# COALAR Special Grant Round Application form
Form Preview

## Applying for a grant

### Eligibility

Individuals, organisations or a collaboration of both from Australia or Latin American countries may apply for grant funding.

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 | |
| 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**

## 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

**A one page capability statement may strengthen your**

Attach a file:

**application (though is not required)**

## 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.** *

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 outline

**Project Title** *

Must be no more than 10 words

Provide a clear and descriptive project title which describes the main activity of the project

**Project Outline** *

Provide a clear and descriptive project outline 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 Summary below.

**Start Date** *

Must be a date no earlier than 1 April 2021.

**Completion Date** *

Must be a date no later than 30 September 2021

### Alignment with Special Grant Round Focus Theme of COVID-19 Economic Recovery

**To which COVID-19 Economic Recovery aspect does your project primarily relate?** *

☐ Develop relationships between stakeholders in Australia and Latin America using digital networking that will enable collaboration and virtual engagement opportunities.
☐ Promote and support economic network activities, especially those with a focus on social enterprise for women and young people or capacity-building partnerships for economic recovery.
☐ Support strategic digital networking between Australia and Latin American business leaders and influencers, especially in problem solving.
☐ Promote Australia and Latin America as innovative, diverse and dynamic societies, especially through arts

programs, cultural demonstrations or discussions, or online curated arts programs.
☐ Develop technology platforms to strengthen links between Australia and Latin America, especially activities focussed on women's empowerment or cultural exchange between young people.
☐ Increase COALAR's online and social media profile to support connections between Australia and Latin America.

## Project location

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

☐ Argentina ☐ Colombia ☐ Guatemala ☐ Panama
☐ Australia ☐ Costa Rica ☐ Honduras ☐ Paraguay
☐ Bolivia ☐ Cuba ☐ Mexico ☐ Peru
☐ Brazil ☐ Ecuador ☐ Nicaragua ☐ Uruguay
☐ Chile ☐ El Salvador

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

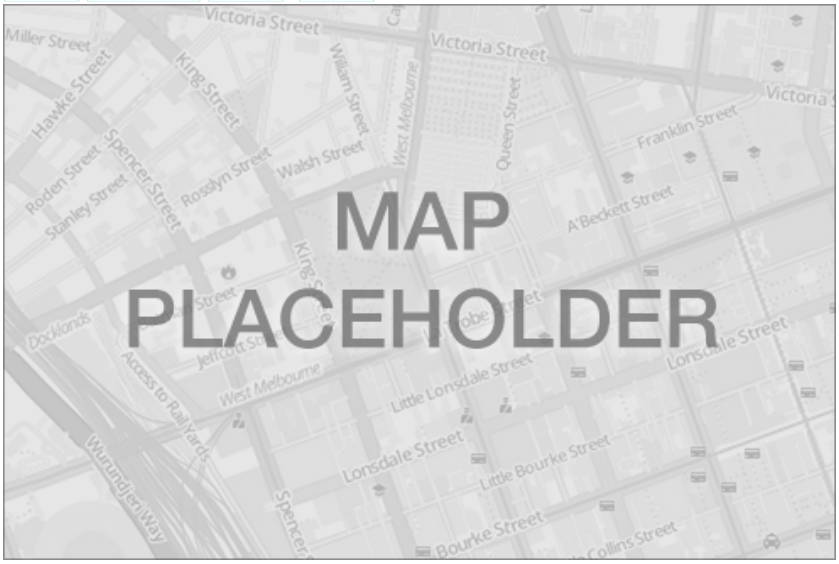
☐ Adelaide ☐ Melbourne ☐ Buenos Aires ☐ Rio de Janeiro
☐ Brisbane ☐ Perth ☐ Lima ☐ Santiago
☐ Canberra ☐ Sydney ☐ Mexico City ☐ Sao Paulo
☐ Darwin ☐ Bogota ☐ Montevideo ☐ Other:
☐ Hobart ☐ Brasilia

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

Suburb/ Town | State/ Province | Postcode | Country



## Regional projects

**Does your application relate to a regional project?** *

Benefiting more than one country and maximising value for money

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

**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

## Project summary

Describe the relevance of the project to the assessment criteria and COALAR grant program objectives. Describe the key activities and project partners.

**Project description** *

Word count:
Must be no more than 500 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, respresentatives 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 |
|---|---|---|---|
| | | | |

**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. 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-specific result 1** *

Word count:
Must be no more than 100 words

**Expected Project-specific Result 2** *

Word count:
Must be no more than 100 words

**Expected Project-specific Result 3**

Word count:
Must be no more than 100 words

**Expected Project-specific 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 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 150 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:
Detail the monitoring plan for your project. Outline how project results will be measured and recorded, including media coverage (questionnaires, surveys, interviews, etc). 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 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.

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. 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) |
|---|---|---|
| | 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 | |
| | $ | |

### 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) |
|---|---|---|---|
| | 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 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 | |
| | $ | $ | |

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

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

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.

COALAR 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**

(if applicable)

**Relationship to Applicant** *

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

**Referee's Report 1** *

Attach a file:

## Referee 2:

**Name** *

Title | First Name | Last Name

**Phone Number** *

**Email Address** *

**Position Title**

**Organisation**

(if applicable)

**Relationship to Applicant** *

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

**Referees Report 2** *

Attach a file:

# Certification

* indicates a required field

## Conflict of Interest

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

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

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

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

Word count:
Must be no more than 100 words.

**Privacy and Freedom of Information**

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

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

**I, certify that:**

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed project meets the eligibility criteria.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- 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** *

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?** *

- ☐ Internet
- ☐ Word of mouth
- ☐ DFAT Website
- ☐ Newspaper advertisement
- ☐ Grantlinks
- ☐ Email
- ☐ Australian Embassy/ Consulate
- ☐ Newsletter (name the newsletter in the Other field below)
- ☐ I am a previous recipient
- ☐ Facebook
- ☐ 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?**