Late Application Request Form

Grant applications must be submitted between the published open and closing times for the grant opportunity. Requests to submit applications after the closing time will only be considered if the applicant can demonstrate they have experienced exceptional circumstances that prevented submission.

Broadly, exceptional circumstances are events characterised by one or more of the following:

* reasonably unforeseeable,
* beyond the applicant’s control,
* unable to be managed or resolved within the application period.

**How to lodge a late application request**

To make a request to submit a late application, please complete the form below. Requests must be made within **three** days after the grant opportunity has closed, unless otherwise specified in the Grant Opportunity Guidelines.

Step 1.save this PDF to your desktop

Step 2. open the document

Step 3.complete the form

Step 4. click the submit button (this will create an email to be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)).

Alternatively

Complete the form in Word and attach it to an email sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

If you would like assistance, please call the Community Grants Hub Hotline on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

Your request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Exceptional circumstances will be considered on their merits and in accordance with probity principles. A delegate will determine whether a late application will be accepted, and the Community Grants Hub will advise the applicant of the outcome via email.

By submitting this request, you acknowledge that the information provided is true and correct. Giving false or misleading information to the Community Grants Hub is a criminal offence. Persons, who do so, may be prosecuted under Section 137.1 of the *Commonwealth* *Criminal Code Act 1995*.

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| --- | --- |
| Grant Round Name |  |
| Organisation Name |  |
| Contact Details | Name: |
| Email address: |
| Submission Reference | *If you had commenced an application, your submission reference will assist us to locate your application data. This may expedite the late application process.* |
| Explanation of exceptional circumstance | *This information will be used to inform the delegate’s decision to accept or reject the late application request. Please provide clear and detailed information about your circumstances.*  *Your explanation should demonstrate that the circumstances were:*   * *reasonably unforeseeable,* * *beyond the applicant’s control,* * *unable to be managed or resolved within the application period.* |
| Supporting evidence attached | * Yes, attached. * No.   *Supporting evidence may include medical certificates, service outage notices, statutory declarations or other relevant information.* |

[**Submit**](mailto:support@communitygrants.gov.au?subject=Late%20Application%20Request%20Form%20-%20)