



Australian Government

Department of Industry, Science,
Energy and Resources

Department of Infrastructure, Transport,
Regional Development and Communications

Sample application form

Stronger Communities Programme – Round 7

Version January 2022

This document shows the questions included in the online application form for Stronger Communities Programme Round 7. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Do not use this document as your application form. You will need to submit an application using the online application form link received via an invitation email from your local Federal Member for Parliament once the Stronger Communities Programme is open to applications.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

Sample

A. Program selection

You will start your application form via a hyperlink we send you. By using this hyperlink, the page will be populated with your organisation details.

If all the details are correct, select 'Continue' on the bottom of the page. If your details are not correct contact us on 13 28 46

The Stronger Communities Programme supports the Australian Government's commitment to deliver social benefits across Australia by funding small capital projects in each of the 151 federal electorates.

It is important to note that being invited to submit an application by your MP, does not guarantee that your application will be successful.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on 03 February 2022. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Stronger Communities Programme Round 7 grant opportunity.

Questions marked with an asterisk are mandatory.

Does your project deliver social benefits to your local community?*

Yes or no

You must answer yes to proceed to next question.

Select which type of entity your organisation is:*

- An incorporated not for profit organisation
- a Commonwealth, state or territory government agency or entity that is a fire service, rural fire service, country fire authority, state emergency service or similar.
- an incorporated trustee on behalf of a trust with responsibility for a community asset or property. You will be required to provide relevant trust documents.
- a local governing body as defined by the Local Government (Financial Assistance) Act 1995.

You must be one of the listed entities to be eligible for this grant opportunity.

For local governing bodies, total Commonwealth grant percentage cannot exceed 50%. You can fund your share of eligible project costs from any source including from state and local government. Your matching funds must be a cash contribution.

Does your project have the required minimum eligible expenditure as defined in the grant opportunity guidelines?*

Yes or no

You must answer yes to proceed to next question

Does your project involve portable equipment? *

Yes or no

If Yes, Will this equipment be used in your MP's electorate?

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. About your organisation

D.1. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

D.2. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Example project title: Upgrade of Jane Citizen Park Facilities

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description for publication on our website.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your area. If the application is successful this project description will be used by the Australian Government in published material.

Example project description: New shade shelters and BBQ's will be installed in Jane Citizen Park in Cityville. These will encourage community members to use the park and spend time being active.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a summary of your project, including the key activities and project outcomes including the social benefits delivered to your community

Example summary of project activities and outcomes: Shade shelters will be purchased and installed above the existing children's' playground and new electric BBQ's will also be purchased and fitted to an area adjacent to the playground. This project will deliver social benefits to our community by improving the quality of the community facilities. The provision of shelter will extend the hours of playtime and provide adults, caregivers and older members of the community with a better environment to participate in outdoor community activity

Your response is limited to 5000 characters including spaces and does not support formatting.

E.3. Project Outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Example of project outcomes: The project to provide shade shelters and new BBQs will deliver social benefits to the community by improving the quality of the community facilities. The project will encourage community members to use the park and spend time being active. The provision of

shelter will extend the hours of playtime and provide adults, caregivers and older members of the community with a better environment to participate in outdoor community activity.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.4. Project questions

Select your project type:

- **Small capital works**
- **Capital expenditure**
- **Both**

Does your project include modifications to leased buildings or grounds?

Projects including modifications to leased buildings or grounds must get consent from the owner and keep a record as we may ask you for this evidence.

Yes or no

Does your project require any development or building approvals?

Projects requiring development or building approvals will need to obtain the necessary approvals and keep them as a record as we may ask you for this evidence.

Yes or no

Is your project located on school grounds or involve upgrades to school property or equipment?

Projects located on school grounds or involving upgrades to school property or equipment should explain the broader social benefits in the outcomes question above.

Yes or no

E.5. Project duration

Your project must be completed by 31 December 2022.

When calculating the duration of the project, you should factor in additional time for product sourcing and purchasing delays, obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

- Estimated project start date
- Estimated project end date

The project length will be calculated by the start and end dates you enter.

E.6. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site
- Electorate

F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project. Your grant amount should not exceed the amount nominated by your MP as outlined in the notification email.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$2,500 or for local governing bodies \$5,000.

As outlined in the grant opportunity guidelines, 'in kind' expenditure is not eligible.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Suppliers, consultants and contracted labour		\$
		2021/22	\$
	Materials		\$
		2021/22	\$
	Assets and equipment		\$
		2021/22	\$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

If you are registered for GST, enter GST exclusive amounts. If you are not registered for GST, enter GST inclusive amounts. The program grant amount you may apply for is detailed in the application invitation from your MP. The Applicant's contribution to include any partner contribution.

a. Applicant's and their partners' cash contribution (\$A)	\$
c. Program grant amount sought (\$A)	\$
d. Other non-Commonwealth government funding (\$A)	\$

e. Other Commonwealth Government funding		\$
Total eligible project expenditure (\$A)	<i>minimum \$2,500 except for LGAs who require \$5,000</i>	\$
Grant percentage	<i>Maximum 100% except for LGAs which cannot exceed 50%</i>	%
Total Commonwealth Government grant percentage	<i>Cannot exceed 50%</i>	%

The total Commonwealth grant percentage cannot exceed 50%. Other non-Commonwealth government funding means funding contribution from your local or state government towards your share of project costs.

If you are receiving other government funding for this project as indicated in the table above, provide details of the other government grant funding.

Program name	Project title	Funding amount
		\$
		\$
Total		\$

G. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions.

Sample

H. Bank account details

H.1 Bank Account Details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

Account details

Account name

BSB

Account number

Payment contact

Title

Given name

Family name

Position Title

Email address

Phone Number

Mobile number

I. Application finalisation

You must answer the following questions and add any supporting documentation required.

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Additional documentation

You must attach the following supporting documentation.

- Evidence of non for profit status (where applicable)

You must include evidence such as incorporated association registration number or certificate of incorporation; current Australian Charities and Not for profits Commission's (ACNC) registration; constitution or legislation e.g. religious organisations incorporated under legislation.

- Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

- Letters of support from your project partners (attach in section G, if applicable)

I.4. Indigenous organisations

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

J. Primary contact page

You must provide the details of a primary contact for your application. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

Sample

K. Application declaration

In order to submit your application you will be required to agree to the following declaration.

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Stronger Communities Programme Round 7 Guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about

the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.