

# 2024-25 Maitri Grants Program Application Form

## Form Preview

### Overview - 2024-25 Maitri Grant Program

#### About the Program

Thank you for your interest in the Centre for Australia-India Relations' (the Centre) Maitri ("friendship" in Sanskrit) Grant Program. The Centre provides is providing these grants for economic, cultural and policy projects that benefit the Australia-India cultural and business relationship. We administer the program according to the UPDATE [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

Please refer to the [Maitri Grant Program Guidelines 2024-25 Final](#) when completing your application. Ensure you meet the eligibility requirements and your activity is an eligible one. If you have any questions, please email [maitrigrants@dfat.gov.au](mailto:maitrigrants@dfat.gov.au) prior to the advertised closing date

#### Objectives and Outcomes of the Program

The objectives of the program are:

- foster ongoing collaboration and build institutional links in the creative industries through two-way collaboration activities (like residencies, exchanges, events, exhibitions, and workshops)
- enhance people-to-people links including exchanges in culture, sport, science, health, and space
- promote and support Indian Australian leaders across business, academia, science, the arts and civil society to engage in mainstream national conversations
- facilitate stronger Australian media representation in India and informed coverage of Australia in India
- promote India capability with Australian businesses, including dissemination of case studies and other research about Indian markets
- enhance understanding of First Nations culture and business in India and/or enhanced understanding of Indian knowledge and culture, such as Ayurvedic medicine, in Australia
- promote media and public communication activities on the above

The intended outcomes of the program are:

- advance Australian business knowledge and engagement in India
- enhancing quality dialogue of issues relevant to the Australia-India relationship in both countries
- promote diverse Indian Australian communities
- support sector-to-sector, organisation-to-organisation, peer-to-peer relationships and partnerships between Australian and Indian cultural and creative organisations
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We wish you well with your application.

*The Maitri Grant Program Team* Department of Foreign Affairs and Trade

### Eligibility Requirements

# 2024-25 Maitri Grants Program Application Form

## Form Preview

\* indicates a required field

### To be eligible to apply for this grant you MUST:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution
- be located in Australia

**You MUST also be one of the following entities. Please tick one from the eligible list. \***

- A company incorporated in Australia
- A company incorporated by guarantee
- An incorporated trustee on behalf of a trust
- An incorporated association
- A partnership
- A joint (consortia) application with a lead organisation
- A registered charity or not-for-profit organisation
- A publicly funded research organisation
- An individual
- An Australian local government body
- An Australian state or territory government body
- A Corporate Commonwealth Entity
- An Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006

**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	

Must be an ABN.

# 2024-25 Maitri Grants Program Application Form

## Form Preview

### Contact Details

**Are you applying as an organisation or an individual? \***

Individual

Organisation

**Applicant Name \***

This is the individual/organisation name listed on the Australian Business Register

**Address \***

Address

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

**Phone number \***

Must be a valid phone number, including country and regional codes

**Email \***

Must be an email address.

**Website**

Must be a URL.

**Twitter/social media handle or hashtags**

**Other Social Media Details**

**Has your organisation, consortia partner or collaboration partner been requested to join the National Redress Scheme? \***

Yes

No

[National Redress Scheme](#) If 'yes' please provide details below and we may need to contact you to discuss.

**Provide further information**

# 2024-25 Maitri Grants Program Application Form

## Form Preview

**If yes to the above, has your organisation registered with the National Redress Scheme within 6 months of being asked to join? \***

Yes

No

Not applicable (not on the register)

If 'no' please provide details on why you have not registered below and we may need to contact you to discuss.

**Provide further information**

**Does your organisation or consortia partner comply with the Modern Slavery Act (tick yes or no below)? If 'no' or if your organisation has a statement on the Modern Slavery Statements Register provide details in the box below. \***

Yes

No

[Modern Slavery Register](#) if you do not comply or are listed on the Register we may need to contact you to discuss.

**Provide further information**

**Do you have any outstanding reports, acquittals or breaches relating to any Australian Government funding? \***

Yes

No

If 'yes' please provide details below and we may need to contact you to discuss.

**Details on outstanding Australian Government funding**

HIDDEN

**Are you applying as an organisation or an individual? \***

Individual

Organisation

Organisation Name

Title

First Name

Last Name

This is the individual/organisation name listed on the Australian Business Register

## Grant Activity Details

# 2024-25 Maitri Grants Program Application Form

## Form Preview

\* indicates a required field

**What is the activity title? \***

**What is the start date of the activity? \***

Must be a date.

**What is the completion date of the activity? \***

Must be a date within (3) years of the start date.

**Amount of Maitri funding sought? \***

Advise the \$ amount of Maitri funding you are requesting in this application.

**Which of the Centre's four complimentary pillars does your activity align with? \***

- Promoting policy dialogue
  - Building India business literacy and links
  - Engaging Australia's Indian diaspora communities to support the bilateral relationship
  - Deepening cultural connections and understanding
- Choose ONE pillar only

**Which sector/s does your activity align with? \***

- Arts & Culture
  - Education & Skills
  - Policy Discourse
  - Sport
  - Business
  - Diaspora
- Please tick one

**Provide a brief description of the proposed activity \***

Word count:

Must be no more than 50 words.

**Provide a brief summary of the outputs/outcomes that will be delivered by the activity \***

Word count:

Must be no more than 50 words.

### Activity Location

**Locations MUST be within Australia or India. Please indicate the PRIMARY location/s where the activity will take place:**

**Primary Location \***

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA
- Australia & India

You may tick more than one location

# 2024-25 Maitri Grants Program Application Form

## Form Preview

### Further Location Details

\*

Provide more specific details on activity locations in Australia and India (eg. cities AND % of time in each location)

**If your activity occurs in India, where is the closest DFAT Mission?**

- Chennai  
 Kolkata  
 Mumbai

- New Dehli  
 Bangalore

Joint or Lead Consortia Partner

**Will this activity be undertaken with joint consortia partner/lead organisation? \***

Yes

No

**Provide details including names of joint or lead consortium partners.**

**Joint or Lead Consortium Partner Name**

**Letter of Support**

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Other Supporting Documents (optional)

Please upload any other relevant supporting information (letters of support not included on this section, as uploaded previously in this form). Other supporting information may include: CVs & References that directly support your grant activity.

**Upload supporting documents**

Attach a file:

## Grant Activity Timeline

Activity Timeline

The maximum grant period is three (3) years. You must complete your grant by 30 April 2028.

Please provide a timeline of the major stages involved in delivering your grant activity. Add more rows as required.

Activity Stage	Anticipated Start Date	Anticipated End Date	Explanatory notes if applicable
Name each stage of your activity	Must be a date.	Must be a date.	Briefly expand on detail for this stage

# 2024-25 Maitri Grants Program Application Form

## Form Preview

### Risk Management

\* indicates a required field

#### Risk Management

Please identify the project's key risks and detail mitigations in the template provided: [Maitri Grants - Risk Register Template.xlsx](#).

You must upload your completed Risk Register below.

Identified risks should only be relevant to your activity and will be unique to your project, sector or collaboration partners. Risks may include

- Public Risk (Accident, Health and Safety)
- Fraud
- Cybersecurity
- Intellectual property leakage
- Foreign interference
- Co-contribution risk
- Conflict of interest
- Travel restrictions

**Upload your Risk Register \***

Attach a file:

Upload if applicable

### Budget Details

\* indicates a required field

#### Budget instructions

- In the Budgeted Income section, please list all contributors to your project, including contributions by the entity seeking funding (A) and any other contributions by third parties (B). Please include in the comment section an indication of whether each source of funding is confirmed, conditional or pending approval.
- All in-kind contributions should be included and quantified in either section B (if from your entity) or section C (if from a third party).
- The Total Grant Amount section is automated, and it is the sum of the grant program funding sought from the Centre (A), contribution by the entity seeking funding (B), and contributions from third parties (C).
- In the Budgeted Expenditure section, please identify each expenditure clearly.
- The Budget Totals section is automated, it is the sum of total expenditure amount. This should equal the same as the total income (sum of A+B+C).

**Notes on goods and services tax (GST): Please provide budget figure amounts EXCLUSIVE of GST.**

**Please refer to Section 4 in the [Maitri Grant Program Guidelines 2024-25 Final](#) for clarification regarding eligible expenditure.**

# 2024-25 Maitri Grants Program Application Form

## Form Preview

### Joint or Lead Consortia Partner Contributions

**Will you receive joint or lead consortia partner financial or in-kind support? \***  Yes  No

List all joint and lead consortia contributions here. These may be cash or in-kind contributions. Apply a \$ value to in-kind contributions. Applications which include an in-kind or cash co-contribution towards the grant activities will be seen favourably.

Contributor	Amount (\$)	Status	Cash OR In-Kind
Name joint or lead consortia	Must be a dollar amount.	Advise if confirmed, conditional or pending approval	Provide brief details here
	\$		

### Additional financial contributions or in-kind support

**Will any other financial contributions or in-kind support be provided from other sources? \***  Yes  No

Other Income can include Grants from Australian Federal Government, State Government, Local Government, etc and other income like cash, in-kind, etc. In-kind or cash co-contribution towards the grant activities will be considered favourably.

Other Income	AUD \$	Status	Cash OR In-Kind
Contributor Name	Must be a dollar amount.	Advise if confirmed, conditional or pending approval	Provide brief details here
	\$		

### Budgeted Expenditure

Grant funding can only be spent on eligible expenditure you have incurred on eligible grant activities. Ensure you read section 4.2 of the Grant Guidelines for information regarding eligible expenditure.

Itemise your activity budget in the table below. Add more rows as required.

Activity Description	Basis of Calculation	Maitri Funded	Joint or Lead Consortia Partner Funded	Other Source Funding	Total	Comment/ Notes
Name the activity	Please itemise	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.	Provide brief additional information if required
		\$	\$	\$	\$	



# 2024-25 Maitri Grants Program Application Form

## Form Preview

### Total Budgeted Expenditure

<b>Total Maitri Funded Expenditure</b> \$ <input type="text"/> This number/amount is calculated.	<b>Total Joint or Lead Consortia Partner Funded Expenditure</b> \$ <input type="text"/> This number/amount is calculated.	<b>Total Other Source Funding Expenditure</b> \$ <input type="text"/> This number/amount is calculated.	<b>Total Expenditure Amount *</b> \$ <input type="text"/> This number/amount is calculated.
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## Assessment Criteria

\* indicates a required field

### Addressing the 3 Assessment Criteria

You must address all the following 3 assessment criteria in plain English.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

We will only consider awarding funding to applications that score highly against all assessment criteria.

### Criterion 1 - How will the grant contribute to the Centre's Pillars and the intended outcomes of this opportunity? (60%)

You could demonstrate this by identifying how your activity supports one or more of the Centre's Pillars and how it will support one or more of the objectives below:

- advance Australian business knowledge and engagement in India
- enhancing quality dialogue of issues relevant to the Australia-India relationship in both countries
- promote diverse Indian Australian communities
- support sector-to-sector, organisation-to-organisation, peer-to-peer relationships and partnerships that Australian and Indian cultural and creative organisations can build on

\*

Word count:

Must be no more than 400 words.

### Criterion 2 - How effective and efficient will the applicant be in delivering the grant and maximising its impact? (20%)

You could demonstrate this through:

- previous track record of delivering similar activities and the outcome
- describe governance structures and risk management planning

# 2024-25 Maitri Grants Program Application Form

## Form Preview

- providing an attached risk register
- capacity to demonstrate success through measurable qualitative and quantitative data
- proposed project partners
- how well you will use branding opportunities and leverage partners to maximise impact
- communications, marketing and media planning and platform reach and coverage

\*

Word count:

Must be no more than 150 words.

### Criterion 3 - How will the activity deliver enduring and sustainable outcomes beyond funding? (20%)

You could demonstrate this through:

- scenario planning (“what if?”) beyond the life of the grant agreement
- ability to deliver enduring value beyond the grant activity, such as ability to forge durable institutional linkages over an extended period

\*

Word count:

Must be no more than 150 words.

## Primary Contact & Conflict of Interest

\* indicates a required field

### Primary Contact

The primary contact will receive correspondence regarding the grant until the outcome notification. If successful, applicants can nominate a project lead contact for the grant project.

**Name \***

Title

First Name

Last Name

**Position \***

**Phone Number \***

Must be a valid phone number.

# 2024-25 Maitri Grants Program Application Form

## Form Preview

**Email \***

Must be an email address.

## Conflict of Interest

Please advise if you, your organisations personnel or any person or entity connected to your application;

- Has a professional, commercial or personal relationship with a party who is able to influence the application process?
- Has a relationship with an organisation or foreign government?
- Has a relationship with, or interest in, an organisation from which they may receive or be perceived to receive personal gain from this grant funding?

**To the best of your knowledge, are there any potential, perceived or actual conflicts of interest relating to this application? \***  Yes  No

**Provide details \***

## Declaration

\* indicates a required field

### Working with Children or other Vulnerable Persons

Successful grantees will be asked to complete a Working with Vulnerable Persons Statement of Compliance as part of the Standard Grant Agreement.

The Commonwealth considers a child to be a person under the age of 18 years.

**Will your project involve working with children and/or other vulnerable persons? \***  Yes  No

## Confirmation and Declaration

### **Privacy notice about the collection, use and disclosure of personal information**

The personal information you provide in this report is collected by the Centre for Australia-India Relations (CAIR) within the Department of Foreign Affairs and Trade (DFAT) to financially acquit, evaluate and report on the outcomes of your grant in accordance with [Commonwealth Grants Rules and Guidelines](#). Without this information, we may be unable to finalise your grant payment.

# 2024-25 Maitri Grants Program Application Form

## Form Preview

We collect any photographs and audio/visual materials you provide to promote and publicise the work of CAIR and DFAT. These materials may be made public through national and local media, annual reports or via the CAIR or DFAT websites and other social media.

Our privacy policy is available at [www.dfat.gov.au/privacy.html](http://www.dfat.gov.au/privacy.html) and contains information about access to, or correction of, your personal information, and how you may complain about a breach of your privacy and how we deal with complaints. Grantees/recipients 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 and understand the above Privacy notice.

### *Overseas disclosure:*

- I understand that information provided in this report, including photographs and audio-visual materials, may be used for publicity purposes.
- By providing information to DFAT, I consent to the publication of my personal information to overseas entities or on the internet. I acknowledge that if other recipients breach the Australian Privacy Principles, DFAT will not be accountable under the Privacy Act and that I will not be able to seek redress under the Privacy Act.

### *Information about other people*

- I have sought the consent of any individual whose personal information I have included in the report (including collaborators and activity partners), to provide their personal information to CAIR and DFAT to collect, use and disclose in accordance with this Privacy notice.
- I have obtained written consent from each photographed person, where required.

### *Use and disclosure for secondary purposes*

- I consent to information provided in this application being stored on a central database to which other Commonwealth and State or Territory government agencies may have access for assessment or similar purposes.
- I consent to information provided in this application, other than personal information, being used for training and testing purposes by DFAT staff.

### *Grant activity*

- The statements in this report are true to the best of my knowledge.
- The grant is being used/was used in accordance with the approved budget as detailed in the Funding Agreement/Deed.

# 2024-25 Maitri Grants Program Application Form

## Form Preview

- The above financial statement presents fairly the financial transactions in relation to the CAIR grant received from DFAT (if financial acquittal).

*If you have a grant amount that needs to be repaid:*

- I understand that DFAT will send an invoice to the organisation funded to recover any unspent CAIR funding.
- I confirm that original receipts and other documentation which account for the expenditure will be retained for at least five years from the date of this form and will be available upon request.

**Declaration \***

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

**Date of Declaration \***

Must be a date.

**Name \***

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

**Position and Title \***

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

## Statistical Information

\* indicates a required field

**Where did you hear about the Centre for Australia-India Relations and this Maitri Research Grant Program? \***

- |  |  |
|--|--|
| <input type="checkbox"/> Australian Embassy/Consulate    | <input type="checkbox"/> Social Media - Facebook, Twitter, etc |
| <input type="checkbox"/> DFAT State or Territory Offices | <input type="checkbox"/> CAIR Website                          |
| <input type="checkbox"/> GrantConnect                    | <input type="checkbox"/> Other: <input type="text"/>           |
| <input type="checkbox"/> Minister Media Release          |  |

**Do you have any feedback regarding the application process which may be used to improve future grant rounds? (Note: any feedback will be treated confidentially and will not affect the assessment of your application).**