ACDGP 2024-25 Application Form
Form Preview

Applying for a grant

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 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 about this opportunity, please read the *Australian Cultural Diplomacy Grants Program 2024-25 Grant Opportunity Guidelines* and see the **ACDGP FAQs** on the DFAT website.

If you need more help using this form, download the Help Guide for Applicants or check out Applicant Frequently Asked Questions (FAQs).

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 SUPPORTING DOCUMENTS

Required Attachments:

- 2 x one page referee reports
- 1 x one page CV or URL to bio

You will 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 login 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.

Eligibility

* indicates a required field

Please ensure you have read the information for grant applicants on the website prior to answering these questions.

Incomplete applications will NOT be considered. This includes applications without the appropriate supporting documents and signed referee letters.

Please complete the following 'Confirmation of Eligibility' questions before commencing this application form to ensure you do not spend time applying for an unsuitable grant.

Confirmation of Eligibility

I confirm that I (the applicant): *
☐ have read and understand the Australian Cultural Diplomacy Grants Program (ACDGP) 2024-25 Grant Opportunity Guidelines.
☐ am able to demonstrate alignment between the grant purpose and objectives of the ACDGP.
☐ am an Australian citizen, Australian permanent resident or Australian entity with an ABN or ACN.
☐ am able to demonstrate financial viability.
☐ do not owe any reports or money to the ACDGP through the Department of Foreign Affairs and Trade as a result of previous funding or grant/s.
☐ have the appropriate type and level of insurance for the activities that are the subject of this grant proposal.
☐ am prepared to submit Child Protection guidelines if my grant activity involves children (those under the age of 18 years).
☐ understand that planning for my project must begin before 30 June 2025.

Applicant details

* indicates a required field

Applicant

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

Are you applying as an organisation or an individual? *   ○ Organisation   ○ 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)

Is your organisation a university? *
○ Yes   ○ No

Postal address *

Address

Suburb/Town	State/Province	Postcode	Country

Street address *

Address

Suburb/Town	State/Province	Postcode	Country

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Business phone *

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

Website

Instagram

Other social media handles

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 *

Email *

Work number *

Mobile number

Individual Applicant Details

Applicant's name *

Title	First Name	Last Name

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Are you an Australian Citizen or Permanent Resident? *

○ Yes   ○ No

You must be an Australian Citizen or Permanent Resident to be eligible to apply

Address *

Address

Suburb/Town	State/Province	Postcode	Country

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 e.g. +61 4XX XXX XXX for Australia)

Previous funding

Have you or your organisation previously requested or received related grant funding from the Australian Government? *

○ Yes   ○ No

If yes, please give details of grant funding received from the Australian Government in the last five years. Please include the name of the grant program, agency/department, amount and year. *

Word count:

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

Project details

* indicates a required field

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Project title *

Word count:
Must be no more than 10 words.

Project description *

Word count:
Must be no more than 150 words.
Provide a clear and descriptive project description which describes the main activity of the project. Include the Who/What/When/Where/How/Why.

Anticipated Project dates

Start date *

Must be a date and no later than 30/6/2025.
You must start planning your project by 30 June 2025.

Completion date *

Must be a date.

Project location

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

☐ Cook Islands ☐ New Caledonia ☐ Tokelau
☐ Fiji ☐ Niue ☐ Tonga
☐ French Polynesia ☐ Palau ☐ Tuvalu
☐ Kiribati ☐ Papua New Guinea ☐ Vanuatu
☐ Micronesia, Federated States of ☐ Samoa ☐ Wallis and Futuna
☐ Nauru ☐ Solomon Islands ☐ Other:

Projects involving more than one country or DFAT grant program

Does your application relate to a regional project? *

○ Yes ○ No

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

○ Yes ○ No

Which other grant program/s? *

☐ ASEAN-Australia Centre ☐ Council on Australia Latin America Relations

☐ Australia-Indonesia Institute

☐ Australia-Japan Foundation

☐ Australia-Korea Foundation

☐ Centre for Australia-India Relations

☐ Council for Australian-Arab Relations

☐ National Foundation for Australia-China Relations

☐ Office for First Nations International Engagement

☐ Other:

☐ None

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

Additional project support materials

Website links to other project support material, such as audio, video, trailers etc. Please note this is not required but may strengthen your application.

Website

Must be a URL.

Assessment Criteria

* indicates a required field

The Assessment Criteria

You will need to address all of the following assessment criteria in your application. The level 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.

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.

Further advice on how you should demonstrate each criterion is outlined in the ACDGP 2024-25 Round Guidelines.

Criterion 1: How will the project contribute to the ACDGP's objectives? *

Word count:
Must be no more than 250 words.

Criterion 2: How well does the project address the intended outcomes of this grant opportunity? *

Word count:
Must be no more than 250 words.

Criterion 3: Demonstrate your capability and efficiency in delivering the grant activity. *

Word count:
Must be no more than 250 words.

Criterion 4: How will the activity deliver enduring and sustainable outcomes beyond the grant funding? *

Word count:
Must be no more than 250 words.

Criterion 5: How well will you maximise the reach of the grant funding?

Word count:
Must be no more than 250 words.

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. Requested funds are **between AUD10,000 and AUD60,000 per year.**
2. All amounts are in **Australian dollars (AUD)**
3. **IMPORTANT:** In the Budgeted Expenditure Section, all expenditure items which are to be covered by the grant are clearly identified.
4. The total income and total expenditure **must equal.**
5. 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.
6. **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.
7. 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). Your application could be unsuccessful if travel costs are not considered appropriate.

GST

Notes on GST:

In general, GST is not included in Grant Payments, unless the supply ACDGP is paying for meets the definition of a Taxable Supply and a number of criterion as per ATO's GST requirements. If you think that your grant should have GST included as it meets the requirements by the ATO, then you will need to submit a business case providing the rational on how your grant meets the ATO regulation, and we will consider it on a case by case basis.

More information about Grants and GST can be found at GST and grants | Australian Taxation Office (ato.gov.au).

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 the ACDGP GST. **Select 'No GST'** in the question below.

Are you registered with the Australian Tax Office for GST purposes? *   ○ Yes   ○ No

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.

Budgeted Income

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

	$	e.g. contribution from your organisation.

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

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

C. ACDGP Grant

ACDGP Grants Program Funding Requested *

$

ACDGP Grants Program Funding Requested - Total ACDGP Funded Expenditure = *

$

This calculation must = 0. The amount of DFAT Grants Program Funding Requested must be equal to the Total DFAT Funded Expenditure.

Total Income

A + B + C

Total Project Income *

$

Budgeted Expenditure

Note: Wages (defined as general salaries paid from an employer to an employee) and management fees are not funded by ACDGP Grants

D. Fees	**ACDGP Funded**	**Other Source**	**Comments (to be completed by Applicant)**
For example: Artists fees			
	$	$	

E. Travel Costs	**ACDGP 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

Event and production costs

Examples include: venue hire, catering, freight and installation.

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

Communications and marketing costs

Examples include: advertising and promotion, printed material, programs, photographs, graphic design and translation.

G. Communication Costs	ACDGP Funded	Other Source	Comments (to be completed by Applicant)
	$	$	

H. Other Costs	ACDGP Funded	Other Source	Comments (to be completed by Applicant)
	$	$	

Contingency

$

Not funded by DFAT

Total Expenditure

Total ACDGP Funded Expenditure	Total Other Source Expenditure	TOTAL EXPENDITURE
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Balanced Budget Check

Total Project Income - Total Expenditure = *

$

This calculation must = 0. The Total Project Income must be equal to the Total Expenditure.

Finance for project commencement

If successful, when would you need funds?

Must be a date and no later than 30/6/2025.

Please note we do not cover retrospective costs.

Additional budget documentation

Additional supporting budget documentation can be uploaded here. Please note this is not required.

Attach a file:

Project participants and partners

Principal Participants

Principal Participants	Email	Phone Number	Qualifications and/or Experience	Please attach a one-page CV	URL to Bio
	Must be an email address.	Please include international Must be a valid phone number.		Please either upload a one-page CV below or include a URL to a bio.	Must be a URL.

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 participate in this project?	Partner location?	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

Working with children

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? *   ○ Yes   ○ No

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 or on +612 6178 5100, ideally well in advance of the closing date.

Do you have child protection guidelines for your project? *   ○ Yes   ○ No

If yes, attach a copy of your guidelines   Attach a file:

Referees

* indicates a required field

Please attach one page letters of support from two separate 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:

Name *   Title   First Name   Last Name

Phone Number *

Email Address *

Position Title

Organisation

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

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? *

○ No   ○ Yes

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.*
- *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.

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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 ACDGP grant round? *

☐ ArtsHub
☐ Australian Embassy/High Commission/Consulate
☐ DFAT Website
☐ DFAT Social Media
☐ Email
☐ Facebook
☐ GrantConnect

☐ I am a previous recipient
☐ Internet
☐ LinkedIn
☐ Instagram
☐ Word of mouth
☐ Other:

Online Application Process

Estimate time taken to complete this application form *

Input hours (must be a number)

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