Instructions for Grantmakers

{{ Grantmakers: Delete this page after reading }}

This sample Application Form can be adapted to suit your own grant program's needs. Non-Australian grantmakers in particular should note that some questions in this form may not be suitable for your circumstances. You may wish to choose the international or NZ sample options instead.

Note that conditional logic has been applied to this form. If you remove sections/questions, this logic may be affected. Use 'Preview' mode to view where logic has been applied, or click on 'Section' or 'Page' headers to see conditions on the left-hand panel. Some questions also have validation applied (e.g. compulsory fields), but in most cases you will need to add this yourself.

This is a very comprehensive form - maybe too comprehensive if your program is giving out a small amount of money. **You should delete, add, edit and adapt the questions (including hints, validation and conditional logic) to suit your own program's needs and the capacities of your applicant communities.** Delete what you don't need – as a rule of thumb, don't ask a question if you don't know if or how you will use the answers.

You should consider providing, alongside your guidelines, a checklist of information/documentation that applicants will need to have on hand in order to complete your form.

You will note that in some of the question hints we have also provided links to sample answers, which are housed in the Funding Centre (another enterprise operated by SmartyGrants' parent organisation, Our Community). These links can be deleted if you prefer not to use them on your form.

We have highlighted **{{ like this }}** areas where you need to delete or add your own information before you make the form live.

For more information on good practice form building and other aspects of the grantmaking process, visit the [Australian Institute of Grants Management (AIGM) website](). (SmartyGrants users are entitled to free membership to the AIGM.)

Grantmaker checklist:

1. Get familiar with this form, including the conditional logic
2. Amend form as per the instructions above, paying particular attention to the needs of your own program and the capacities of your applicant community
3. Apply/check logic and validation for each question
4. **Delete this page (and all other grantmaker instructions)**
5. Customise confirmation email in Form Settings
6. Double-check that you have replaced all the instructional material in this form with your own information
7. Test your form (run a test round - see Help Hub for details)
8. Open your live round

We want your feedback!

Please provide suggestions for improvements to this form by emailing feedback@smartygrants.com.au

Reef Guardian Grant Application Form
Form Preview

Eligibility

* indicates a required field

{{ Grantmakers: delete this section after reading }}

The items shown below are some of the more common inclusions and exclusions that are applied to community grants, but they should not be used on your form unless they apply specifically to your particular situation.

Try not to rule in or out any types of applicants just because that's what you've always done, or just because that's what others do. You need to think about why particular exclusions are in place, and whether or not they are useful and defensible. Click here for a policy document that will help you think through the options (you will need to log in as an AIGM member).

Applicants: please note

Before completing this application form, you should have read the **Reef Guardian Grants Guidelines**

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact **07 47 500 700 or email grants@gbrmpa.gov.au**

Confirmation of Eligibility

I confirm that the applicant ...

- has read and understands the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is a not-for-profit organisation (includes educational institutions such as schools and kindergartens)
- *is incorporated, or is auspiced by an incorporated organisation for the purposes of this application*
- *is an endorsed Deductible Gift Recipient (DGR)* **{{ Grantmakers: most not-for-profit organisations do not have DGR so use this criterion only if this is a specific requirement of your funding }}**
- is located in (and/or project is located in) **the Great Barrier Reef Marine Park or it's catchment**
- is able to demonstrate financial viability
- does not owe any reports or money to **The Great Barrier Reef Marine Park Authority** as a result of previous funding or grants
- has the appropriate type and level of insurance for the activities that are the subject of this grant

- *Please check the terms and conditions of the grant agreement for confirmation of eligibility (link to grant template)*

Are you eligible to apply for this funding? *
○ Yes   ○ No
You must confirm that all statements above are true and correct.

BEFORE YOU BEGIN

BEFORE YOU BEGIN
Welcome to the Australian National Commission for UNESCO online grant application service, powered by SmartyGrants.

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on 02 6261 2037 during business hours or email natcom.unesco@dfat.gov.au and quote your application number.

Click here (xxxx Insert LInk xxxx) to view the guidelines.

If you need more help using this form, download the Help Guide for Applicants or check out Applicant Frequently Asked Questions (FAQ's)

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 SUPPORT DOCUMENTS

You may 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.

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.

COMPLETING AN APPLICATION IN A GROUP/TEAM
A number of people can work on an application using the same log in 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.

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* To view our privacy statement, go to **{{ Grantmakers: insert hyperlink to your privacy statement. }}**

Contact Details

* indicates a required field

Primary Contact Details

Name of person who is applying for project funds

Primary contact person *
Title   First Name   Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Must be an Australian phone number.

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Reef Guardian Grant Application Form
Form Preview

Organisation Details

Does the applicant have an Australian Business Number (ABN)? *
☐   Yes ☐   No
*Applicants must have an ABN to apply for this grant

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Applicant organisation name (legal name) *
Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABN, ABR, ACNC or ATO.

Trading name

Is the applicant an Indigenous or Torres Strait Islander Organisation? *
☐   Yes
☐   No

Department / Branch / Faculty (if applicable)

Use this field only if relevant

Primary (physical) address (of the organisation) *
Address

Suburb   State   Postcode

Must be an Australian postcode.
If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)
Address

Suburb   State   Postcode

Applicant organisation website

Must be a URL

Authorised Contact Person

The authorised person is the individual who is authorized to sign the funding agreement on behalf of the organization if the finding is approved

Is the Authorised person the same as the primary contact person (above)? *
○ Yes   ○ No

Name
Title   First Name   Last Name

Position or role in organisation
Organisation Name

Phone number

Must be an Australian phone number.

Email address

Must be an email address.

Name of research supervisor

This section must be completed for Reef Guardian Research Grants

Name

○ Individual   ○ Organisation
Organisation Name

Title   First Name   Last Name

Position

Email

Must be an email address.

Phone Number

Must be an Australian phone number.

Address
Address

Suburb   State   Postcode

Must be an Australian postcode.

Organisation Details

* indicates a required field

What is your organisation's purpose or mission?

Does your organisation have an ABN? *
○ Yes   ○ No

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from the ATO.

Please upload completed Statement of Supplier Form:
Attach a file:

Max 25mb

Is your organisation endorsed as a Deductible Gift Recipient (DGR)?
○ Yes   ○ No
If you're unsure you can look up your DGR status at http://abr.business.gov.au/AdvancedSearch.aspx

Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC?)
○ Yes   ○ No
If you're unsure, you can check your registration at the ACNC website: http://www.acnc.gov.au/

What is your incorporation number?

Incorporated Association or Australian Corporation Number

What type of not-for-profit organisation are you?
○ Educational institution (includes pre-schools, schools, universities & higher education providers)
○ Religious or faith-based institution
○ Philanthropic organisation
○ Peak body
○ Social enterprise
○ International NGO
○ Professional association
○ Healthcare not-for-profit

- ○ Community group
- ○ Political party / lobby group
- ○ Research body
- ○ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

What is your organisation's legal structure?

- ○ Unincorporated association
- ○ Incorporated association
- ○ Cooperative
- ○ Company limited by guarantee
- ○ Indigenous corporation, association or cooperative
- ○ Organisation established through specific legislation
- ○ Trust
- ○ Unknown
- ○ Other:

If your organisation is unincorporated it must have an auspice organisation

Project Details

Project title:

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date

Anticipated end date

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

Please provide a short summary of your initiative

Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu1 if you need some ideas about how to frame your response.

Rationale / Theory of Change: What is the need and how will you address it?

Tell us why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu2 if you need some ideas about how to frame your response.

Alignment - How will your initiative help {{ insert grantmaker's name }} achieve our goals?

Please consult the program guidelines for more information about our program and organisational goals - see {{ Grantmakers: insert website address here }}. Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu3 if you need some ideas about how to frame your response.

What are the primary areas of focus for this project/program?

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees).

Please tell us about the outcomes you expect to result from this initiative.

Outcomes are the changes you expect to occur for the beneficiaries of your initiative. Generally outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation, (these are generally **immediate** or short-term outcomes)
- Actions, behaviour, change in policy (these are generally **intermediate** or medium term outcomes)
- Social, financial, environmental, physical conditions (these are generally **long-term** outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); intermediate outcomes are those that fall between the immediate and long-term (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

We also want to learn more about the beneficiary groups you think your initiative will affect (**Primary** and **Indirect**), who you will work through to reach those groups or achieve your outcomes (**Intermediaries**), and how you propose to gauge whether your anticipated outcomes have been achieved - what you will measure and how (**indicators**).

If you need more help understanding what outcomes are, read the materials at www.ourcommunity.com.au/evaluation

List your initiative's anticipated outcomes and attached information in the following table. Leave blank any fields that do not apply to your initiative.

Anticipated Outcomes	Timeframe	Indicator	Verification Method
Outcomes are the changes that you expect	See description above	What you will use to measure this outcome -	e.g. survey; interviews; focus groups

to occur as a result of your initiative. See information above.		e.g. 'change in teenage pregnancy rates from x to y'	

Who are the expected primary beneficiaries of this project/program?

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

Please list any indirect beneficiaries you anticipate will or may be affected by your initiative.

Indirect beneficiaries:

Indirect beneficiaries are those who may not be targeted by your initiative but are nonetheless expected to be affected by it. For example, a country sports program might be expected to improve the health of the participants ('rural children and youth'), but also to contribute to strengthened community cohesion and capacity building through greater involvement in sports clubs ('rural adults'). You may add extra rows if required.

Please list any intermediaries you will work through or with to reach your beneficiaries and/or achieve your outcomes.

Intermediaries:

In order to induce changes in your target group, you may need to work through one or more layers of intermediaries. If you wanted to reduce ethnic prejudice, for example, you might want to work through teachers to change students, or even through teacher training colleges to change teachers. You may add extra rows if required.

What outputs are you expecting to produce through this initiative?

Outputs are the immediate, obvious, and (usually) countable changes a project/program generates. Examples would include the number of trees to be planted, the number of classes to be held, the number people expected to attend a training course, the number of possums to be treated for a disease, the number of volunteers to be engaged.

List your initiative's intended outputs, including approximate numbers (if possible), in the following table. Leave blank any fields that do not apply to your initiative.

Number	Who or What	Service / Product / Activity	Timeframe
(Approximate, or leave blank if unknown)	e.g. parents; trainees; trees; possums; books	e.g. trained in first aid; planted; provided treatment; delivered	e.g. over life of program; per annum; per month

How will you address the needs of people of different genders in the design and management of your initiative? How will you know if you have considered all genders adequately?

We want you to show how you have considered gender differences in designing your project/program and how you will assess your results. Please outline how you will know if you've catered for all genders adequately (presuming your initiative is designed for all genders) and how you will measure the gender split of your beneficiaries. If you are running a gender-specific initiative, please tell us why only one gender is being targeted. For more information on applying a gender lens to your work, visit http://www.fundingcentre.com.au/help/gender-lens

How will you measure the gender reach of your project/program?

Please outline how you will know whether or not you have reached all genders equitably (presuming your initiative is designed for all genders). For more information on applying a gender lens to your work, visit http://www.fundingcentre.com.au/help/gender-lens

Will your project address gender inequality?

○ Yes ○ No ○ Don't know

Answer 'yes' if your project/program is specifically designed to improve opportunities for women and girls, or you think this may occur as a side-benefit to your initiative.

How will your initiative address gender inequality? *

What will you do to address gender inequality and what changes do you expect will occur as a result?

Does this initiative have community support? In particular, do the beneficiary and/or geographic communities affected by this project/program support the activities you are proposing?

○ Yes ○ No ○ Don't know ○ Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

What evidence do you have that this project/program has community support?

Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu7 if you need some ideas about how to frame your response.

Please upload letters of support (if available/relevant)
Attach a file:

A maximum of 5 files can be attached

What are the major steps / stages (i.e. milestones) involved in delivering your initiative?

Milestone	Start Date (if known)	Finish Date (if known)	Location (if relevant)	Notes
e.g. planning; major activities; evaluation	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	(e.g. add address, suburb, region if known; otherwise type 'unknown' or 'not applicable')	Add explanatory notes if required

Inputs (Budget)

Total Amount Requested

$

What is the total financial support you are requesting in this application?

Total Project/Program Cost

$

What is the total budgeted cost (dollars) of your project?

Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.

Use the 'Notes' column for any additional information you think we should be aware of.

{{ Grantmakers: refer here to your own expenses quotation policy - e.g. "For expense items over $500, quotes will need to be provided in the file upload area below the tables." }}

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

Please **do not add commas** to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

{{ Optional: Grantmakers may wish to link here to a sample budget. }}

Income Description	Income Type	Confirmed Funding?	Income Amount ($)	Notes
			$	

Expenditure Description	Expenditure Type	Expenditure Amount ($)	Notes
		$	

Budget Totals

Total Income Amount	**Total Expenditure Amount**	**Income - Expenditure**
$	$	
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

{{ Grantmakers: Change this question and hint to match the size of the grant and your own organisation's policies }}

Please attach quotes for those expenditure (cost) items over {{ $500 }}
Attach a file:

{{ Grantmakers: Add your own hint to reflect your policy on obtaining quotes }}

**What other inputs will you need in order Confirmed?
to successfully carry out this project?**

Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.		

Applicant Capacity

Now that we know about your project/program, we want to find out more about your organisation's ability to undertake the work you propose. Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application.

Include in this section information about your strategies for providing the inputs (money, staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant.

Please provide a link to or attach a copy of your most recent Annual Report.

If you do not produce an annual report, please provide us with your most recent financial statements (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position).

Upload files

Attach a file:

or

Provide web link:

Must be a URL

Certification and Feedback

Reef Guardian Grant Application Form

Form Preview

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *   ○ Yes   ○ No

Name of authorised person *

Title   First Name   Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback. (If you would rather provide anonymous feedback, please go to **{{ Grantmakers: provide a link to an anonymous survey or delete this sentence }}**).

Please indicate how you found the online application process:
○ Very easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.