



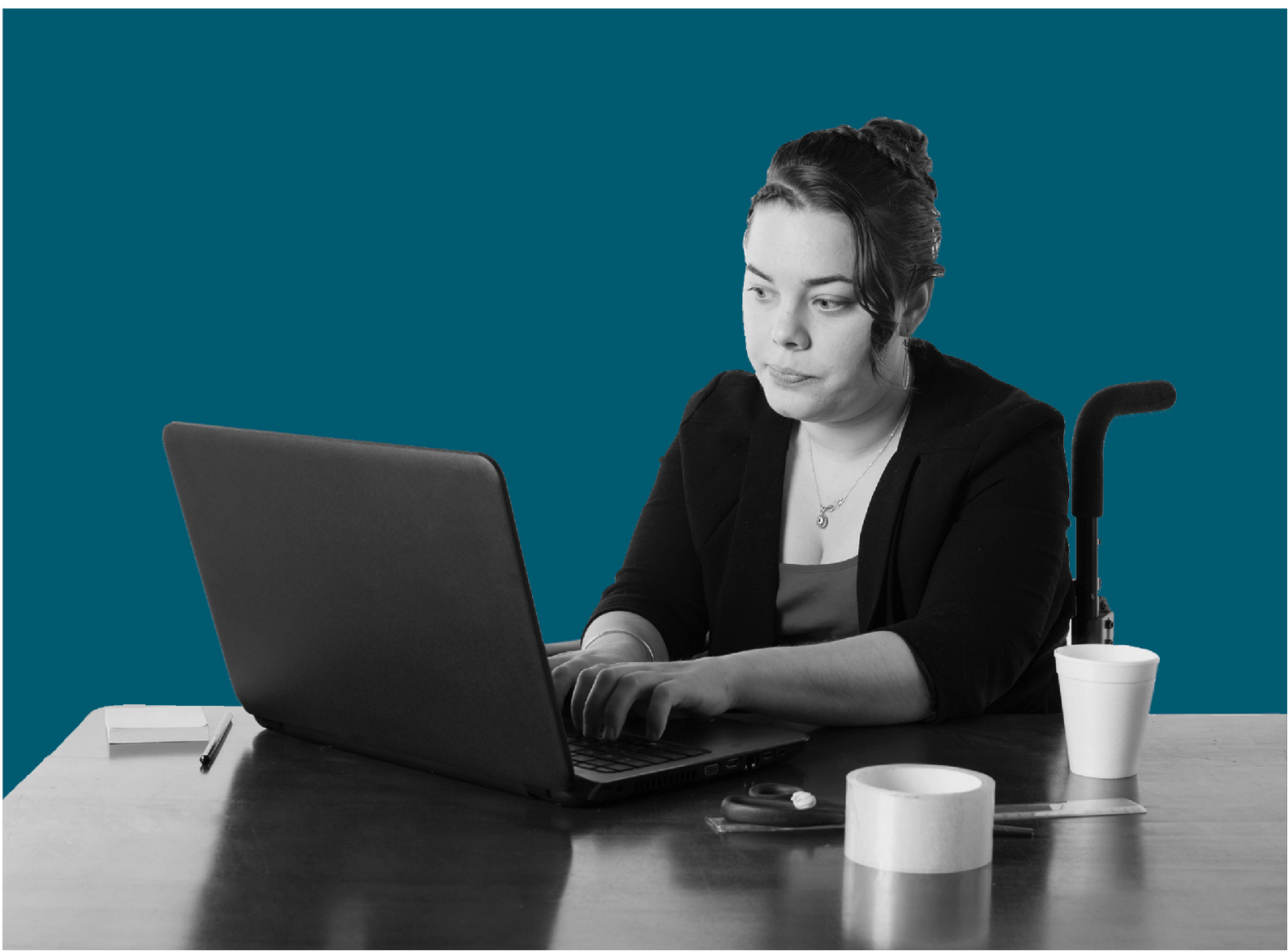
Australian Government  
Department of Social Services

# Economic and Community Participation (ECP) Program

## Social and Community Participation Grant Opportunity 2020–21

### Application Form Guide

*Easy Read version*



## How to use these guidelines



The Australian Government Department of Social Services (the department) wrote these guidelines. When you see the word 'we', it means the department.



We wrote these guidelines in an easy to read way.

We use pictures to explain some ideas.

Not bold  
**Bold**

We have written some words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 61.



This Easy Read guide is a summary of another guide. This means it only includes the most important ideas.



It's a good idea to read this guide so you can understand how to apply for a grant.



This document is quite long. It includes a lot of information.



You don't need to read it all at once.



We have broken the document up into sections to make it easier to read.



You can ask for help to read this guide.  
A friend, family member or support person may be able to help you.



You can find more information about the grants on the **Community Grants Hub website**.

### **Other documents that may help you**

You should read the *Social and Community Participation 2020–21 Grant Opportunity Guidelines*.

There's an Easy Read version of these Guidelines on the **Community Grants Hub website**.

You should also read the common questions and answers on the Community Grants Hub website.

We often update this document, so please make sure you read the latest version before you submit your application.



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## About this guide

This Application Form Guide explains how organisations can apply for grants.



A **grant** is money from the government to pay for important work that can help others.



If you have an idea for a project you think can help others, you might be able to get a grant.

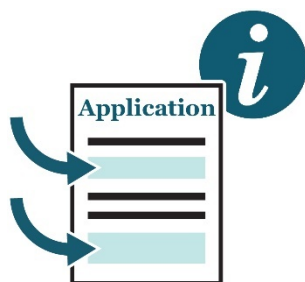


You have to apply to get a grant.

There's a form you need to fill out.



This is called an **application**.



You must:

- fill out every part of the application
- give us all the information we ask for.

# Before you apply



## Is your organisation eligible?



If your organisation is **eligible**, it means you meet our requirements.



To apply you need to show us you are a legal organisation.



You can find a list of these types of organisations on page 26 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.



You should also think about whether you want to work with other organisations to deliver your project.



When an organisation applies with a group of other organisations, we call this a **consortium**.

## Planning your project and activities



You should plan your project before you apply.

This includes what activities you want to do.

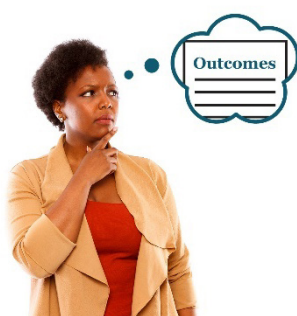
While you do this, you should think about whether:



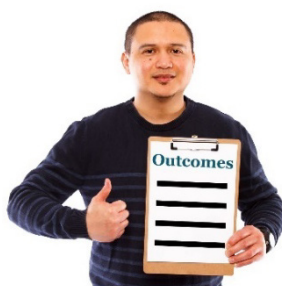
- your organisation has the right experience to deliver the project



- you will work with people with disability to deliver the project.



You should also think about how you will meet your **outcomes**.



Outcomes are important results you want to achieve.

## What types of activities are you planning?



You should also think about whether your project has the type of activities we're looking for.



You can find examples of these activities on pages 12–13 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.



We also wrote a list of what the grant money:

- can be used for
- can't be used for.



You can find this list on pages 14–16 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.



## How much funding will you ask for?



You should also think about how much grant money you need for the project.



You should make sure it's the right amount for the project.

You should think about whether you want to apply for:



- a small grant between \$20,000 and \$50,000

or



- a large grant between \$100,000 to \$350,000.

For example:



- A small grant is better for an organisation working in a smaller area in one state or territory.



- A large grant is better for an organisation that wants to work in larger areas, such as across many states and territories.

## Planning your answers to the Assessment Criteria



An **Assessment Criterion** is a question that you need to answer.

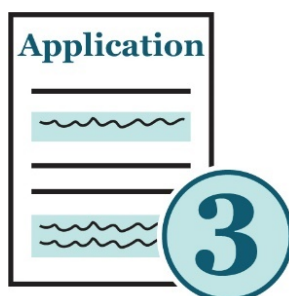
We explain the Assessment Criteria in more detail on pages 48–52.



If you apply for a small grant, you need to answer Assessment Criteria 1 and 2.



You don't need to answer Assessment Criterion 3.



If you apply for a large grant, you need to answer all 3 Assessment Criteria.

When you plan your answers, you should:



- make sure you answer all parts of the Assessment Criteria



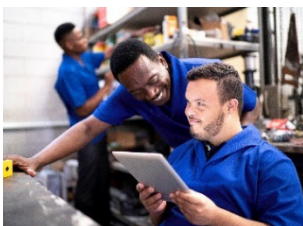
- show why the community needs your project



- show how your project will help people with disability take part in the community



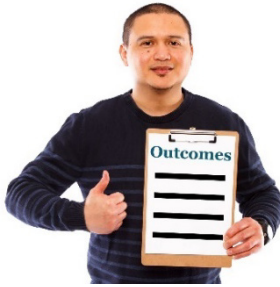
- explain why this grant opportunity is the best grant for your project



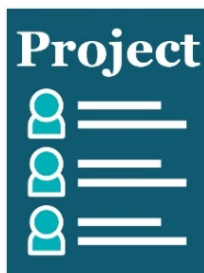
- explain how you understand the needs of the people with disability you want to work with



- explain how you will include people with disability when you are doing the activities – including if you will employ any people with disability



- explain how you will meet our outcomes



- tell us if you plan to work together with another organisation to deliver your project.

## What you need to know about the application form

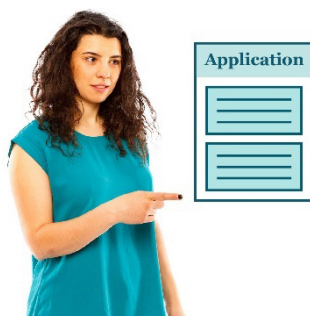
The application form has 2 ways to answer questions:

A diagram of a form section titled "List" in a teal box. Below the title are four rows, each consisting of a teal checkbox followed by a horizontal line for text.

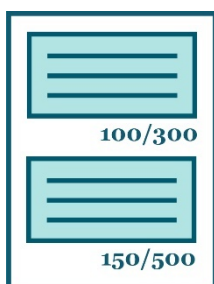
1. checkboxes where you select answers from a list



2. text boxes where you type your answers.

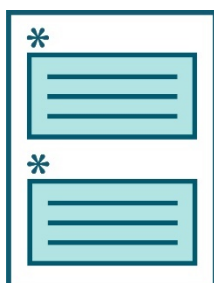


These text boxes have a word limit.

A diagram showing two stacked text boxes. The top box has three horizontal lines and the text "100/300" below it. The bottom box also has three horizontal lines and the text "150/500" below it.

Underneath each text box we will tell you:

- what the word limit is for this text box
- how many words you have written.

A diagram showing two stacked text boxes. Each box has three horizontal lines and a small asterisk (\*) in the top left corner.

There are some questions that you must answer. They have an asterisk next to the question.

When you fill out the application form, you need to:



Name:

Contact details:

- give us details about your organisation, such as your name and contact details



- write your answers to the Assessment Criteria



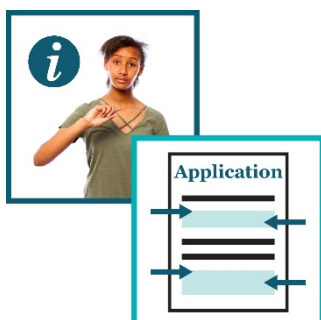
- upload any documents that we ask for.



You can upload up to 5 documents.



You should only upload the documents we ask for. We won't look at any other documents.



On the following pages we explain each question in the application form, including:

- what information you need for each question
- key words on the application form.



## Information to get ready before you start



You need to have a lot of information ready before you start filling out the form.

Here is a useful checklist:

Item	Description	Tick here
Legal entity name	This is the official name of your organisation. It is the name on the Australian Business Register.	<input type="checkbox"/>
Registered business name	You might have a different registered business name.	<input type="checkbox"/>
Entity type	This is what type of organisation you are.  You can find examples on page 26 of the Easy Read <i>Grant Opportunity Guidelines</i> PDF on the <a href="#">Community Grants Hub website</a> .	<input type="checkbox"/>
ABN	An <b>ABN</b> is a number you need to have when you run a business or company in Australia.  It's also called an Australian Business Number.	<input type="checkbox"/>

Item	Description	Tick here
ACN/ARBN	An <b>ACN/ARBN</b> is a number you receive when you register a company in Australia.	<input type="checkbox"/>
Other incorporation number	<p>Your organisation might have another incorporation number, such as a:</p> <ul style="list-style-type: none"> <li>• registration number for a cooperative</li> <li>• Indigenous Corporation Number (ICN)</li> <li>• Incorporated Association Number (IAN).</li> </ul>	<input type="checkbox"/>
Organisation ID	Your organisation will have an ID number if you have received a grant from us in the past.	<input type="checkbox"/>
Project budget	How much will the project cost?	<input type="checkbox"/>
Financial details	This is the bank account you want the grant money to be paid into.	<input type="checkbox"/>
Consortium details	This is information about the organisation that will lead your consortium. We explain this in more detail on page 9.	<input type="checkbox"/>
Contact details	These are the contact details for the person you want us to contact about your project.	<input type="checkbox"/>

# Filling out your application

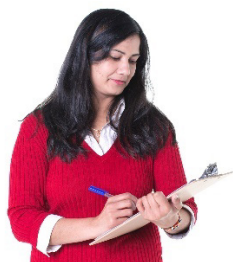


## Application information



This section of the application form has information you need to read before you apply.

It has information about:



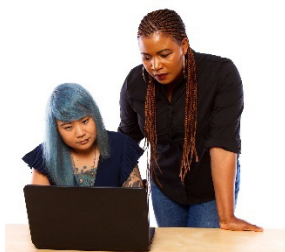
- what type of activities we are looking for



- the closing date and time



- how to save your application



- how to get help to apply



- how to submit your application.

# Application form fields

## Submission reference



When you apply, you get an application number.

We call this a **submission reference**.

Email address:

@

Email address:

@

This question asks you to write your email address twice to confirm it's right.



When you give us your email address, we will send you a link to your application.



This means you can:

- save your application
- close it
- use the link to come back to it another time.

## Use of information



This question asks if it's ok to share your organisation's information.

We might share your information:



- when we publish information about which applications have been successful on the **GrantConnect website** and the **Community Grants Hub website**



- with the people who work with us on this grant opportunity.



You can find more information about protecting your privacy on pages 51–55 of the Easy Read *Grant Opportunity Guidelines* PDF on the **Community Grants Hub website**.

I agree



You can only apply for a grant if you choose 'I agree'.



If you don't agree, you can't apply for a grant.

## Existing grant recipient

Is the applicant an existing grant recipient?



An **applicant** is an organisation applying for a grant.



If your organisation is an **existing grant recipient**, you have received a grant from the Community Grants Hub before.



If you have not received a grant from the Community Grants Hub before, you should:

- choose 'No'
- skip to page 28 of this guide.



If you have received a grant from the Community Grants Hub before, you should choose 'Yes'.



## Organisation ID



If you answered 'Yes' to the previous question, you need to answer this question.



Every organisation that gets a grant from the Community Grants Hub gets an organisation ID number.



You can find this number on your previous Grant Agreement.



Once you write your organisation ID number, you need to select the 'Verify' button.



This button will show your organisation's details.



You should check that these details are still correct.



If you're not sure, you can call the Community Grants Hub on **1800 020 283** and choose 'Option 1'.

### Are updates required to the applicant's details?



You should answer this question after you have checked the details we have for your organisation.

No



If the details are right, choose 'No'.

Yes



If the details are out of date, choose 'Yes'.

## Applicant details

For this section you will need your organisation's:



Legal entity name

- legal entity name

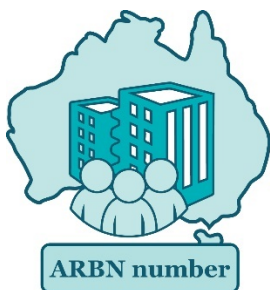


- registered business name, if you have one

ABN



- ABN



- ACN/ARBN



- other incorporation number, if you have one

Contact details:



- contact details

Financial email address:

@

- financial email address



- registered business address



- postal address.



Once you enter some of this information, you need to select the 'Verify' button. This button will check that your information is up to date.

## Not-for-profit



A **not-for-profit** organisation doesn't run their business to make money. They run their business to help other people.

You can find out more about not-for-profit organisations on this [website](#).



If your organisation is a not-for-profit, you should choose 'Yes'.

## Eligibility requirements

### What is the applicant's entity type?



This question is about what type of legal organisation you are.

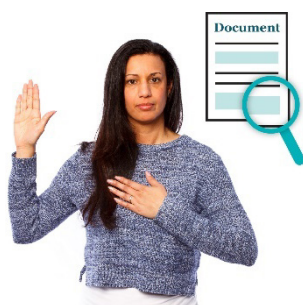


You can find examples of the entity types on page 26 of the Easy Read *Grant Opportunity Guidelines* PDF on the [Community Grants Hub website](#).



This question has a drop-down box with a list of all the possible answers.

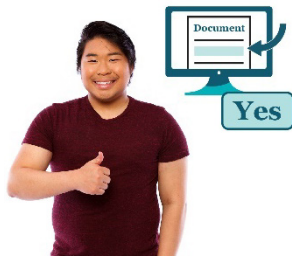
### Is the applicant able to provide documentation to support the legal entity type?



This question asks for proof of the answer you chose in the previous question.



You will need a document to prove that your organisation is the type of entity you say it is.



You should:

- choose 'Yes' if your organisation has a document like this
- upload the document.



If you choose 'Yes' you must upload at least 1 document.



If your organisation doesn't have a document like this, you should choose 'No'.

Your organisation can still apply if you don't upload a document.

## Identify the grant type

In this question you need to choose whether you want to apply for:



- a small grant between \$20,000 and \$50,000



- a large grant between \$100,000 to \$350,000.

## Is your project targeted towards specific ILC Priority Cohort/s?



We know that people with disability from some groups in our community need extra help.



We call these groups **Priority Cohorts**.



We want to encourage organisations that help these groups in our community to apply for grants.

For this round of grants, these groups are:



- Aboriginal and Torres Strait Islander communities
- culturally and linguistically diverse communities
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual and Plus (LGBTIQA+) communities
- children and young people under 24 years old
- people living in **rural** or **remote** areas.





Rural and remote areas are places far away from cities or towns.



If your project isn't for one particular Priority Cohort, you should choose 'Our project is not targeted towards an ILC Priority Cohort'.



If you choose this, you need to tell us why.

**Have you identified a project targeted towards communities living in remote/very remote areas?**



If you chose 'people living in rural or remote areas' in the previous question, you need to answer this question.



You need to tell us which rural and remote areas you want to work in.



You should use the 2019 **Modified Monash Model (MMM)** to check if your project is for rural or remote areas.



MMM is a **website** that breaks up areas in Australia based on how many people live there.



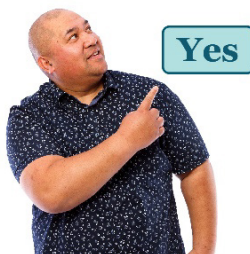
Rural and remote areas have a MMM rating of MM 6 and MM 7.

## NDIS Registered Provider



A **NDIS registered provider** supports people with disability who have an NDIS plan.

They are also called service providers.



If your organisation is a NDIS registered provider, you should choose 'Yes'.



You can still apply if your organisation is not a NDIS registered provider.

## Type of social and community participation activities



1

You must choose at least 1 of these options.

2

3

You can choose more than 1.



Are you planning to support organisations to be more **inclusive**?

When something is inclusive, everyone can take part.



Are you planning to make it easier for people with disability to take part in the community?

Are you planning to help people with disability change the way they take part in the community because of:



- coronavirus – a virus that has affected many people around the world
- natural disasters, such as bushfires or floods.

## Disability cohort information



This question is about the people with disability that you plan to support.



You can choose 'All disabilities' if you plan to support all people with disability.



Or you can select all of the categories you plan to support.



You can choose 'Other' if one of your answers is not on the list.



If you choose 'Other', you need to explain who you will support.

## Child safety statement



If you work with children, you need to tell us how you will keep them safe.



You can find out more about the rules for keeping children safe on [this website](#).



If you choose 'Yes', you are saying you already have a plan to keep children safe.



If you choose 'Will be compliant prior to accepting a grant offer', you are saying you will make a plan to keep children safe before you receive a grant.



Or you can choose 'Our organisation does not engage with children' if your organisation only works with adults.

## Governance



These questions will help us make sure we give grants to the right organisations.

You need to tell us if any of the following things have happened in the last 5 years:



- bankruptcy or a big change to your finances



- a business failure

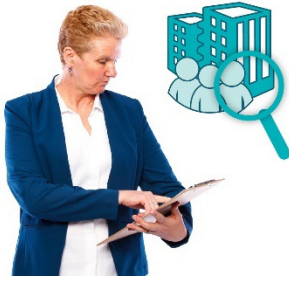


- a lawsuit



- owing money to the government





- an investigation into how you run your organisation.

You need to tell us if any of these things have happened in the last 5 years to:



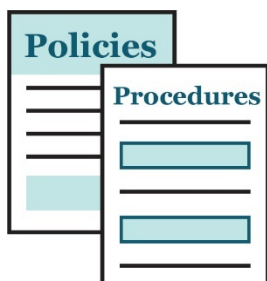
- your organisation
- any senior person who works for your organisation
- anyone who will work on the project.



If none of these things have happened, you should choose 'None of the above'.

## Does the applicant have the following documents?

You need to tell us if you have any of these documents:



- any policies or procedures – documents about the way you run your organisation



- a business plan or strategic plan – documents about what you want to happen to your business in the future



- a risk management plan – a document about how you will manage risk and protect everyone.



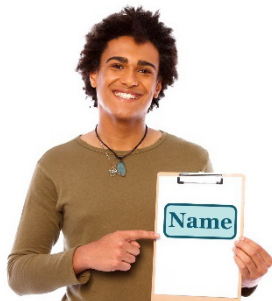
If you choose 'Yes' for any of these documents, we might ask you to send them to us within 7 days.

If you choose 'No' you can still complete your application.

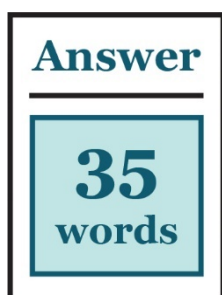


## Project/Activity details

**Provide a short title of your application for this project/activity**



Please enter the name of your project.



When you write your answer, you can only use 250 characters, including spaces.

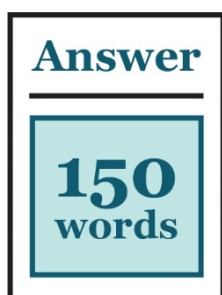
This is around 35 words.

**Provide a brief description of the activities or the services you plan to deliver**



Please enter a short description of your project and activities, including:

- why your project is important
- how you will support people with disability.



When you write your answer, you can only use 1,000 characters, including spaces.

This is around 150 words.

**In which service area/s is the applicant proposing to deliver the project/activity?**



Please select where you want to deliver your activities.



You can select a state or territory, and then select the area.



This question has a drop-down box with a list of all the possible answers.

**Number of people with disability to be supported**



How many people with disability do you think you will support with your project?

**Total number of people employed as a result of the grant**



How many people do you think will work with you on your project?

## Total number of people with disability employed as a result of the grant



How many people with disability do you think will work with you on your project?

## Please select the age cohort you plan to target



How old are the people you plan to support?



You can select as many answers as you need.

## Financials

**Provide a breakdown of the proposed grant funding by the chosen service area/s for which you are seeking for the project activity**



This question asks you to tell us how much grant money you plan to spend in each area.



So you need to calculate the amounts you will spend in each area.



For example, you might apply for \$45,000 of grant funding and spend:

- \$20,000 in one location
- \$25,000 in another location.

**Provide bank account details for recipient of grant payments should the application be successful**



Please enter your organisation's bank account details.

This is where we will send the grant money if your application is successful.

## Activity budget



Please tell us how much money you plan to spend on each type of activity.

For example, how much will you spend on:



- staff wages during your project



- the costs of carrying out the project



- operating costs such as phones, computers or insurance for your project



- travel and accommodation costs



- costs for making sure your activities are **accessible** – everyone can use them



- venue hire or catering costs



- working out if the project has been a success.

# Financial ratio analysis

## Financial statements



If you are applying for a large grant, you need to answer this question.

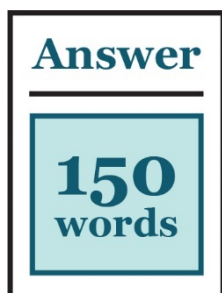


You should upload your latest **audited financial statement**.

An audited financial statement has been checked and signed by an accountant.



If you don't have your latest audited financial statement, you need to tell us why.

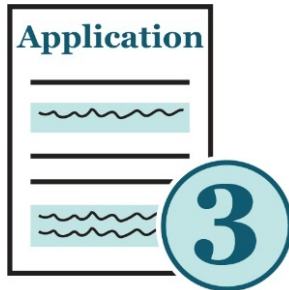


When you write your answer, you can only use 1,000 characters, including spaces.

This is around 150 words.

# Assessment Criteria

## Assessment Criteria questions



There are 3 **Assessment Criteria** in the application form.



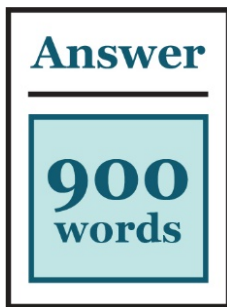
An Assessment Criterion is a question that you need to answer.



If you are applying for a small grant, you don't need to answer Assessment Criterion 3.



## Assessment Criterion 1



When you write your answer, you can only use 6,000 characters, including spaces.

This is around 900 words.

You need to tell us:



- what activities you plan to do

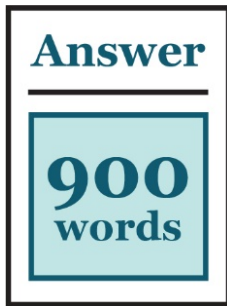


- who you will help



- where you will work and why you want to work in those areas.

## Assessment Criterion 2



When you write your answer, you can only use 6,000 characters, including spaces.

This is around 900 words.



You need to tell us how your activities will help people with disability take part in the community.



You can find examples of these activities on pages 14–16 of the Easy Read *Grant Opportunity Guidelines* PDF on the [Community Grants Hub website](#).

We need to know:



- how you will meet your outcomes



- the capacity that people have now



- how you will improve their capacity



- how you will make a positive difference for people with disability



- how you are going to check to make sure that people are building their capacity.

Your **capacity** is:

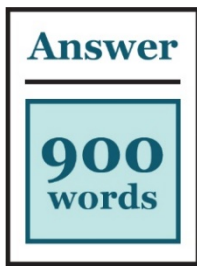


- your ability to do something
- the skills you have
- knowing the right people who can help you.



We also need to know how the project could continue after the funding finishes.

## Assessment Criterion 3



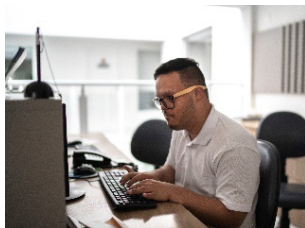
When you write your answer, you can only use 6,000 characters, including spaces.

This is around 900 words.

You need to tell us:



- how you plan to deliver the activities



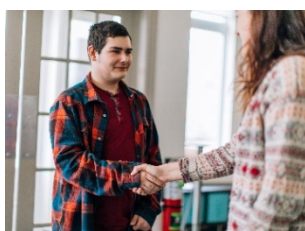
- how you will include people with disability when you are doing the activities – including if you will employ any people with disability



- who from your organisation will be in charge of delivering the activities



- who from your organisation will make sure the activities are going well



- if you plan to work together with another organisation.

## Additional information

### Consortium arrangements



Are you planning on working with other organisations as part of a consortium?



Only the lead organisation should apply for a grant.



If you are the lead organisation, you should enter the details of the other organisations you want to work with, including their:

- legal name
- ABN.

## Application contacts

**Who is the applicant's preferred authorised contact person for this application?**

Contact details



Please enter the contact details of one person at your organisation.



They should be someone in charge of the project.

**Provide an alternate authorised contact person for this application**

Contact details:



Please enter the contact details of another person at your organisation.



We will contact them if we can't contact the first person.

## Declaration

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



A **conflict of interest** is when someone could affect a decision so the result is better for them.



This could include if someone has a relationship with a person or organisation that could mean a project is not fair for everyone.



A perceived conflict of interest is when it seems like there is a conflict of interest.



If there could be a conflict of interest, you should choose 'Yes'.



## Declaration

If you choose 'Yes', you agree that:



- all the information in the application form is true and correct



- you have read and understood all of the documents on the **GrantConnect website** and the **Community Grants Hub website**



- if you included information about another person, you asked their permission first



- the Community Grants Hub can share the name of your organisation if you receive a grant.

## Estimate time taken to complete application form



Please tell us roughly how long it took for you to finish your application.



# Submitting your application



**Application**  

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## Submitting your application



You should submit your application when you:

- have filled out your application
- are happy with your answers.



This grant opportunity closes at 11 pm on Tuesday 8 December 2020.



You need to submit your application before the closing date and time.



When you submit your application, you will see a confirmation message on the screen.



This message will include your submission reference number.



We will also send you an email.

Please save this email.

## Late applications



We won't accept any late applications unless there is an extreme situation.



If something happens to stop you from submitting your application on time, please email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

We may accept late applications if:



- you have an exceptional reason



- you send information about the extreme situation to us within 3 days of the closing time.



- the Community Grants Hub and the department decide to accept your late application.

## Help with your application



You can contact the Community Grants Hub if you need help:

- using the application form
- submitting your application.

You can contact the Community Grants Hub by:



- calling **1800 020 283** and choosing 'Option 1'



- sending an email to  
**[support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)**

## Word list



### **ABN**

An ABN is a number you need to have when you run a business or company in Australia.



### **Accessible**

When your activities are accessible, everyone can use them.



### **ACN/ARBN**

An ACN or an ARBN is a number you receive when you register a company in Australia.



### **Applicant**

An applicant is an organisation applying for a grant.



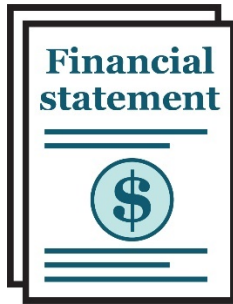
### **Application**

An application is a form you have to send in to get a grant.



## Assessment Criteria

An Assessment Criterion is a question that you need to answer.



## Audited financial statement

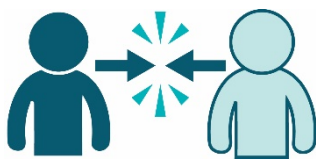
An audited financial statement has been checked and signed by an accountant.



## Capacity

Your capacity is:

- your ability to do something
- the skills you have
- knowing the right people who can help you.



## Conflict of interest

A conflict of interest is when someone could affect a decision so the result is better for them.



## Consortium

A consortium is an organisation that applies with a group of other organisations.



## Eligible

If your organisation is eligible, it means you meet our requirements.



## Existing grant recipient

If your organisation is an existing grant recipient, you have received a grant from the Community Grants Hub before.



## Grant

A grant is money from the government to pay for important work that can help others.



## Inclusive

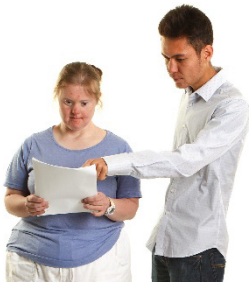
When something is inclusive, everyone can take part.



## Modified Monash Model (MMM)

MMM is a website that breaks up areas in Australia based on how many people live there.





## **NDIS registered provider**

A NDIS registered provider supports people with disability who have an NDIS plan.

They are also called service providers.



## **Not-for-profit**

A not-for-profit organisation doesn't run their business to make money. They run their business to help other people.



## **Priority Cohort**

A Priority Cohort is a group of people with disability in our community that needs extra help.



## **Rural and remote areas**

Rural and remote areas are places far away from cities or towns.



## **Submission reference**

When you apply, you get an application number.

We call this a submission reference.



## More information



If you have any questions during the application period, please contact the Community Grants Hub.



You need to contact them before 5 pm on Tuesday 1 December 2020.



**1800 020 283**



For people with hearing or speech loss:

TTY – 1800 555 677



**[support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)**



The Community Grants Hub will respond to emailed questions within 5 working days.



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