



Australian Government

**Community  
Grants Hub**  
Improving your grant experience



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# Volunteer Grants 2019

## Feedback summary

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### Overview

The Australian Government values the efforts of Australia's volunteers and acknowledges that Australia's 8.7 million volunteers and their organisations are the backbone of community life.

The Department of Social Services (the Department) thanks you once again for taking the time to apply for the 2019 Volunteer Grants round. Feedback from the 2019 Volunteer Grants round may help you in developing an application for future Volunteer Grants round.

### Selection results

Around 2,700 organisations will receive funding from the 2019 Volunteer Grants round. The Department considered applications based on the Grant Opportunity Guidelines.

### Selection process

The Department ran an electorate based, closed, non-competitive selection process to help ensure grant funding addresses local priorities and achieve an equitable geographic distribution of funding. Members of Parliament (MPs) nominated organisations from within their electorate to apply for funding. The Department sent an application form to nominated organisations. Applications were considered by the Department in the order they were received. Once the funding limit (\$66,000 per electorate) was reached, no further organisations were funded.

### General feedback for future Volunteer Grants applications

The following tips provide guidance in completing applications for Volunteer Grants funding.

#### Read supporting information before applying

- It is important to read all available information provided about Volunteer Grants when applying for funding, especially the grant opportunity documents provided on the Community Grants Hub (the Hub) website. The grant opportunity documents are specific to each Volunteer Grants round and contain important information about the purpose of the program, eligibility and compliance requirements, timeframes and how to apply.

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- The application form includes helpful information and details on questions relating to priorities for funding and mandatory information required for the selection process.

### **Check the application before it is submitted**

- Organisations and community groups are encouraged to check the application form for completeness and that it contains accurate organisational details prior to submitting it. As the 2019-20 selection round considered applications in the order they were received and applications were not funded once the funding cap of \$66,000 had been reached, it underscores the fact that resubmissions to correct omissions and organisational details may impact on whether the organisation is funded.
  - Check that all fields in the application form have been completed in full, including in particular correct bank and contact details.
  - Check that all answers to questions have been entered correctly and saved into the application form.
  - Check that any required attachments have been completed in full and correctly saved into the relevant section/s on the application form.
  - Please note that lack of information may impact on the overall consideration of the application.
  - The Community Grants Hub Hotline is available via [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) to provide assistance. Applications that are not completed correctly and in full may be deemed as non-compliant or ineligible and may not be considered.

### **Submitting an application**

- Organisations and community groups are also encouraged to prepare early and allow plenty of time for completion and submission of the application in order to meet the closing date and time specified in the published information on the Hub's [website](#).
  - It is the applicant's responsibility to ensure the application is received by the Hub on time.
  - If in doubt, you may wish to contact the Community Grants Hub Hotline after the application has been submitted to confirm that it has been received.
  - Application deadlines are in Australian Eastern time zone. Please take this into account to ensure the application is submitted on time.

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- Organisations need to clearly establish their legal entity status to ensure that they have the required legal status to apply for Volunteer Grants.
    - Organisations are encouraged to seek information as to whether their legal entity name and/or trading name is registered for use under the ABN they provide on the application form. It is important that applicants applying as an organisation provide the correct ABN associated with the legal name and/or trading name of their organisation.
    - Unincorporated entities and entities that are not associated with an ABN are encouraged to seek an authorised signatory or office holder to apply as an individual representing a community group.
    - Please read the grant opportunity documents to understand eligibility requirements.
    - The Hub may request additional supporting documentation to confirm an organisations entity type and status, e.g. Incorporation Certificate or Trust Deed.
  - Applications are limited to one application per volunteer-based community group. If more than one application is received, the second and all subsequent applications are disregarded.
    - Persons completing an application are encouraged to consult with other members from the organisation or community group to ensure that only one application is submitted.
  - Late applications are only considered under exceptional circumstances beyond the applicants control and in line with information on the Hub's [website](#).
    - It is strongly recommended that the application is submitted well before the closing date and time. The Hub cannot accept a request to submit a late application if exceptional or unforeseen circumstances do not exist.
  - Only eligible items as outlined in section 5 of the Grant Opportunity Guidelines are considered. Section 5 of the Grant Opportunity Guidelines also sets out what grant money cannot be used for.
    - It is recommended that, in framing their grant application, applicants only apply for eligible items. For example, if the items to be bought do not directly benefit the organisation's volunteers the grant application will not be eligible.