



Australian Government

Community  
Grants Hub  
Improving your grant experience



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# Volunteer Grants 2021

## Feedback summary

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### Overview

The Department of Social Services (the department) thanks you once again for taking the time to apply for the 2021 Volunteer Grants round. Feedback from the 2021 Volunteer Grants round may help you in developing an application for future Volunteer Grants rounds.

### Selection results

More than 5,200 organisations will receive funding from the 2021 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 achieves 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 and undertook assessments.

### 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.
- 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 are encouraged to check the application form for completeness and that it contains accurate organisational details prior to submitting it.
    - Check that all fields in the application form have been completed in full, including in particular correct bank and contact details.
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- 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 are 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 department 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.
  - 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 eligible according to section 4.3 of the Grant Opportunity Guidelines are encouraged to seek an auspicing arrangement with an organisation that is an eligible legal entity according to section 4 of the Grant Opportunity Guidelines.
    - 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, for example, Incorporation Certificate or Trust Deed.
  - Organisations may only submit one application on their own behalf, with the exception of entering into an eligible auspice arrangement on behalf of another organisation.
    - For organisations that applied on their own behalf in multiple electorates, only the first submission will be evaluated unless the first submission requested ineligible items.
    - Persons completing an application are encouraged to consult with other members from their organisation to ensure that only one application is submitted.
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- Organisations recalling their applications to correct omissions or details often ended up generating duplicate applications upon resubmission. When resubmitting an application, organisations are required to email [Community Grants support](#) requesting to remove the incorrect application. Where a duplicate application has been identified, only the last submission will be considered for assessment.
  - 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 5.4 of the Grant Opportunity Guidelines also sets out what grant money cannot be used for.
    - Organisations are required to select the categories that match the items they wish to buy. Appendix A of the Grant Opportunity Guidelines provides examples of each item category to help organisations select the most appropriate category.