Applying for a grant

* indicates a required field

Eligibility

You are advised to complete the following 'Confirmation of Eligibility' questions before commencing this application form to ensure you do not waste your time applying for an unsuitable grant.

Confirmation of Eligibility

I confirm that I (the applicant):

- have read and understand the COALAR 2024-2025 Grant Guidelines. Click here to view the guidelines: Council on Australia Latin America Relations (COALAR) grants | Australian Government Department of Foreign Affairs and Trade (dfat.gov.au).
- am able to demonstrate alignment between the grant proposal and the goals of the Council on Australia Latin America Relations.
- am one or more of the following:
  - an Australian entity with an Australian Business Number (ABN), Australian Company Number (ACN), or Indigenous Corporation Number (ICN), or
  - an Australian consortium with a lead organisation, or
  - an Australian registered charity or not-for-profit organisation, or
  - an Australian local government body, or
  - an Australian State/Territory government body, or
  - a corporate Commonwealth entity, or
  - an Australian statutory authority, or
  - an Australian or permanent resident of Australia, or
  - a citizen or organisation from one of the following countries in Latin America - Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, México, Panamá, Paraguay, Perú or Uruguay, or
  - a well-established organisation in a Latin American country with a business purpose to advocate for Australian business, education and/or cultural interests.
- do not owe any reports or money to the Council on Australia Latin America Relations through the Department of Foreign Affairs and Trade as a result of previous funding or grants.
- have the appropriate type and level of insurance for the activities that are the subject of this grant proposal.
- am not seeking funding for an activity that is commercially viable in its own right or which gives a commercial advantage to me and/or my organisation.
- am not undertaking an activity that will be carried out with direct financial or in-kind (such as goods and services) benefit to the Department of Foreign Affairs and Trade.
- am prepared to submit Child Protection guidelines if my grant activity involves children (those under the age of 18 years).
- am seeking funding for a project that will commence prior to 30 June 2025.

*   ○ I confirm that I (the applicant) meet the criteria set out above

COALAR Grant Round 2024-2025 Application Form
Form Preview

Applicant Details

* indicates a required field

Applicant

As the nominated applicant you 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)

Postal Address *

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

Street Address *

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

Business Phone *

Website

Twitter handle and hashtags

Other social media details

Size of organisation

Each applicant (individual or organisation) may submit one application per round. However, DFAT will accept multiple applications from different areas/business units of large organisations such as universities.

Will your organisation be applying for more than one grant? * ○ Yes ○ No

Universities and other organisations and institutions may wish to attach a short letter of support from your Research Office or equivalent.

Attach a file:

For universities this letter should explain how the planned project results align with joint priorities identified with equivalent institutions in the partner country/ies, for instance, how the project supports active engagement under a Memorandum of Understanding. If you are an individual from a large organisation, your application will be more competitive if you have your organisation's support as demonstrated by a letter of support.

Primary contact

Contact Person *

Title | First Name | Last Name

The main contact person within the organisation for this project.

Position *

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 details

Applicant's name *

Title | First Name | Last Name

Citizenship Status *

○ Australian Citizen   ○ Permanent Resident   ○ Other:

Address *

Address

Suburb/Town | State/Province | Postcode | Country

Must be an international post code

Email address *

Phone Number *

Mobile Phone Number

Previous funding

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

○ Yes   ○ No

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

Word count:
Must be no more than 150 words. 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.

Project Details

* indicates a required field

Project Title *

Word count:
Must be no more than 20 words. Provide a clear and descriptive project title which describes the main activity of the project.

Project Outline *

Word count:
Must be no more than 150 words. Provide a clear and descriptive project outline which summarises your project. Include the Who/What/When/Where/How.

Start Date *

Must be a date between1 February 2025 – 30 June 2025

Completion Date *

Must be a date within 12 months of start date.

Relevant COALAR strategic goals and priority areas

Select one or more of the COALAR's strategic goals that your project is aligned to: *

☐ Raise awareness of COALAR and Latin America-Australia relations
☐ Strengthen commercial ties
☐ Expand social and cultural connections
☐ Foster and promote gender equality and women's leadership

Select one or more of the COALAR's priority areas that your project is aligned to: *

☐ Culture and Entrepreneurship
☐ Education and Research
☐ Environment and Energy Transition
☐ First Nations
☐ Mining, METS, and Resources
See COALAR's 2024-2027 Strategic Plan and the Grant Guidelines

Regional scope of projects

These questions relate to the regional scope of your project within Latin America, such as in which country or countries your activities will be undertaken.

Based on your responses to these questions COALAR may seek the views of relevant Australian embassies in Latin America.

In which country or countries will your project be undertaking activities? *

☐ Argentina   ☐ Colombia   ☐ El Salvador   ☐ Paraguay
☐ Australia   ☐ Costa Rica   ☐ Guatemala   ☐ Peru
☐ Brazil   ☐ Cuba   ☐ Mexico   ☐ Uruguay
☐ Chile   ☐ Ecuador   ☐ Panama
This includes both 'in situ' / in country and virtual activities?

Identify the closest DFAT office or Mission to your office and project location *

☐ Adelaide   ☐ Melbourne   ☐ Buenos Aires   ☐ Rio de Janeiro
☐ Brisbane   ☐ Perth   ☐ Lima   ☐ Santiago
☐ Canberra   ☐ Sydney   ☐ Mexico City   ☐ Sao Paulo
☐ Darwin   ☐ Bogota   ☐ Montevideo   ☐ Other:
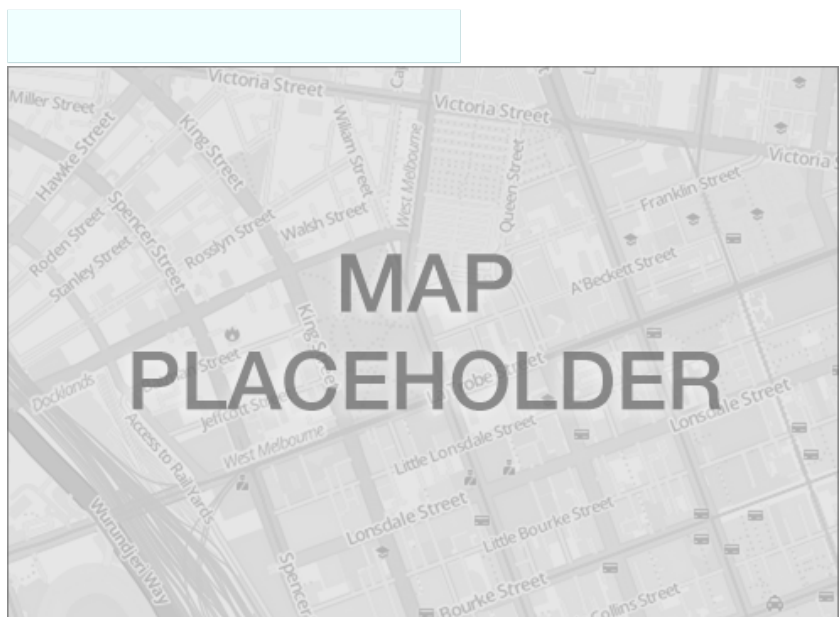☐ Hobart   ☐ Brasilia
The DFAT website lists all Embassies, High Commissions and Consulates. DFAT has offices in each state and territory capital in Australia.

Primary project location *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Other funding

Are you seeking funding from another of DFAT's grant programs for 2024-2025 *

○ Yes ○ No

Which other DFAT grant programs? *

☐ Australia-ASEAN Council
☐ Australian Cultural Diplomacy Grant Program
☐ Australia-Indonesia Institute
☐ Centre for Australia-India Relations
☐ Australia-Japan Foundation
☐ Council for Australian-Arab Relations
☐ Australia-Korea Foundation
☐ National Foundation for Australia-China Relations

Activities

Specify the types of activities you will undertake, their probable timing, who will be primarily responsible for their design and your target audience.

- Examples of activities include, but are not limited to: online and face-to face workshops and seminars, community/stakeholder events and exhibitions or demonstrations etc.

Remember to include reference to involvement of key stakeholders, representatives of local communities etc. in your project. Inclusion of minority groups and a diversity of

people in your activities disaggregated by sector, gender, nationality may strengthen your application.

Planned Activity	Date of activity	City or Region	Country

Gender, diversity and inclusion

COALAR encourages diversity and inclusion including race and ethnicity, disability, age, gender, sexual identity and orientation (LGBTQIA+). In this section, we want you to show that you have considered diversity in designing your project/program and how you will know if you have succeeded.

For example, you may include being proactive in ensuring diversity, or if your program/ project targets a specific group/cohort, you can explain your rationale here.

NOTE: While COALAR will still consider your proposal if it does not address 'gender, diversity and inclusion', we strongly encourage you to consider these issues.

How will you address gender, diversity and inclusion in your project and how will you know if you have succeeded? *

Word count:
Must be no more than 150 words.

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

IMPORTANT: If your grant application is successful, you will need to provide a copy of your child protection guidelines. Your guidelines will need to be cleared by DFAT's Child Protection Policy area BEFORE a Funding Agreement is offered to you or your organisation.

An example code of conduct is provided within DFAT's Child Protection Policy. If you or your organisation would like further information, contact childprotection@dfat.gov.au or on +612 6178 5100, ideally well in advance.

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

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

Project Participants and Partners

* indicates a required field

Principal participants

Name			Qualifications and/or Experience	Please attach a one-page CV
Title	First Name	Last Name		

Project team

If people in the Principal Participants are the same as the Project Team, you do not need to fill the Project Team section in

Name			Position or role	Qualifications and/or Experience	Please attach a one-page CV if relevant
Title	First Name	Last Name			

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.)

Name	Qualifications and/or Experience	Partner location?	Please attach a one-page CV if relevant and evidence of commitment to project
○ Individual ○ Organisation Organisation Name Title First Name Last Name			

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

Word count:
Must be no more than 150 words.

Assessment Criteria

* indicates a required field

Describe in the questions below how your project meets COALAR's assessment criteria for the 2024-2025 grant round.

NOTE: The Grant Guidelines provide details on how to respond to the assessment criteria and tips for a successful application. All applicants are advised to read these before commencing the preparation of an application

Criterion 1 – Alignment to COALAR goals (20%)

The grant activities/project will contribute to the achievement of the goals of the Council on Australia and Latin America Relations.

In providing a response to this criterion you **must within your 250 words** include at least:

- a concise description of how your proposal is aligned to **one or more** of COALAR's Goals **and one or more** of COALARs 2024-2025 Strategic Priority Areas (as per above)
- a summary of how your grant activities will build or strengthen people-to-people, institutional or business connections in the short and/or medium and/or long term
- ways in which you anticipate your activities will increase awareness of the value and importance of Australia-Latin America relations within and beyond the life of the project.

Response *

Word count:
Must be no more than 250 words.

Criterion 2 – Currency and relevance (20%)

The grant activities/project respond to a current or emerging issue or need.

You must include:

- a 50 word abstract of your activity/project including its currency and relevance
- a more detailed description of your goals and objectives and how they relate to current or emerging issue/s of relevance to Latin America and/or Australia
- an outline of the activities to be undertaken, when and by whom and their alignment to the specific current or emerging issue/s identified above. You can provide a Gant Chart to support this.

Response *

Word count:
Must be no more than 250 words.

Criterion 3 – Outcomes and impact (30%)

The project has measurable outcomes and will make a difference to Australia-Latin America Relations.

You must include:

- what benefits/outcomes will result from your project/activity in Latin America and/ or Australia in the medium to long term. Include any plans for the creation of ongoing partnerships beyond the life of the project.
- a description of the quantitative and/or qualitative performance measures you will use to demonstrate short-term and longer-term outcomes and impact.
- how these expected outcomes will be disseminated during and at the end of the project to a wider audience (including, for example, the public and/or decision makers). Here you might include a media engagement plan, the type of media interest you seek to generate (e.g. social, articles, radio and television broadcasts) and distribution plans.

NOTE: If you are successful, you will need to provide an online Communications Outline (a media/communications strategy) through SmartyGrants where you will provide the details of your planned communication activities. This is important information for COALAR in order to help promote projects.

Response *

Word count:
Must be no more than 250 words.

Criterion 4 – Applicants' capability to deliver the project and value with money (30%)

In providing a response to this criterion your application should demonstrate you and/ or your organisation's capability and capacity to successfully undertake your proposed activities and/or the project as a whole and how your project provides value with money.

In other sections of this application you have, or will, provide:

- a one-page capability statement of the organisation (if relevant) and/or one-page CVs of the project leader(s) – on page 2 and Page 4
- two signed one-page references confirming your capability (how your project represents value with money considering the amount of funding sought) from referees with no direct financial interest in your project) - on page 7
- if you have a partner/s also provide a partner capability and commitment statement, including a letter of support – on page 4
- details of your project team – on page 4
- the project budget – on page 6

In addition, your application must also include:

- how a risk management plan will be managed in your project – provide details below

Response *

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. **IMPORTANT:** In the Budgeted Expenditure Section, all items of expenditure related to this grant must be clearly identified.
2. The total income and total expenditure **must** be the same**.**
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 must be supplied for additional confirmed and conditional funding included in the budget. Co-contributions from applicants and other parties strengthens an application and are encouraged.
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. For details on eligible expenditure items, please refer to section 5 on pages 8-10 of the [Grant Guidelines](#).
6. Please check with the COALAR Secretariat (coalar@dfat.gov.au) if you have any questions on the budget.
7. If any domestic travel is involved, in budgeting for travel you need to: calculate and budget reasonable economy class travel. DFAT prefers modest travel budgets (ie. high expenses for meals, incidentals and accommodation are generally not supported).
8. DFAT does not fund contingency elements.
9. Value with Money is a major consideration in assessing applications. As DFAT does not generally seek to partially fund applications, we strongly recommend applicants ensure the budget is accurate and reasonable.
10. You may be contacted by the Secretariat to clarify budgetary items.

GST

Notes on GST:

Your budget should be exclusive of GST as COALAR grants do not attract the GST payment.

All amounts are to be in Australian dollars (AUD).

Budgeted income

A. Internal Contribution	AUD $	Comments (to be completed by Applicant)
	Must be a dollar amount	e.g. contribution from your organisation (confirmed/ conditional/pending approval).
	$	

You should list all other income for your project here including indications of whether each source of income is confirmed, conditional or pending approval. 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	e.g. other grant (confirmed/ conditional/pending agreement)
	$	

C. DFAT Grant

DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grants Program Funding Requested *

$

Must be a dollar amount

DFAT Grant Validation *

$

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

Total income

A + B + C

Total Project Income *

$

This number/amount is calculated.

Budgeted expenditure

You **must read section 5 of the Grant Guidelines (pages 8-10)** for a full list of eligible and ineligible expenditure.

- Grants cannot be used for fixed or recurrent expenditure of your organisation such as business-as-usual or ongoing salaries or wages that are not directly related to the project (including for research staff) and honorariums.
- Grants cannot be used for fees for the use of equipment, facilities and other costs that your own organisation may charge you.
- Grants cannot be used to contribute to capital expenditure or computer software.
- Grants generally cannot be used for travel and accommodation for attendance at conferences or meetings, participation in field work or other events, unless they are directly related to achieving your project outcomes.

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

D. Labour Costs and / or Fees	DFAT Funded	Other Source	Detailed description of expenditure and how it directly relates to the project

To deliver core elements of the project	Must be a dollar amount	Must be a dollar amount	Please itemise
	$	$	

E. Production Costs	**DFAT Funded**	**Other Source**	**Detailed description of expenditure and how it directly relates to the project**
	Must be a dollar amount	Must be a dollar amount	
	$	$	

IMPORTANT: passport costs will not be covered by COALAR.

Travel costs must be based on reasonable economy class travel.

Modest travel budgets are strongly encouraged (refer to the ATO reasonable travel and allowances for 2024-25). Your application could be unsuccessful if travel costs are not considered appropriate, reasonable or realistic.

F. Travel Costs	**DFAT Funded**	**Other Source**	**Detailed description of expenditure and how it directly relates to the project**
	Must be a dollar amount	Must be a dollar amount	
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

Examples of Communication Costs: Digital communication production, advertising, promotion, printed material; photographs, design, translation.

G. Communication Costs	**DFAT Funded**	**Other Source**	**Detailed description of expenditure and how it directly relates to the project**
	Must be a dollar amount	Must be a dollar amount	
	$	$	

H. Other Costs	**DFAT Funded**	**Other Source**	**Detailed description of expenditure**

	Must be a dollar amount	Must be a dollar amount	**and how it directly relates to the project**
	$	$	

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.

Multi-Year Funding

Multiyear funding (up to three years) may be considered where a strong case has been given to demonstrate that the project addresses a specific need, is particularly worthwhile, sustainable and able to advance the Australia-Latin America relationship.

Multiyear funding is only provided in exceptional circumstances.

Does your project involve grant payments, or tranches, over multiple years? *   ○ Yes   ○ No

Why should your proposal should be considered for multiyear funding? *

Word count:
Must be no more than 100 words.

If your project is not considered for multiyear funding and you wish your grant proposal to be considered further, describe how you would reduce the scale of your project to fit within a one year project and specify the amount sought. *

Word count:
Must be no more than 150 words.

Year 1 *

Must be a dollar amount.

Year 2 *

Must be a dollar amount.

Year 3 *

Must be a dollar amount.

Total multi-year funding *

This number/amount is calculated.

Validation: Multiyear funding = DFAT Grants Program Funding Requested *

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

Referees

* indicates a required field

For your application to be eligible, you must provide two signed, one-page referee letters of support in English.

The referee letters of support:

- must be written by people with no direct financial interest in the project;
- provide comments on the applicant's the applicant's ability to contribute to achieving the goals and objectives of the project; and
- the referees should be from different organisations.

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

NOTE: It is the applicant's responsibility to contact referees well ahead of the grant round closing and ensure their signed reports are attached to this application at the time of submission. Referee reports will not be accepted if sent separately to the COALAR email address.

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 *   Attach a file:

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 *   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, including COALAR Board members 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.

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 *

Statistical Information

* indicates a required field

Where did you hear about the Foundation's Grant Program? *

☐ COALAR website
☐ COALAR Facebook
☐ Australian Embassy/ Consulate

☐ DFAT State or Territory office

☐ GrantConnect website
☐ Business.gov.au website

☐ Austrade website
☐ DESE website
☐ Word of mouth

☐ Newsletter (name the newsletter in the Other field below)

☐ I am a previous recipient

☐ Other:

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?