

Applying for a grant

Eligibility

Please ensure you have read the information for grant applicants on the [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 2

Organisation *

ABN / ACN

Lookup

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	

If you do not have an ABN you will need to complete a [Statement of Supplier form](#) when signing the funding agreement or you may want to nominate a legally constituted organisation or individual to administer the grant, otherwise you may have 46.5% of your grant withheld. (Please contact DFAT for further details.)

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

Business Phone *

Office Fax Number

Website

Twitter handle and
hashtags

Other social media
details

Size of organisation (Not Applicable)

This section has been disabled because of your response to question: "Are you applying as an organisation or an individual?" on page 2

Each applicant (individual or organisation) may submit one application per round. However, DFAT will accept multiple applications (to a maximum of three per organisation) from different areas/business units of large organisations such as universities.

Will your organisation be
applying for more than
one grant? *

This section has been disabled because of your response to question: "Will your organisation be applying for more than one grant?" on page 2

Attach a letter of support
from your Research
Office or equivalent. *

Attach a file:

This letter should explain how the planned project results align with joint priorities identified with equivalent institutions in the partner country, for instance, how the project supports active engagement under a Memorandum of Understanding. The letter should confirm this application is one of up to three applications from the institution.

Primary Contact 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 2

Contact Person *

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

The main contact person within the organisation for this project.

Contact Person's
Position *

Email *

Work Number *

Mobile Number

Organisation capability statement (Not Applicable)

This section has been disabled because of your response to question: "Are you applying as an organisation or an individual?" on page 2

Describe your
organisation's strengths
and experience relating
to this area of
engagement. *

Word count:

Must be no more than 150 words

A capability statement
may strengthen your
application (though is not
required)

Attach a file:

Individual Applicant 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 2

Applicant's name *

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

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? *

This section has been disabled because of your response to question: "Have you or your organisation previously requested or received grant funding from the Commonwealth Government and/or other sources?" on page 2

If yes, please give details, including the amount and year. *

Word count:
Must be no more than 150 words

Project Details

* indicates a required field.

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 *
Must be no more than 40 words

Start Date *
Must be a date.

Completion Date *
Must be a date.

Alignment with grant program objectives

To which objective does your project primarily relate? *

Project location

In which country or countries will your project take place? *

- | | | | |
|-------------------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> Australia | <input type="checkbox"/> Ecuador | <input type="checkbox"/> Laos | <input type="checkbox"/> Philippines |
| <input type="checkbox"/> Argentina | <input type="checkbox"/> Egypt | <input type="checkbox"/> Lebanon | <input type="checkbox"/> Qatar |
| <input type="checkbox"/> Brunei | <input type="checkbox"/> El Salvador | <input type="checkbox"/> Macau | <input type="checkbox"/> Republic of Korea |
| <input type="checkbox"/> Brazil | <input type="checkbox"/> France | <input type="checkbox"/> Malaysia | <input type="checkbox"/> Saudi Arabia |
| <input type="checkbox"/> Burma | <input type="checkbox"/> Guatemala | <input type="checkbox"/> Mexico | <input type="checkbox"/> Singapore |
| <input type="checkbox"/> Bolivia | <input type="checkbox"/> Honduras | <input type="checkbox"/> New Zealand | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> Cambodia | <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Nicaragua | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> Chile | <input type="checkbox"/> India | <input type="checkbox"/> Oman | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> China | <input type="checkbox"/> Indonesia | <input type="checkbox"/> Panama | <input type="checkbox"/> Uruguay |
| <input type="checkbox"/> Colombia | <input type="checkbox"/> Japan | <input type="checkbox"/> Papua New Guinea | <input type="checkbox"/> Venezuela |
| <input type="checkbox"/> Costa Rica | <input type="checkbox"/> Jordan | <input type="checkbox"/> Paraguay | <input type="checkbox"/> Vietnam |
| <input type="checkbox"/> Cuba | <input type="checkbox"/> Kuwait | <input type="checkbox"/> Peru | |

Regional projects

Does your application relate to a regional project? *

Benefiting more than one country, maximising value for money and potentially involving more than one of DFAT's Foundations, Councils and Institutes

Are you seeking funding from another of DFAT's grant programs? *

This section has been disabled because of your response to question: "Are you seeking funding from another of DFAT's grant programs?" on page 3

Which other DFAT grant programs? *

- Australia-ASEAN Council
- Australia-China 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:

Must be no more than 150 words

Activities

Specify, for example, the types of events planned and the expected attendance or participation at these events. Examples of events are performances, exhibition days, film screenings, community events, workshops or seminars. Describe the planned involvement/engagement of key stakeholders, representatives and the local community in your project and why you expect this level of engagement. Disaggregated information - such as on sectors, gender, nationality - can strengthen your application.

Planned Activity	Date of activity	City or Region	Country
Add More...			

Planned Activity	Date of activity	City or Region	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add More...			

Project Results and Impact

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

^

v

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? *

^

v

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? *

^

v

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? *

^

v

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:

- IMPORTANT:** In the Budgeted Expenditure Section, all expenditure items which are to be covered by the grant are clearly identified.
- 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.
- 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](#).
- 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)
<input type="text"/>	\$ <input type="text"/>	<input type="text" value="e.g. contribution from your organisation."/>
	Must be a dollar amount	
<input type="button" value="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)
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
	Must be a dollar amount	
<input type="button" value="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

C. DFAT Grant

DFAT Grant Validation *

DFAT Grants Program Funding Requested *

\$
Must be a dollar amount

\$

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

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)
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
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	\$ <input type="text"/>	\$ <input type="text"/>	eg (__ persons x __ ticket cost)
Travel and meals allowance	<input type="text"/>	<input type="text"/>	eg (__ per diem x __ persons x __ days)
Accommodation	<input type="text"/>	<input type="text"/>	eg (__ per diem x __ persons x __ days)
Other transport	<input type="text"/>	<input type="text"/>	Please specify
Other	<input type="text"/>	<input type="text"/>	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)
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
	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)
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
	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)
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
	Must be a dollar amount	Must be a dollar amount	
Add More...			

Contingency

\$

Not funded by DFAT

Total Expenditure

Total DFAT Funded Expenditure

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

Total Other Source Expenditure

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

TOTAL EXPENDITURE

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

Balanced Budget Check

Income = Expenditure *

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 because of your response to question: "Does your project involve a payment next financial year?" on page 4

DFAT Grants Program Funding Request

Enter the DFAT grant funding requested for each year.

NOTE: The total must equal the amount entered in section C. DFAT Grants Program Funding Requested

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: Multiyear funding = DFAT Grants Program Funding Requested *

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

Project Participants and Partners

* indicates a required field.

Principal Participants

Principal Participants *			Qualifications and/or Experience *	Please attach a one-page CV *
Title	First Name	Last Name	<input type="text"/>	Attach a file: <input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>		
				<input type="button" value="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 project?	Evidence of commitment to project
<input type="text"/>	<input type="text"/>	Attach a file: <input type="text"/> <input type="button" value="Browse..."/>
	Must be no more than 150 words	
		<input type="button" value="Add More..."/>

Project Partners	How will they participate in this project?	Evidence of commitment to project
	<input type="text"/> <input type="text"/> <input type="text"/>	
	Must be no more than 150 words	
<input type="button" value="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** **Last 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:

Referee 2:

Name * **Title** **First Name** **Last Name**

Phone Number *

Fax Number

Email Address *

Position Title

Organisation
(if applicable)

Relationship to Applicant *

How long have you known this referee? *

Referees Report 2 * Attach a file:

Certification

* indicates a required field.

Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the [Australian Privacy Principles](#) 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 [DFAT website](#). Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

I, certify that:

- 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 have read and agree to the above conditions. [Clear](#)

Date of Certification *
Must be a date

Certifying Officer's Name *	Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Certifying Officer's Position *
If you are applying as an individual, state "individual applicant".

Statistical Information

* indicates a required field.

Where did you hear about the Foundation's Grant Program? *

<input type="checkbox"/> Internet	<input type="checkbox"/> Email
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Australian Embassy/Consulate
<input type="checkbox"/> DFAT Website	<input type="checkbox"/> Newsletter
<input type="checkbox"/> Newspaper advertisement	<input type="checkbox"/> I am a previous recipient
<input type="checkbox"/> Grantlinks	<input type="checkbox"/> Other: <input type="text"/>

Online Application Process

Estimate time taken to complete this application form: *
Input hours taken (must be a number)

Do you have any comments regarding the online application process which may be used to improve future grant rounds?