

The purpose of this sample application form is to provide potential applicants the opportunity to preview the full contents. The PDF sample application form is for demonstration purposes only and cannot be used to apply for funding. Any completed PDF sample application form will not be accepted.

Community Grants Hub

Improving your grant experience



Submission Reference:

Application Information

Community Resilience grants aim to build strong, resilient and cohesive communities to help make Australia more secure and harmonious as a whole. This will be done through providing grants for projects that address whole-of-community issues in high need communities. For the purposes of Community Resilience grants, high need communities are defined as those that are experiencing, show potential for, or early signs of, low social cohesion, and/or pockets of racial, religious or cultural intolerance.

Grants will be available to eligible community organisations to build and sustain social cohesion and community resilience, whether through employment, education or broader community life.

Community Resilience projects may include a multicultural arts or festival event.

All Community Resilience projects must include a Harmony Day event.

Community Grants Hub

Please note that all references to the '**Community Grants Hub**' throughout this Application Form refer to the Community Grants Hub (supported by the Australian Government Department of Social Services).

Closing Date/Time

Applications must be submitted by **2:00pm** Canberra local time on **Wednesday 23 August 2017** .

Making Sure Your Application is Saved

The 'Continue' button will not save your Application. For your Application to be saved, you will need to click on:

- 'Save and Exit', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current form process to the 'Form Saved' page.

Note that the 'Save and Exit' button will ask that you 'Confirm' that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission reference ID details.

Application Pack

Read all information in the Application Pack before completing this Application Form. The Application Pack is available on the Community Grants Hub ([website](#)). Applications will be assessed using the process outlined in the Program Guidelines.

Application Help

Information about the Application process is available on the [Community Grants Hub](#) website.

Applicants must submit any questions relating to the Program or this Application process in writing to support@communitygrants.gov.au. Applicants may submit these questions up until five Business Days prior to the Closing Time and Date. A response will be provided within five business days.

Applicants may direct any general enquiries, requests for technical help or support in using and/or submitting the Application Form by:

- Phone **1800020283**
- Email to support@communitygrants.gov.au

Attachment Limits

This Application Form has been set up to allow users to attach files within the form. The maximum size allowable for individual attachments is no larger than 2MB and the form will not accept individual attachments above this size. In some areas of the form there are limits to the numbers of attachments being entered in a particular section.

Please read individual question instructions carefully to be informed of these limits. The total size of all of the attachments combined in the form will not be allowed to exceed 15MB. Please plan to modify your attachment files accordingly if necessary.

Sharing this Form

Please note that more than one person should not be accessing this form at the same time.

If this is done then there is a risk that information may be lost in the form and all information will not be transferred in submission.

If you wish to share this form and the access details, please ensure that only one user at a time is accessing and saving information. I.e. one person needs to be completed their updates and have saved and exited the form prior to another starting on their updates in the same form.

Submission Reference ID

Community Resilience Grants

Each Application Form is allocated a unique Submission Reference ID. Each time this Application is accessed you will be required to use this Submission Reference ID.

Submitting Application Form

Once you have completed this Application Form, you must submit it electronically by using the submission section at the end of this form.

Please note: there may be short, scheduled outages to systems as part of regular information technology maintenance that may affect submission of this form. Notification of these outages will be on the website.

Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the main email contact provided in the Application Form. A function is also available on the submission page to allow you to send a receipt email to the address of your choosing. Please save this email receipt for future reference and use it in all correspondence about this Application.

Note: Applications will be assessed using the process outlined in the Application Pack and Program Guidelines. The Department will notify all Applicants of the grant funding outcome on completion of the assessment process.

National Relay Service (NRS)

Community Grants Hub uses the NRS to ensure our contact numbers are accessible to people who are deaf or have a hearing or speech impairment. Please phone 1800555677 to access the NRS.

Privacy

The Community Grants Hub uses an integrated Smartform service assisted by the Department of Industry, Innovation and Science on www.business.gov.au. If you are providing information to access a non-Department of Industry, Innovation and Science programme, that information will not be accessed by Department of Industry, Innovation and Science employees. The only exception to this is where Senior Analysts within the Department of Industry, Innovation and Science require access to your information for the sole purpose of troubleshooting technical errors. Where this occurs Senior Analysts will only access the data with permission and at the request of client agencies.

For more information about how the Department of Industry, Innovation and Science protects your privacy and personal information, please see the Department of Industry, Innovation and Science's [Privacy Policy External Site](#). The Community Grants Hub [Privacy Policy](#) and [WCaG Accessibility](#) Information and the individual Department [Privacy Policy](#) should also be read and understood.

Use of Information

Community Resilience grants aim to build strong, resilient and cohesive communities to help make Australia more secure and harmonious as a whole. This will be done through providing grants for projects that address whole-of-community issues in high need communities. For the purposes of Community Resilience grants, high need communities are defined as those that are experiencing, show potential for, or early signs of, low social cohesion, and/or pockets of racial, religious or cultural intolerance.

Grants will be available to eligible community organisations to build and sustain social cohesion and community resilience, whether through employment, education or broader community life.

Community Resilience projects may include a multicultural arts or festival event.

All Community Resilience projects must include a Harmony Day event.

Your Submission Reference is:

Please note that your saved form, if not updated or submitted within a set period of time, will be deleted.

Please 'Send yourself a reminder email' below. This email details the date and time your form will be deleted, the Submission Reference number, a link to access your saved form and information on how to contact us for further assistance.

Your email address *

Use of Information

Department of Social Services may use the information, other than personal information, provided in this Application Form to assist Department of Social Services to:

- comply with the Australian Government requirement to publish the details of all grant recipients on the Department of Social Services website,
- inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that programme, and/or
- inform future assessments for Applications.

You can only apply if you agree to Department of Social Services using the information (not personal information) you provide in this form for the purposes listed above.

Check this box if you agree to the Department of Social Services using the information (not personal information) you provide in this Application Form.

I agree *

Existing Grant Recipient

Is the Applicant an existing Grant Recipient? *

You must respond to this question.

Select 'No' if the Applicant is not an existing Department of Social Services Grant Recipient.

Select 'Yes' if the Applicant is an existing Department of Social Services Grant Recipient. If yes is selected you then must enter your organisation ID number in the next field. The Applicant's organisation ID number should be entered as it appears on the Department of Social Services Grant Agreement. After entering the organisation ID, click on the 'Search' button to validate the ID to bring back key organisation details for this Application. Should there be any issues with validation, a message will be returned to give a choice on actions to progress. If you require assistance, please call 1800020283.

Yes

No

If Yes, provide the Organisation Id number as it appears on your Grant Agreement and then click 'Verify number' to confirm the details are correct

Tip: Copy and paste the Organisation Id number from the Grant Agreement to avoid errors.

Organisation Id *

Application Legal Name

Application Trading Name

Entity Type

ABN

State

Postcode

GST Registered

Charity

For Profit

Withholding Tax Exempt

Are updates required to the Applicant's details? *

You must respond to this question.

Select 'No' if updates are not required to the Applicant's details as currently held by the Department of Social Services.

Select 'Yes' if updates are required to the Applicant's details as currently held by the Department of Social Services. You will be required to contact your Department of Social Services Grant Agreement Manager to update your details.

Yes

No

Eligibility Requirements

What is the Applicant's legal entity type? *

For a list of eligible legal entity types, refer to the Program Guidelines Overview.

If you are unsure about the Applicant's legal entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Australian Business Register website for further information.

What is the Applicant's legal entity type?

You must respond to this question. Choose the legal entity type that is relevant to the Applicant from the list.

NOTE: Use the field's scroll-bar or the keyboard's down-arrow to view all available options.

If you are unsure about the Applicant's legal entity type, please seek independent advice (e.g. from your Accountant) or refer to <http://www.abr.business.gov.au/> for further information.

Is the Applicant able to provide documentation to support the legal entity type? *

You must respond to this question. At least one attachment must be provided if the response to "Does the Applicant have an Australian Business Number (ABN)?" was 'No'.

Select 'No' if the Applicant is not able to provide documentation to support the legal entity type.

Select 'Yes' if the Applicant is able to provide documentation to support the legal entity type. If 'Yes' is selected, click the 'Click to Upload' button to add the file in each attachment section and then click the 'Add Attachment' button to add sections for subsequent attachments. Note: the maximum size permitted per attachment file is 2mb and the overall form has the capacity to take 15MB of attachments in total. Once a file has been uploaded or an attachment section has been added, select the appropriate 'X' symbol button to delete.

NOTE: There is a maximum of 2 attachments for this question if the response is Yes.

Yes

No

Select the geographical area/s that your project will target, using the Australian Statistical Geography Standard (ASGS) remoteness structure. *

Please select one or more of the following. Further information about the remoteness structure can be obtained by visiting the Australian Bureau of Statistics website at <http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1270.0.55.005July%202011?OpenDocument>

Major city of Australia

Inner Regional Australia

Outer Regional Australia

Remote Area

Very Remote Area

Which of the following groups will your project target? *

Please select one or more of the following:

Children and youth under 18 years of age

Older Australians over 70 years of age

Economically isolated or unemployed people

Culturally and linguistically diverse individuals

Socially isolated people

Women

People with disability and/or mental health issues

Non-Australian citizens, including humanitarian entrants or newly arrived migrants

Indigenous Australians

Groups or individuals that demonstrate strong levels of intolerance towards Indigenous Australians, or people from cultural and linguistically diverse backgrounds

Other

Is your organisation currently, or has it recently, been in receipt of a grant of funding under one or more of the following Strengthening Communities Activity grants programs? *

*

For the purposes of this application, the term 'recently' refers to a receipt of grant funding any time since 1 March 2015.

- Yes - Diversity and Social Cohesion
- Yes - Volunteer Management Program
- Yes - Multicultural Arts and Festivals
- Yes - Community Capacity Building

For the purposes of this question, 'project' refers to the overarching project proposal in its entirety, and not the smaller sub-components (for example, a Harmony Day event). Responses should include the date the project is established (1 March 2017) and the date the project is concluded (1 July 2017) (e.g. 1 March 2017 - 1 July 2017). *

(Limit: approx 300 words, 2000 characters)

Characters entered:

It is a mandatory requirement that all projects include a Harmony Day event. Will your project include a Harmony Day event?

Please note that applications that do not indicate the project will include a Harmony Day event will be deemed non-compliant and will not proceed to assessment. *

- Yes No

You may choose for your project to include a Multicultural Arts and Festivals event. Will your project include a Multicultural Arts and Festivals event?

Multicultural Arts and Festivals events are optional. *

- Yes No

Will you be collaborating with other organisations, either formally (e.g. MoU, Consortium) or informally (e.g. pathways for referrals, promotion of project) in the delivery of your project?

Collaboration is optional. *

Yes

No

Please explain the reasons why you have either chosen to, or chosen not to, collaborate with another organisation/s?

Collaboration is optional. *

(Limit: approx 300 words, 2000 characters)

Characters entered:

Financial Viability and Governance

Do any of the following legal situations apply to the Applicant?

Has the Applicant been involved in any litigation or prosecution in the past three years? *

You must respond to this question.

Select 'No' if the Applicant has not been involved in any litigation or prosecution in the past three years.

Select 'Yes' if the Applicant has been involved in any litigation or prosecution in the last three years. If 'Yes' is selected, you must then provide details and/or explanation of why the litigation or prosecution should not be considered relevant to the Application in the 2000 character limit (approximately 300 words) field provided. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. If the Applicant has settled a claim on confidential terms, please indicate this in your response. Department of Social Services may request further information as part of the assessment process. NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & -/ \ @, all other characters including carriage returns are not accepted.

Yes

No

Has any senior official or person directly involved in delivering the Activity (should the Application be successful) been involved in any litigation or prosecution that may reasonably be considered to be relevant to the Application? *

You must respond to this question.

Select 'No' if no senior official or person directly involved in delivering the Activity (should the Application be successful) has been involved in any litigation or prosecution that may reasonably be considered to be relevant to the Application.

Select 'Yes' if any senior official or person directly involved in delivering the Activity (should the Application be successful) has been involved in any litigation or prosecution that may reasonably be considered to be relevant to the Application. If 'Yes' is selected, you must then provide the details of any senior official or person directly involved in delivering the Activity and details of the litigation or prosecution in the 2000 character limit (approximately 300 words) field provided. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. If the Applicant has settled a claim on confidential terms, please indicate this in your response. Department of Social Services may request further information as part of the assessment process. NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & - / \ @ , all other characters including carriage returns are not accepted.

Yes No

Has there been any significant financial matter which may impact on the Applicant in the performance of the Activity? *

You must respond to this question.

Select 'No' if there has not been any significant financial matter which may impact on the Applicant in the performance of the Activity.

Select 'Yes' if there has been any significant financial matter which may impact on the Applicant in the performance of the Activity.

Note: you may be required to provide documentation upon request. *

Yes No

Are there any future commitments or contingent liabilities that might materially affect the Applicant in the performance of the Activity? *

You must respond to this question.

Select 'No' if there are not any future commitments or contingent liabilities that might materially affect the Applicant in the performance of the Activity.

Select 'Yes' if there are any future commitments or contingent liabilities that might materially affect the Applicant in the performance of the Activity.

Note: you may be required to provide documentation upon request. *

Yes No

Is the Applicant able to provide the following financial information?

A 'Yes' or 'No' response to all sub questions on whether the Applicant is able to provide the following financial information is Mandatory.

- Two most recent sets of year-end audited financial statements.
- Current year-to-date management financial information, for example, income and expenditure statement and balance sheet.
- The Applicant's financial statements fully compliant with the Australian Accounting Standards.

If 'No' is selected for any of these sub questions, you must then provide a brief explanation for the 'No' response in the 2000 character limit (approximately 300 words) field provided. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & -/ \ @, all other characters including carriage returns are not accepted.

Note: you may be required to provide documentation upon request.

- | | | |
|--|---------------------------|--------------------------|
| 1. Two most recent sets of year-end financial statements. * | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Current year-to-date management financial information, for example, income and expenditure statement and balance sheet. * | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Are the Applicant's financial statements fully compliant with the Australian Accounting Standards? * | <input type="radio"/> Yes | <input type="radio"/> No |

Does the Applicant have the following documents?

Note: you may be required to provide documentation upon request.

A 'Yes' or 'No' response to all sub questions on whether the Applicant is able to provide the following documents is Mandatory.

- Documented organisational and financial policies and procedures.
- Business plan and/or strategic plan.
- Risk management plan.

Note: You may be required to provide copies of the above documentation within 7 days upon request.

- | | | |
|---|---------------------------|--------------------------|
| 1. Documented organisational & financial policies & procedures. * | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Business plan and/or strategic plan. * | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Risk management plan. * | <input type="radio"/> Yes | <input type="radio"/> No |

Activity Details

Provide a short title of your Application for this Activity. *

You must respond to this question. 250 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc.

NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & -/ \ @, all other characters including carriage returns are not accepted.

Provide a brief description of your Application for this Activity. *

You must respond to this question. 1000 character limit (approximately 150 words). The character count includes letters, numbers, spaces, paragraph marks, bullet points etc.

NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & -/ \ @, all other characters including carriage returns are not accepted.

(Limit: approx 150 words, 1,000 characters)

Characters entered:

In which coverage area/s is the Applicant proposing to deliver the Activity?

IMPORTANT:

- If applicable and your form has more than **40** coverage areas available for selection, note that Applicants can only select up to **40** coverage areas per Application form due to the large amount of data required for a detailed response.
- If you wish to apply for more than **40** coverage areas, a separate form/s will need to be completed. If you wish to reuse data from your first form submission for this purpose, upon submission of your first form immediately open a new copied form off the submission page using the '**Start and new form prefilled with the same data**' link. This will open the same form data with only the coverage area and attachment information removed. You must open and save this form immediately as the previously submitted data will not be captured in any new form if not done this way.
- If the '**Start and new form prefilled with the same data**' option is not done at the time of the initial form submission then a new Application form will need to be completed for all information, as well as the extra coverage areas.

Instructions:

- The Coverage type field below indicates the areas used in this Application form.
- If applicable, select a State to refine the available coverage area values.
- A list of values will appear in the Available coverage area/s for selection. Choose the appropriate value/s and click Add to insert the highlighted value/s into the Chosen coverage area/s. Repeat the process as required.

Tips:

- Enter text in the 'Search list...' to search for the specific area or to reduce the list of available areas.
- To choose multiple values to add at one time, use Shift+Left-Click to select a group of values, or use
- Ctrl+Left-Click to select a range of alternating values, and then click Add.
- To delete from the 'Chosen coverage area/s', choose the value in the right list box and click the Delete button.
- For further details of the available coverage area/s refer to the [Community Grants Hub](#) website

Coverage Areas

Does the Applicant plan to deliver the Activity as part of, or as the lead agency of, a consortium or use subcontractors? *

Does the Applicant plan to deliver services as part of, or as the lead agency, of a consortium or use subcontractors?

An Applicant may determine that service delivery is best achieved through the use of a consortium arrangement or use subcontractors.

If yes, you will be required to provide the details of each consortium member/subcontractor details. Up to 10 consortium members/subcontractors can be included in the Application Form by clicking the add button at the end of this question.

Yes No

An Applicant may determine that service delivery is best achieved through the use of a consortium arrangement.

If the Application is successful, the Applicant will be offered a Grant Agreement with Department of Social Services as the lead agency and held liable for all obligations contained in the Grant Agreement's Terms and Conditions. This includes monitoring, management, financial performance, service outcomes and insurance coverage.

The panel of consortium members does not enter into a Grant Agreement with Department of Social Services. The Applicant should obtain agreement prior to submitting this Application.

Further evidence of the consortium arrangements may be sought from successful Applicants prior to the signing of the Grant Agreement.

Area Financials

Provide a breakdown of the proposed grant funding by the chosen coverage area/s. *

Provide a breakdown of the proposed Department of Social Services grant funding by the chosen coverage area/s.

You must complete a separate row for each chosen coverage area.

Please note that you must complete the "In which coverage types is the Applicant proposing to deliver the Activity?" question before you can commence this question.

	Amount(\$ exc GST)	Amount(\$ exc GST)	Amount(\$ exc GST)	Amount(\$ exc GST)	Total funding	Approx.% of Total
Financial year	2017-2018	2018-2019	2019-2020	2020-2021		
Total funding						

Does the Activity rely on any contributions other than those requested in this Application (including commercial borrowings, donations and co-contributions)? *

Does the Activity rely on any contributions other than those requested in this Application? Include any other Applications for funding that you have submitted in relation to this Activity and indicate that these are pending the outcome of an Application. Mandatory.

If Yes, you will be required to provide the details of the other funding submissions. Up to 10 records can be included in the Application Form by clicking the add button at the end of this question.

Yes No

Provide bank account details for receipt of grant payments should the Application be successful.

You must respond to this question.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 2 to 9 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as it appears on the bank statement. 60 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & -/ \ @, all other characters including carriage returns are not accepted.

BSB number *

Account number *

Account name *

Selection Criteria

Demonstrate a strong need for the project within the target community.

In responding to this criterion you ***must*** include:

- the demographic of the community, the extent of the problem you have identified and how the problem relates to the objectives of the Community Resilience grants program, and how the project relates to the whole of the community.
- what services are already available to support the target participants, and whether (and to what degree) there is unmet need. *

(Limit: approx 900 words, 6000 characters)

Characters entered:

Describe the project in detail, how the project will be delivered and the intended outcomes for all stakeholders.

In responding to this criterion you **must** include:

- a description and objectives of the project, including how the project will be implemented and delivered.
- how you will engage with the whole community, including how the project will be promoted.
- who will benefit from the project, what the intended outcomes will be and how the intended outcomes will improve social cohesion and/or community resilience.
- why the project should be considered a priority. *

(Limit: approx 900 words, 6000 characters)

Characters entered:

Demonstrate your organisation's presence in the local community and how your project will link with or complement existing services.

In responding to this criterion you **must** include:

- your organisation's local knowledge, and having or being able to have a continued presence in the area where the project is to be delivered.
- how your project will link in with or complement existing services.
- how you will involve key stakeholders and/or governing bodies within the target community. *

(Limit: approx 900 words, 6000 characters)

Characters entered:

Demonstrate your organisation's governance and capability to successfully deliver the project.

In responding to this criterion you **must** include:

- your organisation's governance structure, the experience and role of staff, and the organisation's prior experience in delivering similar services.
- your organisation's capability to deliver new services to the target participants.
- your organisation's capability to meet the reporting and performance requirements. *

(Limit: approx 900 words, 6000 characters)

Characters entered:

Attachments

Please attach a Budget for the proposed project (see the template provided on the Hub website at <https://www.communitygrants.gov.au>).

Please note that applications that do not include a Budget, and/or do not use the prescribed Budget template will be deemed non-compliant. *

Please attach at least one letter of support.
Further information about letters of support can be found at section 9.5. of the grant opportunity guidelines.

Please note that applications that do not include at least one letter of support will be deemed non-compliant. *

Applicant Contacts

Who is the Applicant's preferred authorised contact person for this Application?

Who is the Applicant's preferred authorised contact person for this Application?

The person must have authority to act on behalf of the Applicant in relation to this Application.

Title *

First name *

Last name *

Position *

Telephone *

Mobile

Email address *

Provide an alternate authorised contact for this Application. *

Provide an alternate authorised contact for this Application. Mandatory.

This person must also have authority to act on behalf of the Applicant in relation to this Application.

Title *

First name *

Last name *

Position *

Telephone *

Mobile

Email address *

Applicant Referees

Provide the name and contact details of two referees who can support the Applicant's claims made against the selection criteria as outlined in this Application.

Referee One

Title *

First name *

Last name *

Position *

Organisation *

Relationship *

Telephone *

Mobile

Email address *

Referee Two

Title *

First name *

Last name *

Position *

Organisation *

Relationship *

Telephone *

Mobile

Email address *

Declaration

Please read and complete the following declaration.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Program Guidelines overview.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receiving a Recipient Created Tax Invoice (RCTI) for this funding if this Application is successful.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application.
- I give consent to the **Department of Social Services** to make public the details of the Applicant and the funding received, should this Application be successful.

Describe any conflicts of interest that may occur from submitting this Application.

(Limit: approx 300 words, 2,000 characters)

Characters entered:

I understand and agree to the declaration above. *

I acknowledge that giving false or misleading information to the Department is a serious offence under Section 137.1 of the Criminal Code Act 1995 (Cth). *

Full name of Authorised Officer *

Position of Authorised Officer *

Date

Please provide an estimate of the time taken to complete this Application Form, including:

- actual time spent reading the guidelines, instructions and questions;
- time spent by all employees in collecting and providing the information and;
- time spent completing all questions in the Application Form.

Hours

Minutes