

### 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](mailto:cultural.diplomacy@dfat.gov.au) and quote your application number.

You may begin anywhere in this application form. **Ensure you save as you go.**

For more information about this opportunity, please read the [Australian Cultural Diplomacy Grants Program 2025-26 Grant Opportunity Guidelines](#) and see the [ACDGP FAQs](#) on the [DFAT website](#).

Applicants must read and understand the [ACDGP 2025-26 round GoGs](#), [sample application form](#) and the sample grant agreement.

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:

- two short signed independent references
- letter of support from partners (if relevant)
- curriculum vitae for the applicant(s) and grant activity participants
- an indicative budget (as Excel spreadsheet or Word document with tables)
- a communications plan
- a project management plan (with key dates, milestones and expected outcomes)
- a risk management plan
- for applications submitted by a University, the application should:
  - highlight the alignment of the proposed project to the ACDGP and the University's strategic goals in the relevant country
  - demonstrate that the project is best funded by the ACDGP and not by the Australia Research Council or an alternative Commonwealth funding body
  - include a letter of support from your Research Office or equivalent.

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.

# ACDGP 2025-26 Application Form

## Form Preview

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. Do not include link(s) to external storage clouds (e.g., Dropbox).

### 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) 2025-26 round Grant Opportunity Guidelines (GoGs), sample application form, and the sample grant agreement.
- am able to demonstrate alignment between the objectives and intended outcomes of ACDGP.
- am an Australian citizen or Australian permanent resident.
- have an Australian Business Number (ABN).
- am able to demonstrate financial viability.
- do not owe any reports or money to ACDGP or DFAT 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).

# ACDGP 2025-26 Application Form

## Form Preview

understand that I am expected to begin making arrangements to deliver my grant activity before 30 June 2026.

### 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**

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 <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

**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

# ACDGP 2025-26 Application Form

## Form Preview

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/ Town	State/ Province	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Street address \***

Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/ Town	State/ Province	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Business phone \***

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

**Website**

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>

The main contact person within the organisation for this project.

**Contact person's position \***

**Email \***

# ACDGP 2025-26 Application Form

## Form Preview

**Work number \***

**Mobile number**

### Individual Applicant Details

**Applicant's name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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, year received, and the date the grant was successfully acquitted. \***

# ACDGP 2025-26 Application Form

## Form Preview

### Word count:

Grants received or requested include those from DFAT (through Foundations, Councils and Institutes or ACDGP), or from Creative Australia, Office for the Arts or Australian Research Council. Must be no more than 150 words

## Project details

\* indicates a required field

### Project title \*

#### Word count:

Must be no more than 250 characters 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? \*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Cook Islands                    | <input type="checkbox"/> New Caledonia    | <input type="checkbox"/> Solomon Islands             |
| <input type="checkbox"/> Fiji                            | <input type="checkbox"/> New Zealand      | <input type="checkbox"/> Tonga                       |
| <input type="checkbox"/> French Polynesia                | <input type="checkbox"/> Niue             | <input type="checkbox"/> Tuvalu                      |
| <input type="checkbox"/> Kiribati                        | <input type="checkbox"/> Palau            | <input type="checkbox"/> Vanuatu                     |
| <input type="checkbox"/> Micronesia, Federated States of | <input type="checkbox"/> Papua New Guinea | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Nauru                           | <input type="checkbox"/> Samoa            |  |

Projects involving more than one country or DFAT grant program

# ACDGP 2025-26 Application Form

## Form Preview

**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

National Foundation for Australia-China Relations

Australia-Japan Foundation

Office for First Nations International Engagement

Australia-Korea Foundation

Other:

Centre for Australia-India Relations

None

Council for Australian-Arab Relations

## 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.

Do not include links to external storage clouds, e.g., Dropbox

## Assessment Criteria

\* indicates a required field

### The Assessment Criteria

# ACDGP 2025-26 Application Form

## Form Preview

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 2025-26 Round Guidelines.

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

Word count:

Must be no more than 250 words.

### **Criterion 2: How well does the project address the priorities and 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 will you maximise the reach and impact of the grant funding? \***

# ACDGP 2025-26 Application Form

## Form Preview

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) excluding GST.**
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

**GST is not included in grant payments.**

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

### Budgeted Income

A. Internal Contribution	AUD	Detail (to be completed by applicant)
	\$	e.g. monetary contribution by your organisation

# ACDGP 2025-26 Application Form

## Form Preview

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	Detail (to be completed by applicant)
	\$	

### C. ACDGP Grant

ACDGP funding requested \*

\$

ACDGP 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 funding source	Details (to be completed by applicant)
For example: Artists fees		Must be a dollar amount.	
	\$	\$	

E. Travel costs	ACDGP funded	Other funding source	Details (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, freight, installation.

# ACDGP 2025-26 Application Form

## Form Preview

<b>F. Event or production costs</b>	<b>ACDGP funded</b>	<b>Other funding source</b>	<b>Details (to be completed by applicant)</b>
	\$	\$	

### Communications and marketing costs

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

<b>G. Communication costs</b>	<b>ACDGP funded</b>	<b>Other funding source</b>	<b>Details (to be completed by applicant)</b>
	\$	\$	

<b>H. Other costs</b>	<b>ACDGP funded</b>	<b>Other funding source</b>	<b>Details (to be completed by applicant)</b>
	\$	\$	

**Contingency**  
\$  
Not funded by DFAT

### Total Expenditure

<b>Total ACDGP funded expenditure</b>	<b>Total other source expenditure</b>	<b>Total expenditure</b>
\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

### Balanced Budget Check

**Total project income - total expenditure = \***

\$

This number/amount is calculated.

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

### Finance for project commencement

**If successful in your application, when do you need ACDGP funds? \***

Must be a date and no later than 30/6/2026.

ACDGP does not cover retrospective costs.

### Additional budget documentation

# ACDGP 2025-26 Application Form

## Form Preview

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

Attach a file:

### Project participants and partners

\* indicates a required field

#### 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.

**Will this project involve working with partners? \***  Yes  No

#### 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 in 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

\* indicates a required field

#### Working with children

# ACDGP 2025-26 Application Form

## Form Preview

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](#).

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](mailto:childprotection@dfat.gov.au) or on +612 6178 5100, ideally well in advance of the closing date.

**Will your project involve working with children? \***  Yes  No

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

A minimum of 1 file must be attached.

## References

\* indicates a required field

Please attach short, signed letters of support from two separate independent references with no direct financial interest in this project. References should comment on the project's objectives and the strategies to achieve them. The two references would ideally provide different perspectives on the proposal and would work for different organisations.

**Note: It is the applicant's responsibility to contact those providing the references and to ensure that their signed reference 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:

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

# ACDGP 2025-26 Application Form

## Form Preview

**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 perceived, potential, or actual conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or potential 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

# ACDGP 2025-26 Application Form

## Form Preview

- 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? \* \***

- Yes  No

**Outline any potential, perceived, or actual conflict 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.*

# ACDGP 2025-26 Application Form

## Form Preview

I understand that any information given to applicants by the Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

**Certification: \***

Yes, I have read and agree to the above conditions.

**Date of certification \***

**Certifying officer's name \***

Title

First Name

Last Name

**Certifying officer's position \***

If you are applying as an individual, state "individual applicant".

## Statistical information

\* indicates a required field

**Where did you hear about the ACDGP grant round? \***

- |   |  |
|---|--|
| <input type="checkbox"/> DFAT website                                 | <input type="checkbox"/> Email                       |
| <input type="checkbox"/> DFAT LinkedIn                                | <input type="checkbox"/> Social media (not DFAT)     |
| <input type="checkbox"/> DFAT social media                            | <input type="checkbox"/> Word-of-mouth               |
| <input type="checkbox"/> GrantConnect                                 | <input type="checkbox"/> I am a previous recipient   |
| <input type="checkbox"/> Australian Embassy/High Commission/Consulate | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> ArtsHub                                      |  |

## 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?**