

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) 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 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 - 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	More information
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? *

Attach a short letter of support from your Research Office or equivalent. *

Attach a file:

This letter should explain how the planned project results align with joint priorities identified with equivalent institutions in the partner country, for instance, how the project supports active engagement under a Memorandum of Understanding.

Primary Contact Details

Contact person *

Title

First Name

Last Name

The main contact person within the organisation for this project.

Contact person's position *

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Email *

Work number *

Mobile number

Organisation capability statement

Describe your organisation's strengths and experience 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

Citizenship status *

Other:

Address *

Address

Suburb/Town State/Province Postcode Country

Town Province

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)

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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? *

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. This can be a duplication of the first couple of sentences in the project pitch earlier, plus a little more detail.

Project description *

Word count:

Must be no more than 150 words

Project outline

Project title *

Must be no more than 10 words

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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.

Alignment with grant program objectives

To which objective does your project primarily relate? *

ACDGP specific objectives *

- Support the building, rebuilding and promotion of the creative industries in bushfire-affected areas of Australia.
- Support cultural diplomacy through sustained purposeful engagement.
- An innovative project that promotes Australia as a contemporary, diverse nation and a source of creative excellence.
- International collaboration and the potential for enhanced engagement in line with the 2017 Foreign Policy White Paper.
- Proven experience in delivering best practice projects overseas.
- Demonstrated artistic merit.

Project location

In which country or countries will your project take place? *

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Australia | <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Philippines |
| <input type="checkbox"/> Argentina | <input type="checkbox"/> India | <input type="checkbox"/> Qatar |
| <input type="checkbox"/> Brunei | <input type="checkbox"/> Indonesia | <input type="checkbox"/> Republic of Korea |
| <input type="checkbox"/> Brazil | <input type="checkbox"/> Italy | <input type="checkbox"/> Samoa |
| <input type="checkbox"/> Bolivia | <input type="checkbox"/> Japan | <input type="checkbox"/> Saudi Arabia |
| <input type="checkbox"/> Cambodia | <input type="checkbox"/> Jordan | <input type="checkbox"/> Singapore |
| <input type="checkbox"/> Canada | <input type="checkbox"/> Kuwait | <input type="checkbox"/> Solomon Islands |
| <input type="checkbox"/> Chile | <input type="checkbox"/> Laos | <input type="checkbox"/> South Africa |
| <input type="checkbox"/> China | <input type="checkbox"/> Lebanon | <input type="checkbox"/> Spain |
| <input type="checkbox"/> Mainland China | <input type="checkbox"/> Macau | <input type="checkbox"/> Sri Lanka |
| <input type="checkbox"/> Colombia | <input type="checkbox"/> Malaysia | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> Costa Rica | <input type="checkbox"/> Mexico | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> Cuba | <input type="checkbox"/> Mongolia | <input type="checkbox"/> Tonga |
| <input type="checkbox"/> East Timor | <input type="checkbox"/> Myanmar | <input type="checkbox"/> Turkey |

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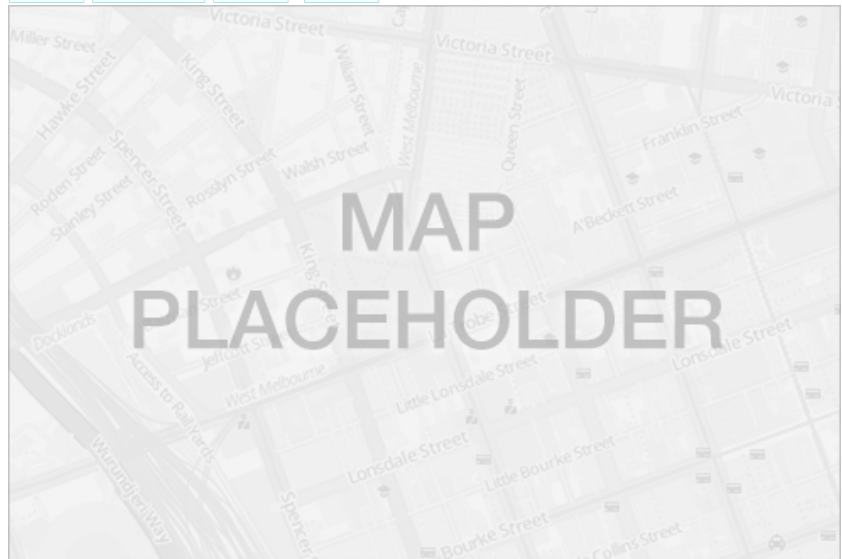
- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Ecuador | <input type="checkbox"/> New Zealand | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> Egypt | <input type="checkbox"/> Nicaragua | <input type="checkbox"/> United Kingdom |
| <input type="checkbox"/> El Salvador | <input type="checkbox"/> Oman | <input type="checkbox"/> United States of America |
| <input type="checkbox"/> Fiji | <input type="checkbox"/> Panama | <input type="checkbox"/> Uruguay |
| <input type="checkbox"/> France | <input type="checkbox"/> Papua New Guinea | <input type="checkbox"/> Vanuatu |
| <input type="checkbox"/> Germany | <input type="checkbox"/> Paraguay | <input type="checkbox"/> Vietnam |
| <input type="checkbox"/> Guatemala | <input type="checkbox"/> Peru | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Honduras | | |

Primary project location

*

Address

Suburb/Town State/Province Postcode Country

Projects involving more than one country or DFAT grant program

Does your application relate to a regional project? *

Benefiting more than one country, maximising value for money and potentially involving more than one of DFAT's Foundations, Councils and Institutes

Are you seeking funding from another of DFAT's grant programs? *

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Which other DFAT grant programs? *

- Australia-ASEAN Council
- Australia-China Council
- Australia-India Council
- Australia-Indonesia Institute
- Australia-Japan Foundation
- Australia-Korea Foundation
- Council for Australian-Arab Relations
- Council on Australia Latin America Relations
- Australian Cultural Diplomacy Grant Program
- None

Must be at least 1 choice selected

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
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How will you address the needs of people of different genders in the design and management of your initiative? How will you know if you have considered all genders adequately? *

Demonstrate how you have considered gender differences in designing your project/program and how you will assess your results. For more information on applying a gender lens to your work, visit <http://www.fundingcentre.com.au/help/gender-lens>

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

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information, contact 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 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: Support the building, rebuilding and promotion of the creative industries in bushfire-affected areas of Australia. *

Word count:

Must be no more than 250 words.

Criterion 2: Support cultural diplomacy through sustained purposeful engagement. *

Word count:

Must be no more than 250 words.

Please see DFAT website for cultural diplomacy outcomes: <http://dfat.gov.au/people-to-people/public-diplomacy/acdgp/Pages/australian-cultural-diplomacy-grants-program.aspx>

Criterion 3: An innovative project that promotes Australia as a contemporary, diverse nation and a source of creative excellence. *

Word count:

Must be no more than 250 words.

Criterion 4: International collaboration and the potential for enhanced engagement in line with the 2017 Foreign Policy White Paper. *

Word count:

Must be no more than 250 words.

Please see DFAT website for information on the 2017 Foreign Policy White Paper at <https://www.fpwhitepaper.gov.au/>

Criterion 5: Proven experience in delivering best practice projects overseas. *

Word count:

Must be no more than 250 words.

Criterion 6: Demonstrated artistic merit. *

Word count:

Must be no more than 250 words.

Is your proposal is achievable in the context of government travel, social distancing and gathering restrictions in place in Australia and the host country at the proposed start date of the activity. *

Word count:

Must be no more than 250 words.

Must be no more than 250 words.

Must be no more than 250 words.

Project results and impact

Project results need to be clear, realistic and measurable within the project timeframe. Between two and four project-specific results can be outlined. Further questions provide the opportunity to detail the planned project results expected to be common across all funded projects: building relationships and extending the reach of the project.

Expected project result 1 *

Word count:

Must be no more than 100 words

Expected project result 2 *

Word count:

Must be no more than 100 words

Expected project result 3

Word count:

Must be no more than 100 words

Expected project result 4

Word count:

Must be no more than 100 words

How will this project contribute to increased awareness of, and engagement in, the bilateral / regional 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 the ACDGP? *

Word count:

Must be no more than 150 words

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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/regional relationship in the past year.

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

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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. For further details please refer to the website under [Eligibility](#).

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). As DFAT prefers not to partially fund applications, your application could be unsuccessful if travel costs are not considered appropriate.

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 - *

- GST in addition
 No GST

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

A. Internal Contribution **AUD \$** **Comments (to be completed by Applicant)**

	\$	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. Other Income **AUD \$** **Comments (to be completed by Applicant)**

	\$	
	Must be a dollar amount	

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C. DFAT Grant

DFAT Grants Program Funding Requested *

\$

Must be a dollar amount

DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grant Validation *

\$

Must be a dollar amount and equal to 0. This number/amount is calculated.

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

D. Wages and Fees DFAT Funded Other Source Comments (to be completed by Applicant)

	\$	\$	
For example: Artists	Must be a dollar amount	Must be a dollar amount	Please itemise

E. Travel Costs DFAT Funded Other Source Comments (to be completed by Applicant)

	\$	\$	
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
	Must be a dollar amount	Must be a dollar amount	

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

F. Event or Production Costs DFAT Funded Other Source Comments (to be completed by Applicant)

	\$	\$	
	Must be a dollar amount	Must be a dollar amount	

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

G. Communication Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	
	Must be a dollar amount	Must be a dollar amount	

H. Other Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	
	Must be a dollar amount	Must be a dollar amount	

Contingency
 \$
 Not funded by DFAT

Total Expenditure

Total DFAT Funded Expenditure	Total Other Source Expenditure	TOTAL EXPENDITURE
\$	\$	\$
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.

Multiyear Funding

Does your project involve grant payments, or tranches, over multiple years? *

DFAT Grants Program Funding Request

Enter the DFAT grant funding requested for each year.

NOTE: The total must equal the amount entered in section C. DFAT Grants Program Funding Requested

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Year 1 *	Year 2 *	Year 3 *	Total Multiyear funding
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Must be a dollar amount	Must be a dollar amount	Must be a dollar amount	Must be a dollar amount. This number/amount is calculated.
			Validation: Multiyear funding = DFAT Grants Program Funding Requested *
			\$ <input type="text"/>
			Must be equal to 0. This number/amount is calculated.

Finance for project commencement

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

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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.

The [Foundation] reserves the right to seek advice on the application from other persons as appropriate.

Referee 1:

Name *	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	<input type="text"/>		
Email Address *	<input type="text"/>		
Position Title	<input type="text"/>		
Organisation	<input type="text"/>		
	(if applicable)		
Relationship to Applicant *	<input type="text"/>		
How long have you known this referee? *	<input type="text"/>		
Referee's Report 1 *	Attach a file: <input type="text"/>		

Referee 2:

Name *	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	<input type="text"/>		
Email Address *	<input type="text"/>		

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Position Title

Organisation

(if applicable)

Relationship to Applicant *

How long have you known this referee? *

Referees Report 2 *

Attach a file:

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](#).

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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.

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

Twitter

LinkedIn

Newspaper advertisement

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- DFAT Website
- Australian Embassy/
Consulate
- Grantlinks
- Facebook
- Newsletter (name the
newsletter in the Other field
below)
- I am a previous recipient
- Other:

Online Application Process

**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?**