e.g. contribution from your organisation.
	Must be a dollar amount	
	:	Add More

Other Income can include Grants from Australian Federal Government, State Government, Local Government, etc and other income like cash, in-kind, etc.

B. Other Income	AUD \$	Comments (to be completed by Applicant)
	\$	
	Must be a dollar amount	
		Add More

B. Other Income	AUD \$	Comments (to be completed by Applicant)	
	Must be a dollar amount		
			Add More

DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grants Program Funding Requested * S Must be a dollar amount

S

Must be a dollar amount and e

Must be a dollar amount and equal to 0. This number/amount is calculated.

C. DFAT Grant

Total Income

A + B + C

Total	Project	Income	*
¢			

Must be a dollar amount. This number/amount is calculated.

Budgeted Expenditure

Note: General salaries and management fees are not funded by DFAT Grants

D. Salaries and Fees	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	
For example: Artists	Must be a dollar amount	Must be a dollar amount	Please itemise
			Add More

E. Travel Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
Airfares total	\$	\$	eg (persons x ticket cost)
Travel and meals allowance			eg (per diem x persons x days)
Accommodation			eg (per diem xpersons xdays)
Other transport			Please specify
Other			Please specify
	Must be a dollar amount	Must be a dollar amount	
	•	•	Add More

Following are some examples of Event Costs: Venue Hire; Catering; Advertising; Printed Material; Photography

F. Event Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	
	Must be a dollar amount	Must be a dollar amount	
			Add More

G. Production Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	
	Must be a dollar amount	Must be a dollar amount	
			Add More

H. Research Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	
	Must be a dollar amount	Must be a dollar amount	
			Add More

Continger	ісу
\$	
Not funded h	ν DEΔT

Total Expenditure

	Total DFAT Funded Expenditure Must be a dollar amount. This number/amount is calculated.	Total Other Source Expenditure S Must be a dollar amount. This number/amount is calculated.	TOTAL EXPENDITURE S Must be a dollar amount. This number/amount is calculated.
Balanced Budget Check			
	Income = Expenditure * S Must be equal to 0. This number/amount is calculated.		
Multiyear Funding			
Does your project involve a payment next financial year? *	~		
This section has been disabled by page 4	ecause of your response to questi	on: "Does your project involve a p	ayment next financial year?" on
DFAT Grants Program Funding	Request		
Enter the DFAT grant funding req	uested for each year.		
NOTE: The total must equal the a	amount entered in section C. DFA	Г Grants Program Funding Reque	sted
Year 1 * Must be a dollar amount	Year 2 * Must be a dollar amount	Year 3 * Must be a dollar amount	Total Multiyear funding Must be a dollar amount. This number/amount is calculated.
			Validation: Muliyear funding = DFAT Grants Program Funding Requested * Must be equal to 0. This number/amount is calculated.
Project Participants a	nd Partners		
* indicates a required field.			

Principal Participants

Principal Participants *	Qualifications and/or Experience *	Please attach a one-page CV *
Title First Name Last Name		Attach a file: Browse
		Add More

Project Partners

Provide information on individuals or organisations in Australia or in the relevant country who will participate in the administration and/or execution of the project. (Where others have agreed to participate, documentary evidence concerning the type of involvement may be supplied to strengthen the application.)

Project Partners	How will they participate in this pro	ject? Evidence of commitment	t to project
		Attach a file:	Browse
	Must be no more than 150 words		
			Add More

Project Partners	How will they participate in this pro	ect?	Evidence of commitment to project
		^	
		~	
	Must be no more than 150 words		
			Add More

Referees

* indicates a required field.

Please attach letters of support from two referees with no direct financial interest in this project. Referees should comment on the project's objectives and the strategies to achieve them. The two referees would ideally provide different perspectives on the proposal and would work for different organisations.

Note: It is the applicant's responsibility to contact referees and ensure that their signed reports are received/attached to this application prior to submission by the grant round closing date.

Applications will not be considered for funding without the nominated referees' written reports attached. Un-signed referees' reports will not be accepted.

The [Foundation] reserves the right to seek advice on the application from other persons as appropriate.

Referee 1:

Name *	Title	First Name	La	st Name	
Phone Number *					
Fax Number					
Email Address *					
Position Title					
Organisation	(if applicable)				
Relationship to Applicant *					
How long have you					
known this referee? *					
Referee's Report 1 *	Attach a file:	E	Browse		
.					
Referee 2:					
Name *	Title	First Name	La	st Name	
		First Name	La	st Name	
Name *		First Name	La	st Name	
Name * Phone Number *		First Name	La	ast Name	
Name * Phone Number * Fax Number		First Name	La	st Name	
Name * Phone Number * Fax Number Email Address * Position Title Organisation		First Name	La	ist Name	
Name * Phone Number * Fax Number Email Address * Position Title Organisation		First Name	La	ist Name	
Name * Phone Number * Fax Number Email Address * Position Title Organisation Relationship to Applicant		First Name	La	ist Name	

Certification

* indicates a required field.

Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the <u>Australian Privacy Principles</u> contained in the *Privacy Act* 1988 (Cth) (Privacy Act). The DFAT Privacy policy is available here.

The information you provide in your funding submission is used by DFAT to assess your application. This information, including personal information, will be disclosed to the Board and Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the <u>DFAT website</u>. Applicants should also note the provisions of the *Freedom of Information Act 1982* apply to documents in DFAT's possession.

I, certify that:

Cortification: *

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed project meets the eligibility criteria.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that DFAT reserves the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for grant funding
- I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may not be funded, or it may not be funded at the amount requested.
- I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.
- If my application is successful, I consent to the media or members of parliament being given information about the funded project and agree I may be contacted directly by them on the contact number provided under Applicant Details above.
- If my application is successful, I will provide a final project report in accordance with the acquittal reporting requirements, which will include all related information and supporting documentation required to acquit properly and fully the money received.

I understand that any information given to applicants by the Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

Certification.	○ Yes, I na	ave read and agree to the a	above conditions.	
Date of Certification *	Must be a dat	e		
Certifying Officer's Name *	Title	First Name	Last Name	
Certifying Officer's Position *	If you are app	lying as an individual, state "inc	dividual applicant".	
Statistical Information	tion			
* indicates a required field	l.			
Where did you hear about the Foundation's Grant Program? *	Word of DFAT W	lebsite per advertisement	☐ Email ☐ Australian Embassy/Consulate ☐ Newsletter ☐ I am a previous recipient ☐ Other:	
	Online App	lication Process		
Estimate time taken to complete this application form: *	Input hours ta	ken (must be a number)		
Do you have any comments regarding the online application process which may be used to improve future grant rounds?				>