

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: **Sample - Legal Entity applying for funding in its own right - with Trust**

Volunteer Grants 2018

Application Information

The Volunteer Grants program aims to support the efforts of Australia's Volunteers. They provide small amounts of money that organisations can use to help their volunteers. They are part of the Government's work to support the volunteers who help disadvantaged Australian communities and encourage inclusion of vulnerable people in community life.

Community Grants Hub

This grant round is being administered by the Community Grants Hub, on behalf of the Department of Social Services.

Closing Date/Time

Applications must be submitted by **2:00pm Australian Eastern Standard Time (AEST) Tuesday 18 September 2018**.

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.

Grant Opportunity Documents

Read all information in the Grant Opportunity Documents before completing this Application Form. The Grant Opportunity Documents are available on the [GrantConnect](#) and [Community Grants Hub](#) websites. Applications will be assessed using the process outlined in the Guidelines.

Application Help

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

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 allows users to attach files to support their application, where directed to do so. The maximum size for individual attachments is no larger than 2MB and the form will not accept individual attachments above this size. Please plan to modify your attachment files accordingly if necessary.

Accepted file types:

.bmp, .doc and .docx, .gif, .jpeg, .Jpg, .msg, .pdf, .png, .pps, .ppt, .pptx, .txt, .xls, .xlsb, .xlsx.

Note: Compressed files, such as .zip, .rar, are not accepted and foreign characters should not be used in file names.

Sharing this Form

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

Submission Reference ID

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 Grant Opportunity Documents. Applicants will be notified of the grant funding outcome on completion of the assessment process.

National Relay Service (NRS)

The 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 program, 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.

The Community Grants Hub will be able to access the Application as part of the form support services.

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](#). The Community Grants Hub [Privacy Policy](#) and [WCaG Accessibility](#) Information and the Department of Social Services [Privacy Policy](#) should also be read and understood.

Use of Information

Your Submission Reference is:

Please send yourself a link to this saved form by entering your email address below. This email will detail your Submission Reference, the date and time this application process will close, and a link to access your saved form.

If you have any questions relating to this Application phone 1800020283 or email support@communitygrants.gov.au .

Your email address *

Confirm your email address *

Use of Information

The Community Grants Hub may use the information, other than personal information, provided in this Application Form to assist it to:

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

You can only apply if you agree to the Community Grants Hub using the information (not personal information) you provide in this form for the purposes listed above.

Check this box if you agree to the Community Grants Hub using the information (not personal information) you provide in this Application Form.

☐ I agree *

Applicant Details

For further information, please refer to the Grant Opportunity Documents on the [GrantConnect](#) and [Community Grants Hub](#) websites.

Under what type of arrangement is this application being made? *

Note: A legal entity for the purpose of Volunteer Grants is an incorporated entity or an organisation established through a specific piece of Commonwealth or State/Territory legislation. If you are applying as a Trustee on behalf of a Trust, please select the entity type of the Trustee. If the organisation is not a legal entity, (i.e. an unincorporated entity) an individual representing it can apply on its behalf.

You must select one option only.

- ☒ A legal entity applying for funding in its own right.
- ☐ An individual applying for funding on behalf of a volunteer based organisation that is not a legal entity.

Is the organisation not-for-profit? *

Note: For further details about not-for-profit organisations, please refer to the Australian Taxation Office [website](#).

- ☐ Yes ☐ No

What type of entity is the organisation? *

Note: If you are not sure about the organisation's legal entity status, please consult the treasurer or financial officer, or refer to the Australian Business Register [website](#) for further information.

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.

Are you applying as a Trustee on behalf of a Trust? *

Note: The Trustee will enter into a Grant Agreement with the Department (should the applicant be successful).

☐ Yes ☐ No

Please attach a copy of the full, signed Trust Deed here. *

File: Attachment 1.docx

Does the Trustee have an Australian Business Number (ABN)? *

You must respond to this question. For further details refer to <http://www.abr.business.gov.au/>.

☒ Yes ☐ No

Provide the Trustee's ABN and ABN Branch Number (if applicable).

Enter your ABN into the Australian Business Number (ABN) field and click the Validate ABN button to retrieve your registration details.

Note: If the Organisation details displayed are out of date or incorrect, please update them now via the Australian Business Register [website](#) then re-enter and validate the ABN.

Australian Business Number (ABN) *

Enter the ABN Branch Number relevant to the Trustee's ABN, if applicable. This is limited to 3 digits.

ABN Branch Number

Legal/registered entity name *

Is the organisation known by another name e.g trading name/business name?

☐ Yes ☐ No

Please select the relevant trading name/business below. If the organisation's trading name is not displayed in the list below, the organisation may not be authorised to use the legal entity's ABN and you may need to apply as an individual representing an organisation and select 'An individual applying for funding on behalf of a volunteer based organisation that is not a legal entity' at the first question of this form.

Please confirm that the organisation is authorised to use the legal entity's ABN before selecting and completing 'other'.

Business name of the Applicant *

Date of registration of ABN *

Australian Business Register (ABR) provided Entity Type *

State *

Postcode *

☐ GST Registered - Checkbox is ticked if the Applicant is GST Registered. *

☐ Registered as Charity - Checkbox is ticked if the Applicant is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC). *

Does the Trustee have any form of Incorporation Number (ARBN, ACN, Registration Number, or ORIC confirmed ICN)? *

For further details refer to <http://www.abr.business.gov.au/>.

☐ Yes

☐ No

Please enter the ARBN, ACN, Registration Number, or ORIC confirmed ICN and the State/Territory in the fields below *

State *

Does the Trust have an Australian Business Number (ABN)? *

You must respond to this question. For further details refer to <http://www.abr.business.gov.au/>.

☐ Yes

☐ No

Provide the Trust's ABN and ABN Branch Number (if applicable)

Enter your ABN into the Australian Business Number (ABN) field and click the Validate ABN button to retrieve your registration details.

Note: If the Organisation details displayed are out of date or incorrect, please update them now via the Australian Business Register [website](#) then re-enter and validate the ABN.

Australian Business Number (ABN) *

Enter the ABN Branch Number relevant to the Trust's ABN, if applicable. This is limited to 3 digits.

ABN Branch Number

Legal/registered entity name *

Date of registration of ABN *

Australian Business Register (ABR) provided Entity Type *

State *

Postcode *

☐ GST Registered - Checkbox is ticked if the Applicant is GST Registered. *

☐ Registered as Charity - Checkbox is ticked if the Applicant is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC). *

Does the organisation consider itself to be Indigenous? *

☐ Yes

☐ No

What is the organisation's registered business address? *

The business address must be completed in full and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601

Note: the address fields accept the characters of A to Z, 0 to 9, () . , ' & - / \ @, all other characters including carriage returns are not accepted.

Please note that if an Applicant selects 'Unable to validate' following an initial failed validation attempt, the Department will use this non-validated address for correspondence.

Floor / Building; Unit; Apartment

Street number, name and type *

Suburb/Town *

State *

Postcode

Address Validated

✓

Main Telephone *

Main email address *

Web address

What is the organisation's postal address? *

The postal address must be completed in full. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601 Note: the address fields accept the characters of A to Z, 0 to 9, () . , ' & - / \ @, all other characters including carriage returns are not accepted.

☐ Same as business address above

Floor / Building; Unit; Apartment

Street number, name and type *

Suburb/Town *

State *

Postcode *

Nominate two contact persons of the organisation for this application *

Note: These contacts must have authority to act on behalf of the organisation. These people will be contacted for all matters regarding the application. Please notify the Community Grants Hub via email at support@communitygrants.gov.au if the nominated contacts and/or contact details change at any time.

Contact Person 1

Title *

First name *

Last name *

Position *

Telephone *

Mobile

Email address *

Contact Person 2

Title *

First name *

Last name *

Position *

Telephone *

Mobile

Email address *

Provide the bank account details of the organisation applying *

Note: The bank account nominated will be directly credited should this application be successful.

The funding will only be paid into a bank account whose name clearly relates to the name of the organisation applying.

Details should include a 6-digit BSB, an account number between two and nine digits and the correct account name.

You can validate your BSB information via the official website [here](#).

BSB number *

Account number *

Account name *

Volunteering Organisation Details

The information required in this section is about the organisation that will deliver the volunteering activity.

What is the approximate yearly operating budget of the organisation? *

The operating budget is the costs and expenses associated with running the organisation at the service delivery level, e.g. salaries, rent, utilities, office expenses, etc. The operating budget refers to the organisation whose volunteers will benefit from the Volunteer Grants 2018 funding.

- ☐ \$20,000 or less
- ☐ \$20,001 to \$50,000
- ☐ \$50,001 to \$100,000
- ☐ \$100,001 or more

How many paid staff work for the organisation? *

Note: Please provide the number of full-time equivalent paid staff only.

How many volunteers are there in the organisation? *

Volunteering is defined as time willingly given for the common good and without financial gain (*Volunteering Australia 2015*).

Note: Provide the number of volunteers. Participants and members who are also volunteers should be included.

How many volunteers from the organisation will use the items requested in this application (should it be successful)? *

Note: Only provide the number of volunteers. Participants, members and/or clients who are not volunteers are excluded.

Are any of the organisation's volunteers in the following groups? (select all that apply) *

- ☐ Indigenous Australians
- ☐ People with disability or mental health issues
- ☐ People from a culturally and/or linguistically diverse background
- ☐ Unemployed
- ☐ Under 25 years of age
- ☐ None of the above

Which of the following groups are supported by the organisation's services? (select all that apply) *

Note: Please see Section 5 of the Grant Opportunity Guidelines for information about priority groups for this grant round.

- ☐ Unemployed people
- ☐ Families and children/young people experiencing multiple sources of disadvantage and/or at risk of long term disadvantage
- ☐ Homeless people
- ☐ Children and families at risk of harm, violence and/or neglect
- ☐ People with disability or mental health issues and their carers
- ☐ Indigenous Australians
- ☐ Vulnerable new migrants and refugees
- ☐ Older Australians
- ☐ None of the above

Select the option that best describes the type of work of the organisation *

- ☐ Community / Welfare
- ☐ Emergency Services
- ☐ Sports / Recreational
- ☐ Health / Wellbeing
- ☐ Children / Youth
- ☐ Education / Training
- ☐ Families
- ☐ Animal Welfare
- ☐ Environmental
- ☐ Arts / Culture
- ☐ Hobby / Special Interest

About the Volunteering Activity

The information required in this section is about the volunteering activity and requested items.

What is the physical address of the volunteering activity? *

Floor / Building; Unit; Apartment

Street number, name and type *

Suburb/Town *

State *

Postcode

Address Validated

Approximately how many people in the community benefit from the activities of your volunteers? *

- ☐ 1 to 10
- ☐ 11 to 50
- ☐ 51 to 300
- ☐ 301 to 1,000
- ☐ 1,001 or more

How much funding for each item category is being requested in this application? *

Note: The total amount of funding requested across ALL categories must be between \$1,000 and \$5,000 GST inclusive.

Grant funding can only be used for eligible items for volunteers. Refer to the Grant Opportunity Documents available on the [GrantConnect](#) and [Community Grants Hub](#) websites.

Applicants are required to select the item category/ies appropriate to the nature of the grant activity and that matches the item/s they want to buy. The list of item categories and examples of eligible items are based on items usually bought with Volunteer Grants funding. The examples are a guide only and are intended to help applicants select the most appropriate category. If a specific item is not listed, select the category that most closely matches the item you want to buy. Select all relevant categories, but only select a single category once. If you want to buy two or more items within a single category, combine the costs of each item and enter the total cost.

Item Category *	Funding Requested for Items in each Category *
Computer equipment (e.g. printer, photocopier, computer)	
Contribution to the reimbursement of fuel costs	
Contribution to the transport costs of volunteers with disability	

Item Category *	Funding Requested for Items in each Category *
Contribution to the reimbursement of volunteers training costs	
Contribution to costs of undertaking background checks of volunteers	
Electronic/audio/video/TV (non-computer related)	
First aid and safety	
Heating/cooling	
Household/cleaning items (non-kitchen)	
Indoor furniture and appliances	
Kitchen appliances	
Landscaping/gardening (e.g. trailer, mowing, equipment, gardening tools)	
Leisure and sporting (excludes items for the benefit of the organisation or players)	
Office equipment (non-computer and non-consumables)	
Outdoor furniture and equipment	
Storage	
Tools/power tools/construction tools	
Whitegoods and major appliances	

Total Amount of Funding Requested

Describe how the requested item/s will help the volunteers? *

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

Characters entered:

Declaration

Do you have any conflicts of interest that may occur related to or from submitting this application? *

☐ Yes ☐ No

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

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

Characters entered:

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 Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receive 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 Community Grants Hub to make public the details of the Applicant and the funding received, should this Application be successful.
- I acknowledge that giving false or misleading information to the Community Grants Hub/Department of Social Services is a serious criminal offence. Persons who do so may be prosecuted under Section 137.1 of the *Commonwealth Criminal Code Act 1995*.

☐ I understand and agree to the declaration above. *

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