Applying for a grant

Eligibility

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
○ Individual
Clear

Organisation details *(Not Applicable)*

This section has been disabled because of your response to question: "Are you applying as an organisation or an individual?" on page 2

Remember: the organisation must have an Australian Business Number or Australian Company Number to be eligible.

Organisation *

ABN / ACN *   [ ] Lookup
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 the Secretariat for further details.)

Trading Name
Enter a trading name or professional name (if different from legal entity name above)

Postal Address *
Address

Suburb   **State**   **Postcode**

Must be a valid Australian post code

Street Address
Address

Suburb   **State**   **Postcode**

If the same as your street address, please leave blank.

Business Phone *
Must be a valid international phone number

Office Fax Number

Website

Twitter handle

Other social media details

Size of organisation *(Not Applicable)*

This section has been disabled because of your response to question: "Are you applying as an organisation or an individual?" on page 2

Each applicant (individual or organisation) may submit one application per round. However, the Australia-ASEAN Council will accept multiple applications (to a maximum of three per organisation) from different areas/business units of large organisations such as universities.

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

This section has been disabled because of your response to question: "Will your organisation be applying for more than one grant?" on page 2

Attach a letter of support from your Research Office or equivalent. * Attach a file: [_____] Browse...

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. The letter should confirm this application is one of up to three applications from the institution.

Primary Contact Details *(Not Applicable)*

This section has been disabled because of your response to question: "Are you applying as an organisation or an individual?" on page 2

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 [_____]

Individual Applicant Details *(Not Applicable)*

This section has been disabled because of your response to question: "Are you applying as an organisation or an individual?" on page 2

Remember: The applicant must be an Australian citizen or permanent resident.

Applicant's name *

Title	First Name	Last Name
⌄		

Citizenship Status * ○ Australian Citizen ○ Permanent Resident ○ Other: [_____] Clear

Address *

Address
[_____]
[_____]

Suburb	State	Postcode
[_____]	⌄	[_____]

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

Project Details

* indicates a required field.

Project outline

Project Title * [_____]
Must be no more than 10 words

Provide a clear and descriptive project summary 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).

Project Brief * [_____]
Must be no more than 40 words

Start Date * [_____]
Must be a date.

Completion Date * [_____]
Must be a date.

Alignment with AAC goals

Primary sector * [▾]

Project locations *
☐ Malaysia   ☐ Indonesia
☐ Thailand   ☐ Laos
☐ Singapore   ☐ Burma
☐ Philippines   ☐ Cambodia
☐ Brunei   ☐ Vietnam

For 2015-16 the AAC priority countries are Malaysia, Thailand, Singapore and the Philippines.

Unique Proposal

* indicates a required field.

Project summary

Consider:

How will the project promote Australia

What image of Australia will it present

What is the need to be addressed

Project description *

[   ]

Word count:

Must be no more than 250 words

Demonstrate how the proposal is either a new idea or a novel adaptation or a similar idea and is not already being developed or does not exist in the target area.

What makes your project unique? *

[   ]

Must be no more than 150 words

Impact

* indicates a required field.

Engagement in South East Asia

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

Results

Expected project results (between 1 and 4 key results) *

[   ]

Word count:

Remember these need to be clear, realistic and measurable within the project timeframe. Must be no more than 150 words.

Partnerships and Sustainability

What partnerships will be created or strengthened through this proposal and how will this occur? *

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.

Extending project reach

What publicity is intended to extend the reach of the project and acknowledge the AAC support? *

Word count:

How will the communications results be achieved? Provide details of publicity tools and strategies to promote project results and the AAC. Must be no more than 200 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 your application against our objectives.

Project Methodology and Management

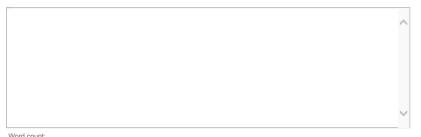*** indicates a required field.**

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 *
			⌄
			Add More...

Measuring the results of the project

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

Word count:

Detail your plans for measuring and recording project results and 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 or 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.

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.

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.

Budgeted Income

A. Internal Contribution *	AUD $ *	Comments (to be completed by Applicant)
	$	e.g. contribution from your organisation.
	Must be a dollar amount	
		Add More...

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	
		Add More...

C. DFAT Grant

DFAT Grants Program Funding Requested *
$
Must be a dollar amount

DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grant Validation *
$
Must be equal to 0

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. Salaries 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
			Add More...

E. Travel Costs *	DFAT Funded *	Other Source *	Comments (to be completed by Applicant)
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
	Must be a dollar amount	Must be a dollar amount	
			Add More...

Following are some examples of Event Costs: Venue Hire; Catering; Advertising; Printed Material; Photography

F. Event Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	$	$	
	Must be a dollar amount	Must be a dollar amount	
			Add More...

G. Production Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	$	$	
	Must be a dollar amount	Must be a dollar amount	
			Add More...

H. Research Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	$	$	
	Must be a dollar amount	Must be a dollar amount	
			Add More...

Contingency
$
Not funded by DFAT

Total Expenditure

Total DFAT Funded Expenditure
$
Must be a dollar amount. This number/amount is calculated.

Total Other Source Expenditure
$
Must be a dollar amount. This number/amount is calculated.

TOTAL EXPENDITURE
$
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.

Multiyear Funding

Does your project involve a payment next financial year? *

This section has been disabled because of your response to question: "Does your project involve a payment next financial year?" on page 7

DFAT Grants Program Funding Request

Enter the DFAT grant funding for each year.

NOTE: The total must equal the amount entered in section C. DFAT Grants Program Funding Requested

Year 1 *

Must be a dollar amount

Year 2 *

Must be a dollar amount

Year 3 *

Must be a dollar amount

Total Multiyear funding

Must be a dollar amount. This number/amount is calculated.

Validation: Muliyear funding = DFAT Grants Program Funding Requested *

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

Are you also applying to other DFAT grant programs for funding? *

This section has been disabled because of your response to question: "Are you also applying to other DFAT grant programs for funding?" on page 7

DFAT Grant programs *

☐ Australia-ASEAN Council
☐ Australia-China Council
☐ Australia-India Council
☐ Australia-Indonesia Institute
☐ Australia-Japan Foundation

☐ Australia-Korea Foundation
☐ Council for Australian-Arab Relations
☐ Council on Australia Latin America Relations
☐ Australian Cultural Diplomacy Grant Program

Team capability

* indicates a required field.

Organisation capability statement *(Not Applicable)*

This section has been disabled because of your response to question: "Are you applying as an organisation or an individual?" on page 2

Please describe your organisation's strengths and experience relating to this area of engagement. *

Word count:

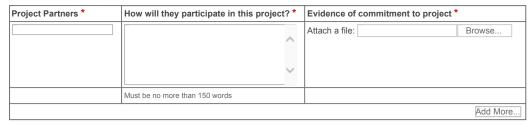Must be no more than 150 words

A capability statement may strengthen your application.

Attach a file: [ ] Browse...

Principal Participants

Principal Participants *			Qualifications and/or Experience *	Please attach a one-page CV *
Title	First Name	Last Name		Attach a file:
[⌄]	[ ]	[ ]	[ ]	[ ] Browse...
				Add More...

Project Partners in South East Asia

Provide information on individuals or organisations in Australia and/or the relevant country who will participate in the administration and/or execution of the project.

Project Partners *	How will they participate in this project? *	Evidence of commitment to project *
[ ]	[ ]	Attach a file: [ ] Browse...
	Must be no more than 150 words	
		Add More...

Previous Funding

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

This section has been disabled because of your response to question: "Have you or your organisation previously requested or received grant funding from the Commonwealth Government and/or other sources?" on page 8

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

Word count:

Must be no more than 150 words

Referees

* indicates a required field.

Please attach 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.

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.

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

Referee 1:

Name *	Title	First Name	Last Name

⌄		

Phone Number * [   ]

Fax 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: [   ] Browse...

Referee 2:

Name *	**Title**	**First Name**	**Last Name**
	⌄		

Phone Number * [   ]

Fax Number [   ]

Email Address * [   ]

Position Title [   ]

Organisation [   ]
(if applicable)

Relationship to Applicant [   ]
*

How long have you known this referee? * [   ]

Referees Report 2 * Attach a file: [   ] Browse...

Certification

* indicates a required field.

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 FCI 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.   Clear

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? *

☐ Website/Internet
☐ Word of mouth
☐ DFAT Website
☐ Newspaper advertisement
☐ Grantlinks
☐ Other:

Online Application Process

Estimate time taken to complete this application form: *

Input hours taken (must be a number)

Did you have any difficulties completing this online application form? *

Do you have any comments regarding the online application process which may be used for future grant rounds?