

### Applying for a grant

#### Eligibility

**IMPORTANT: Please read the information below before starting your application.**

#### **BEFORE YOU BEGIN**

Welcome to the Australian Cultural Diplomacy Grants Program (ACDGP) 2020 UK Stream online grant application service, powered by [SmartyGrants](#).

The Australian Cultural Diplomacy Grants Program (ACDGP) is administered through the Department of Foreign Affairs and Trade (DFAT).

For queries about the guidelines, deadlines, or questions in the form, please email [Cultural.Diplomacy@dfat.gov.au](mailto:Cultural.Diplomacy@dfat.gov.au) and quote your application number.

You may begin anywhere in this application form. Please ensure you save as you go.

For more information please read the [Australian Cultural Diplomacy Grants Program 2020 UK Stream - Guidelines](#).

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#).

#### **NAVIGATING (MOVING THROUGH) THE APPLICATION FORM**

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

#### **SAVING YOUR DRAFT APPLICATION**

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button located at the bottom of the last page of the application form.

#### **SUBMITTING YOUR APPLICATION**

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

**If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.**

### **ATTACHMENTS AND SUPPORT DOCUMENTS**

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time.

### **COMPLETING AN APPLICATION IN A GROUP/TEAM**

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

### **SPELL CHECK**

Most internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell checking facilities built in - you can switch this function on or off by adjusting your browser settings.

## Applicant details

\* indicates a required field

### Applicant

**The nominated applicant will be responsible for project management, reporting and acquittal of funds.**

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**Are you applying as an organisation or an individual? \***

### Organisation details

**Organisation \***

**ABN / ACN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |                                  |
|---|----------------------------------|
| ABN   |                                  |
| Entity name                                       |                                  |
| ABN status  |                                  |
| Entity type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main business location                            |                                  |

If you do not have an ABN you will need to complete a [Statement of supplier form](#) when signing the funding agreement or you may want to nominate a legally constituted organisation or individual to administer the grant, otherwise you may have 46.5% of your grant withheld. (Please contact DFAT for further details.)

**Trading name**

Enter a trading name or professional name (if different from legal entity name above)

**Postal address \***

Address

  

Suburb/Town State/Province Postcode Country

  
  
  

Must be an international post code

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**Street address \***

Address

  

Suburb/Town State/Province Postcode Country

**Business phone \***

**Website**

**Twitter handle and hashtags**

**Other social media details**

Size of organisation

**Will your organisation be applying for more than one grant? \***

Primary Contact Details

**Contact person \***

Title First Name Last Name

The main contact person within the organisation for this project.

**Contact person's position \***

**Email \***

**Work number \***

**Mobile number**

Organisation capability statement

**Describe your organisation's strengths and experience**

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**relating to this area of engagement. \***

Word count:  
Must be no more than 150 words

**A one page capability statement may strengthen your application (though is not required)**

Attach a file:

### Individual Applicant Details

**Applicant's name \***

| Title                | First Name           | Last Name            |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Citizenship status \***

**Address \***

Address

  

Suburb/Town State/Province Postcode Country

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|

Must be an international post code

**Email address \***

Must be a valid email address

**Phone number \***

Must be a valid international phone number (e.g. 61 2 9XXX XXXX for Sydney)

**Mobile phone number**

Must be a valid international phone number

Previous funding

**Have you or your organisation previously requested or received related grant funding from the Commonwealth Government and/or other sources? \***

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**If yes, please give details, including the amount and year. \***

**Word count:**

Of particular interest are grants received or requested from DFAT (through Foundations, Councils and Institutes or the Australian Cultural Diplomacy Grants) and from the Australia Council for the Arts or Australian Research Council. Must be no more than 150 words

## Project details

\* indicates a required field

### Project summary

Provide a clear and descriptive project summary below which describes the main activity of the project. Include the Who/What/When/Where/How.

**Project description \***

**Word count:**

Must be no more than 150 words

### Project outline

**Project title \***

Must be no more than 10 words

**In less than 50 words pitch the project to us. \***

**Word count:**

Must be no more than 50 words.

**Start date \***

Must be a date.

**Completion date \***

Must be a date.

### Project location

**Primary project location \***

Address

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Address Line 1, Postcode, and Country are required.

### Activities

Specify, for example, the types of events planned and the expected attendance or participation at these events. Examples of events are performances, exhibition days, film screenings, community events, workshops or seminars. Describe the planned involvement/engagement of key stakeholders, representatives and the local community in your project and why you expect this level of engagement. Disaggregated information - such as on sectors, gender, nationality - can strengthen your application.

| Planned Activity | Indicative date of activity | City or Region | Country |
|------------------|-----------------------------|----------------|---------|
|                  |                             |                |         |

### Working with children

DFAT considers a child to be a person under the age of 18 years. DFAT's Child Protection Policy provides a framework for protecting children from exploitation and abuse in the delivery of projects supported by DFAT. The Policy is available [here](#).

**Will your project involve working with children? \***

An example code of conduct is provided within DFAT's Child Protection Policy (Attachment B "Child Protection - Professional Behaviours"). If you or your organisation would like further information, contact [childprotection@dfat.gov.au](mailto:childprotection@dfat.gov.au) or on +612 6178 5100, ideally well in advance of the closing date.

**Do you have child protection guidelines for your project? \***

**If yes, attach a copy of your guidelines**

Attach a file:

### Project results, monitoring and evaluation

\* indicates a required field

### The Assessment Criteria

You will need to address all of the following assessment criteria in your application. The amount of detail and supporting evidence you provide in your application should be relative

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to the project size, complexity and grant amount requested. **The application form includes word limits.**

All assessment criteria are given equal weighting and the application must be rated satisfactory or higher against each individual criterion.

When preparing the application, applicants should bear in mind that the assessment committee may not be familiar with the applicant, the organisation or the field of activity. As the committee's recommendation will be based primarily on the information provided in the application form, this document should be accurate and focused.

### **Criterion 1: Supports the economic and social recovery efforts of the Australian creative industry sector adversely affected by the COVID-19 pandemic. \***

Word count:

Must be no more than 250 words.

### **Criterion 2: Support continuity in people-to-people and institutional engagement between Australia and the UK during and following the COVID-19 pandemic. \***

Word count:

Must be no more than 250 words.

### **Criterion 3: The proposal has clearly defined objectives consistent with one or more of the strategic objectives in the 2017 Foreign Policy White Paper. \***

Word count:

Must be no more than 250 words.

### **Criterion 4: An innovative project that promotes Australia as a contemporary, diverse nation and a source of creative excellence aligned to the goals and theme of the UK / Australia Season. \***

Word count:

Must be no more than 250 words.

### **Criterion 5: Proven experience in delivering best practice projects and demonstrated artistic merit. \***

Word count:

Must be no more than 250 words.

### **Criterion 6: Whether the proposal provides value with relevant money. \***

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Word count:

Must be no more than 250 words.

### Project results and impact

**How will this project contribute to increased awareness of, and engagement in, the bilateral relationship? \***

Word count:

Must be no more than 150 words

**What publicity is intended to extend the reach of the project and acknowledge the support of DFAT / Australian Government and the UK / Australia Season? \***

Word count:

Must be no more than 150 words

In your project acquittal you will be asked to report on the quantity and quality of media coverage. This will help inform assessment of the impact of your project.

**What measures will you put in place to support key relationships and sustain project results? \***

Word count:

Must be no more than 150 words

This will be addressed in your acquittal report.

### Monitoring project results

**How will you know if these results have been achieved? \***

Word count:

Detail the monitoring and evaluation planned for your project.  
Must be no more than 150 words.

### Most Significant Change

In your project acquittal report you will be asked to identify the most significant change (positive or negative) you observed in the bilateral relationship in the past year.

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### Project budget

\* indicates a required field

#### Instructions

List all projected income and expenditure items for the entire project under the headings given. If there are headings not relevant to your proposal, leave the item blank.

Please check the following points:

1. **IMPORTANT:** In the Budgeted Expenditure Section, all expenditure items which are to be covered by the grant are clearly identified.
2. The total income and total expenditure **must equal**.
3. The Budgeted Income section should include a listing of all contributors to your project including an indication of whether each source of funding is confirmed, conditional or pending approval. Documentary evidence should be supplied for assurances of confirmed and conditional funding support.
4. **Grants do not fund** fixed or recurrent expenditure of your organisation, such as the cost of salary, which would be incurred irrespective of whether this project proceeds. This includes fees for the use of equipment, facilities and other costs that your own organisation may charge you. Generally, these grants cannot be used to contribute to capital expenditure such as equipment or computer software.
5. Tips for budgeting travel: calculate and budget for reasonable economy class travel. DFAT prefers modest travel budgets (ie. high expenses for meals, incidentals and accommodation are generally not supported).

#### GST

##### Notes on GST:

If you are GST-registered, your budget should be **exclusive of GST** and we will pay the grant plus GST. You should provide amounts in Australian dollars (AUD\$).

If you are not GST-registered, your budget should **include GST** as this is part of the cost of the project. We do not add any amount to the grant to cover this expense as you are not obliged to charge DFAT GST.

**Are you registered with the Australian Tax Office for GST purposes? \***

**Will you be charging - \***

If uncertain, check with your organisation's finance area as this will impact on final funding and grant agreement. Note, universities and research organisations usually charge GST.

#### Budgeted Income

| <b>A. Internal Contribution</b> | <b>AUD \$</b> | <b>Comments (to be completed by Applicant)</b> |
|---------------------------------|---------------|--|
|---------------------------------|---------------|--|

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|  |                         |   |
|--|-------------------------|---|
|  | \$                      | e.g. contribution from your organisation. |
|  | Must be a dollar amount |   |

Other Income can include Grants from Australian Federal Government, State Government, Local Government, etc and other income like cash, in-kind, etc.

| <b>B. Other Income</b> | <b>AUD \$</b>           | <b>Comments (to be completed by Applicant)</b> |
|------------------------|-------------------------|--|
|                        | \$                      |  |
|                        | Must be a dollar amount |  |

### C. DFAT Grant

**DFAT Grants Program Funding Requested \***

\$

Must be a dollar amount

**DFAT Grant - DFAT Funded Expenditure Validation \***

This number/amount is calculated.  
Must be equal to zero.

### Total Income

A + B + C

**Total Project Income \***

\$

Must be a dollar amount. This number/amount is calculated.

### Budgeted Expenditure

Note: General salaries and management fees are not funded by DFAT Grants

| <b>D. Wages and Fees</b> | <b>DFAT Funded</b>      | <b>Other Source</b>     | <b>Comments (to be completed by Applicant)</b> |
|--------------------------|-------------------------|-------------------------|--|
|                          | \$                      | \$                      |  |
| For example: Artists     | Must be a dollar amount | Must be a dollar amount | Please itemise                                 |

| <b>E. Travel Costs</b>     | <b>DFAT Funded</b> | <b>Other Source</b> | <b>Comments (to be completed by Applicant)</b> |
|----------------------------|--------------------|---------------------|--|
| Economy airfares total     | \$                 | \$                  | eg ( _ persons x _ ticket cost)                |
| Travel and meals allowance |                    |                     | eg ( _ per diem x _ persons x _ days)          |
| Accommodation              |                    |                     | eg ( _ per diem x _ persons x _ days)          |
| Other transport            |                    |                     | Please specify                                 |
| Other                      |                    |                     | Please specify                                 |

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|  |                         |                         |  |
|--|-------------------------|-------------------------|--|
|  | Must be a dollar amount | Must be a dollar amount |  |
|--|-------------------------|-------------------------|--|

Examples of event and production costs: venue hire, catering, freight and installation.

| <b>F. Event or Production Costs</b> | <b>DFAT Funded</b>      | <b>Other Source</b>     | <b>Comments (to be completed by Applicant)</b> |
|-------------------------------------|-------------------------|-------------------------|--|
|                                     | \$                      | \$                      |  |
|                                     | Must be a dollar amount | Must be a dollar amount |  |

Examples of communication costs: advertising and promotion, printed material, photographs, graphic design and translation.

| <b>G. Communication Costs</b> | <b>DFAT Funded</b>      | <b>Other Source</b>     | <b>Comments (to be completed by Applicant)</b> |
|-------------------------------|-------------------------|-------------------------|--|
|                               | \$                      | \$                      |  |
|                               | Must be a dollar amount | Must be a dollar amount |  |

| <b>H. Other Costs</b> | <b>DFAT Funded</b>      | <b>Other Source</b>     | <b>Comments (to be completed by Applicant)</b> |
|-----------------------|-------------------------|-------------------------|--|
|                       | \$                      | \$                      |  |
|                       | Must be a dollar amount | Must be a dollar amount |  |

**Contingency**  
 \$  
 Not funded by DFAT

### Total Expenditure

| <b>Total DFAT Funded Expenditure</b>                       | <b>Total Other Source Expenditure</b>                      | <b>TOTAL EXPENDITURE</b>                                   |
|--|--|--|
| \$   | \$   | \$   |
| Must be a dollar amount. This number/amount is calculated. | Must be a dollar amount. This number/amount is calculated. | Must be a dollar amount. This number/amount is calculated. |

### Balanced Budget Check

**Income = Expenditure \***  
 \$  
 Must be equal to 0. This number/amount is calculated.

### Finance for project commencement

# ACDGP 2020 UK Stream Application Form

## Form Preview

### If successful, when would you need funds?

Must be a date.

## Project participants and partners

### Principal Participants

| Principal Participants | Email                     | Phone Number                  | Qualifications and/or Experience | Please attach a one-page CV |
|------------------------|---------------------------|-------------------------------|----------------------------------|-----------------------------|
|                        | Must be an email address. | Must be a valid phone number. |                                  |                             |

### Project Partners

Provide information on individuals or organisations in Australia or in the relevant country who will participate in the administration and/or execution of the project. (Where others have agreed to participate, documentary evidence concerning the type of involvement may be supplied to strengthen the application.)

| Project Partners | Email                     | Phone Number                  | How will they Partner participate in location? this project? | Evidence of commitment to project |
|------------------|---------------------------|-------------------------------|--|-----------------------------------|
|                  | Must be an email address. | Must be a valid phone number. | Must be no more than 150 words                               | For example, a one page letter    |

## Referees

\* indicates a required field

Please attach one page letters of support from two referees with no direct financial interest in this project. Referees should comment on the project's objectives and the strategies to achieve them. The two referees would ideally provide different perspectives on the proposal and would work for different organisations.

**Note: It is the applicant's responsibility to contact referees and ensure that their signed reports are received/attached to this application prior to submission by the grant round closing date.**

Applications will not be considered for funding without the nominated referees' written reports attached. Un-signed referees' reports will not be accepted.

DFAT reserves the right to seek advice on the application from other persons as appropriate.

### Referee 1:

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**Name \***

Title

First Name

Last Name

**Phone Number \***

**Email Address \***

**Position Title**

**Organisation**

(if applicable)

**Relationship to Applicant \***

**How long have you known this referee? \***

**Referee's Report 1 \***

Attach a file:

Referee 2:

**Name \***

Title

First Name

Last Name

**Phone Number \***

**Email Address \***

**Position Title**

**Organisation**

(if applicable)

**Relationship to Applicant \***

**How long have you known this referee? \***

**Referees Report 2 \***

Attach a file:

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## Form Preview

## Certification

\* indicates a required field

### Conflict of Interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Foreign Affairs and Trade staff, any member of the assessment committee and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

**To the best of your knowledge, are there any perceived or existing conflicts of interest relating to your application? \***

**Outline any perceived or existing conflicts of interests \***

Word count:

Must be no more than 100 words.

### Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the [Australian Privacy Principles](#) contained in the *Privacy Act 1988* (Cth) (Privacy Act). The DFAT Privacy policy is available [here](#).

The information you provide in your funding submission is used by DFAT to assess your application. This information, including personal information, will be disclosed to the Board and Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the [DFAT website](#). Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

**I, certify that:**

*I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed project meets the eligibility criteria.*

*The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.*

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*I accept that DFAT reserves the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for grant funding*

*I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may not be funded, or it may not be funded at the amount requested.*

*I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.*

*If my application is successful, I consent to the media or members of parliament being given information about the funded project and agree I may be contacted directly by them on the contact number provided under Applicant Details above.*

*If my application is successful, I will provide a final project report in accordance with the acquittal reporting requirements, which will include all related information and supporting documentation required to acquit properly and fully the money received.*

I understand that any information given to applicants by the Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

**Certification: \***

Yes, I have read and agree to the above conditions.

**Date of certification \***

**Certifying officer's name \***

Title

First Name

Last Name

**Certifying officer's position \***

If you are applying as an individual, state "individual applicant".

## Statistical information

\* indicates a required field

**Where did you hear about the Grant Program? \***

- Word of mouth
- Email
- Internet
- DFAT Website

- Twitter
- LinkedIn
- Newspaper advertisement
- Newsletter (name the newsletter in the Other field below)

- Australian Embassy/ Consulate
- Grantlinks

- I am a previous recipient

- Facebook

Other:

## Online Application Process

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Form Preview

**Estimate time taken to complete this application form \***

Input hours taken (must be a number)

**Do you have any comments regarding the online application process which may be used to improve future grant rounds?**