

COALAR Grant Round 2021-2022 Application Form

Form Preview

Applying for a grant

Eligibility

Thank you for your interest in the COALAR 2021-22 grant round.

We welcome individuals, organisations or a collaboration of both from Australia or Latin American countries as listed in the [2021-2022 funding guidelines](#) to apply for grant funding for projects that align with COALAR's objectives and the 2021 Business Plan focus theme of *sustainability*. Please refer to relevant documentation on the COALAR website for more information.

COALAR does not fund projects over more than two successive years.

Please ensure you have read the information for grant applicants on the [website](#) prior to answering these questions.

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 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

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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

Business Phone *

Website

Twitter handle and hashtags

Other social media details

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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? *

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

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

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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 *

Address *

Address

Suburb/Town State/Province Postcode Country

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? *

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

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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 Title, Outline and Start/End Dates

Project Title. Provide a clear and descriptive project title which describes the main activity of the project *

Must be no more than 20 words.

Project Outline. Provide a clear and descriptive project outline which summarises your project. Include the Who/What/When/Where/How. *

Must be no more than 150 words.

Start Date *

Must be a date no earlier than 1 March 2022

Completion Date *

Must be a date no later than 28 February 2023

Relevant COALAR Objective or Sector

To which COALAR sector or objective supporting sustainability does your project most appropriately align? Select one only. *

Regional projects

Does your application relate to a regional project in Latin America?

Benefiting more than one country and maximising value for money

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If so, please be aware that COALAR may need to seek the views of all relevant Australian embassies in Latin America. *

Project location

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

- | | | | |
|------------------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Australia | <input type="checkbox"/> Colombia | <input type="checkbox"/> El Salvador | <input type="checkbox"/> Paraguay |
| <input type="checkbox"/> Argentina | <input type="checkbox"/> Costa Rica | <input type="checkbox"/> Guatemala | <input type="checkbox"/> Peru |
| <input type="checkbox"/> Brazil | <input type="checkbox"/> Cuba | <input type="checkbox"/> Mexico | <input type="checkbox"/> Uruguay |
| <input type="checkbox"/> Chile | <input type="checkbox"/> Ecuador | <input type="checkbox"/> Panama | |

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

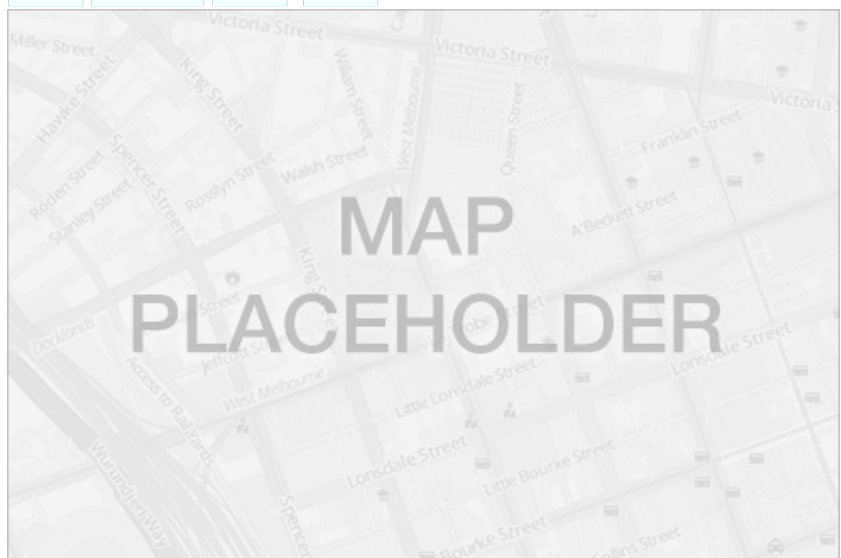
- | | | | |
|-----------------------------------|------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Adelaide | <input type="checkbox"/> Melbourne | <input type="checkbox"/> Buenos Aires | <input type="checkbox"/> Rio de Janeiro |
| <input type="checkbox"/> Brisbane | <input type="checkbox"/> Perth | <input type="checkbox"/> Lima | <input type="checkbox"/> Santiago |
| <input type="checkbox"/> Canberra | <input type="checkbox"/> Sydney | <input type="checkbox"/> Mexico City | <input type="checkbox"/> Sao Paulo |
| <input type="checkbox"/> Darwin | <input type="checkbox"/> Bogota | <input type="checkbox"/> Montevideo | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Hobart | <input type="checkbox"/> 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

Suburb/Town State/Province Postcode Country



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

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Are you seeking funding from another of DFAT's grant programs for 2021-2022? *

Which other DFAT grant programs? *

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

Must be at least 1 choice selected

How you will meet COALAR's Assessment Criteria.

Describe how your project meets COALAR's assessment criteria for the 2021-2022 grant round. See [here](#) for the assessment criteria.

Describe how your project meets the assessment criteria of the COALAR 2021-2022 grant round. You should ensure each of the four criterion are addressed in your application. See the link above for the assessment criteria in the grant guidelines. *

Word count:

Must be no more than 700 words.

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	Date of activity	City or Region	Country

Project Partners

Please provide details of your key project partners? *

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Word count:

Must be no more than 100 words.

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? *

We want you to show how you have considered gender differences in designing your project/program and how you will assess your results. Please outline how you will know if you've catered for all genders adequately (presuming your initiative is designed for all genders) and how you will measure the gender split of your beneficiaries. If you are running a gender-specific initiative, please tell us why only one gender is being targeted. For more information on applying a gender lens to your work, visit <http://www.fundingcentre.com.au/help/gender-lens>

Project Results and Impact

Project results need to be clear, realistic and measurable within the project timeframe. Four project-specific results should 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-specific result 1 *

Word count:

Must be no more than 150 words.

Expected Project-specific Result 2 *

Word count:

Must be no more than 150 words.

Expected Project-specific Result 3

Word count:

Must be no more than 150 words.

Expected Project-specific Result 4

Word count:

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Must be no more than 150 words.

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

Word count:

Must be no more than 250 words.

What publicity is intended to extend the reach of the project and acknowledge the support of COALAR and any other relevant DFAT Foundations, Councils or Institutes? *

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 include the number of media articles, radio and television broadcasts, website hits and social media interactions. Qualitative information expected would include the depth of information provided, length and appropriateness of the target audience. This will help inform assessment of the impact of your project. Outlining your publicity goals here will inform the assessment of your application against our objectives.

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

Word count:

Must be no more than 200 words.

In your acquittal report, you will be asked for information on the number and type of formal, long term relationships that have been created or strengthened as a result of your project, along with measures to ensure sustainable outcomes.

Monitoring project results

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

Word count:

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Must be no more than 200 words.

Detail the monitoring plan for your project. Outline how project results will be measured and recorded, including media coverage (questionnaires, surveys, interviews, etc).

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 and the most significant change relating to your field you believe resulted from your project. You will be invited to provide your rationale for selecting these particular changes.

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. 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

Do you have child protection guidelines for your project? *

If yes, attach a copy of your guidelines *

Attach a file:

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.

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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. For details on eligible expenditure items, please refer to the website under [Eligibility](#).
6. Please check with the COALAR Secretariat (coalar@dfat.gov.au) if you have any questions on the budget.
7. Noting the limitations of travel owing to COVID-19 restrictions, please ensure that 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 for 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.

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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DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grant Validation *

\$

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

C. DFAT Grant

DFAT Grants Program Funding Requested *

\$

Must be a dollar amount

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
	\$ <input type="text"/>	\$ <input type="text"/>	

E. Travel Costs

DFAT Funded	Other Source	Comments (to be completed by Applicant)
-------------	--------------	---

	Must be a dollar amount	Must be a dollar amount	
Economy airfares total	\$ <input type="text"/>	\$ <input type="text"/>	eg (__ persons x __ ticket cost)
Travel and meals allowance	\$ <input type="text"/>	\$ <input type="text"/>	eg (__ per diem x __ persons x __ days)
Accommodation	\$ <input type="text"/>	\$ <input type="text"/>	eg (__ per diem x __ persons x __ days)
Other transport	\$ <input type="text"/>	\$ <input type="text"/>	Please specify
Other	\$ <input type="text"/>	\$ <input type="text"/>	Please specify

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	
	\$ <input type="text"/>	\$ <input type="text"/>	

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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.

Project Participants and Partners

Principal Participants

Principal Participants	Qualifications and/or Experience	Please attach a one-page CV

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

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have agreed to participate, documentary evidence concerning the type of involvement may be supplied to strengthen the application.)

Project Partners	How will they participate in this project?	Partner location?	Evidence of commitment to project
	Must be no more than 150 words		For example, a one page letter

Referees

* indicates a required field

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

Additionally, the referee letters of support:

- . must be written by people with no direct financial interest in the project.
- , should comment on the applicant's ability to conduct the project and the project's objectives and strategies to achieve them and reflect different perspectives of the proposal.
- . 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.

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)		

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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:

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

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- 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.
- 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.

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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 *

Must be a date

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 Foundation's Grant Program? *

- | | |
|---|--|
| <input type="checkbox"/> COALAR website | <input type="checkbox"/> DESE website |
| <input type="checkbox"/> COALAR Secretariat Email | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Australian Embassy/ Consulate | <input type="checkbox"/> Newsletter (name the newsletter in the Other field below) |
| <input type="checkbox"/> DFAT State or Territory Office email | <input type="checkbox"/> I am a previous recipient |
| <input type="checkbox"/> GrantConnect website | <input type="checkbox"/> COALAR Facebook |
| <input type="checkbox"/> Business.gov.au website | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Austrade website | |

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?