



Australian Government

Department of Industry,  
Innovation and Science

Department of Infrastructure,  
Regional Development and Cities

**Business**

business.gov.au  
**13 28 46**  
Delivered by AusIndustry™



Application Form

## Stronger Communities Programme Round 4

Version August 2018

This is a sample application form for demonstration purposes only. The purpose of the sample form is to inform you of the questions we will ask you in the online form when you apply for the Stronger Communities Programme. It will help you prepare your responses and the mandatory attachments you will need before you apply online.

Do not use this document as your application form. You can only submit an application using the online form when available

## Instructions

### About the Stronger Communities Programme

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 150 federal electorates.

Round 4 of the program will provide \$22.5 million. Grants will be awarded through a closed non-competitive process where invited applications will be assessed against the program criteria.

The program's intended outcomes are to improve local community participation and contribute to vibrant and viable communities.

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

Success of your application depends on the completeness and eligibility assessment by the department, any reputational risk to the Australian government, information you provide, and the availability of grant funds.

### Completing this form

You must read the [program guidelines](#) before filling out your application. Further information on the program and how to apply can be found in the Frequently Asked Questions and Fact sheets. View these documents at [business.gov.au](http://business.gov.au)

This application form contains the following:

- Part A – Eligibility
- Part B – Contact details
- Part C – Applicant information
- Part D – Project details and funding
- Part E – Supporting documentation
- Part F – Applicant declaration

### Disclosure of information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the Stronger Communities Programme Round 4 [program guidelines](#). Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#)<sup>1</sup>.

### Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at [business.gov.au](http://business.gov.au). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

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<sup>1</sup> <https://industry.gov.au/Pages/PrivacyPolicy.aspx>

You should also read and understand the [program guidelines](#) and sample grant agreement before completing an application. View these documents at [business.gov.au](#).

### Submitting your application

Applications open at 9.00am AEST 6 August 2018 and may be submitted at any time up until 5.00pm AEDT on 18 October 2018.

If you are unable to use the online form you can contact us on 13 28 46 or at [business.gov.au](#).

SAMPLE

## A. Eligibility

### A.1. Eligible applications

Were you invited by your federal Member of Parliament (MP) to apply?  yes  no

*Only organisations who received an emailed invitation from their MP are eligible to apply.*

*You can only apply up to the maximum grant amount nominated by your local MP.*

### A.2. Eligible entities

*This section will help you determine whether you are an entity eligible for the program. For further information please refer to the [program guidelines](#).*

You are required to answer all questions in this section.

Do you have an Australian Business Number (ABN)?  yes  no

*If you do not have an ABN you are not eligible to apply.*

*Refer to section 5.1 of the [program guidelines](#), or call 13 28 46 if you need clarification.*

*For trustees applying on behalf of a trust, this refers to the ABN of the trust.*

Is your organisation:  yes  no

- a local government agency or body?

*A local governing body as defined in the Local Government (Financial Assistance) Act 1995 (Cth). For the purposes of the program, additional organisations listed in section 5.1 of the [program guidelines](#) are also considered local governing bodies:*

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in SA
- Cocos (Keeling) Islands Shire Council
- Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority
- The Shire of Christmas Island
- The Silverton and Tibooburra villages in NSW
- The Trust Account in the NT and
- ACT Government.

- 
- an incorporated not for profit organisation including:  yes  no
    - incorporated associations, such as
      - Police and Citizen Youth Clubs
      - child care centres
      - surf clubs
      - local aged care bodies
      - Parents and Citizens, Parents and Friends groups and equivalent bodies
      - local rural fire services
      - local state emergency services
    - non-distributing co-operatives
    - companies limited by a guarantee
    - indigenous not for profit corporations.

*If you are not an incorporated not for profit entity you are not eligible to apply. However, if you have a parent organisation that is an incorporated not for profit entity, they may apply on your behalf.*

*The parent organisation (incorporated entity) can apply on your behalf and must:*

- *meet the program's eligibility criteria*
- *be the main driver of the project*
- *submit this application form*
- *if successful, enter into a grant agreement with the Commonwealth*
- *ensure that the grant is spent on the project and in accordance with the agreement.*

*You are required to demonstrate your 'not for profit' status through one of the following:*

- *current Australian Charities and Not-for-profits Commission (ACNC) registration*
- *state or territory incorporated association status*
- *constitutional documents or articles of association that demonstrate the 'not for profit' character of the organisation.*

- 
- an incorporated trustee applying on behalf of a trust with responsibility for a community asset or property.  yes  no

*Trustees may only apply where the trust has been established to look after a community asset or property and the project is directly related to improving that community asset or property.*

If you have answered 'yes' to any of the questions above you are eligible to apply for this program.

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### A.3. Additional eligibility criteria

*This section will help you determine whether you comply with additional eligibility criteria for the program.*

*Refer to section 5.1 of the [program guidelines](#), or call 13 28 46 if you need clarification.*

You are required to answer all questions in this section.

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Does your project meet the program's intended outcomes and deliver social benefits to your local community as described in the [program guidelines](#)?  yes  no

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Are you applying for the project and grant amount as agreed and reported to the department by your MP?  yes  no

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Does your project have at least \$5,000 in eligible expenditure?  yes  no

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Do you have a plan for how you will carry out the project?  yes  no

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Are you able to certify that you can meet your share of the funding as outlined in the [program guidelines](#)?  yes  no

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*Total funding for the project from the Commonwealth cannot exceed 50 per cent of the total eligible project expenditure. You can fund your share of eligible project costs from any source including from state and local government. Your contribution can be either cash or in-kind. Where you provide in-kind contributions, you must calculate the dollar value.*

If you answered 'yes' to all of the questions above you are eligible to apply for this program.

For further information regarding eligibility requirements refer to the Stronger Communities Programme Round 4 [program guidelines](#).

## B. Contact details

*The primary contact is the person authorised to act on behalf of the applicant.*

*(Note: You must provide at least one phone or mobile number for the primary contact. Other than title, all the remaining fields below are mandatory unless stated otherwise.)*

Provide details of the primary contact.

---

Title

---

Given name

---

Family name

---

Position title

---

Phone number

---

Mobile number

---

Email address

---

Provide the postal address of the primary contact

---

Address

---

Suburb/ town

---

State/ territory

---

Postcode

---

Country            Australia

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### B.1. Primary Contact's relationship to applicant

*The primary contact must be authorised to act on behalf of the applicant.*

Is the primary contact:

yes     no

▪ an employee of applicant organisation? or

▪ a volunteer for the applicant organisation?

yes     no

If you answered **'yes'** to one of the above questions, go the next question B2. If you answered **'no'**, complete the following table.

What is the relationship of the primary contact to the applicant?

Name of primary contact's employer

Australian Business Number (ABN) of primary contact's employer

Provide a contact for the applicant organisation

Title

Given name

Family name

Position title

Phone number

Mobile number

Email address

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B.2. How did the applicant hear about the program?

--- Please select ---

If Other, please specify:

B.3. Conflicts of interest

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

yes  no

*Refer to the Stronger Communities Programme Round 4 [program guidelines](#) for further information on your conflict of interest responsibilities.*

If yes, describe the perceived or existing conflict/s of interest and how you anticipate managing them.

750 character limit (including spaces)

SAMPLE



## C. Applicant information

### C.1. Joint applications

*Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.*

Is this a joint application?  yes  no

If you answered 'yes' to this question the lead applicant must complete this form. If you require more information about how to submit a joint application contact us on 13 28 46 or at [business.gov.au](http://business.gov.au).

### C.2. Type of applicant

*In this section you must indicate what type of entity you operate under.*

Select which type of entity your organisation is

- a local government agency or body
- an incorporated not for profit organisation

Please choose your relevant entity type below:

- incorporated association
- non-distributing co-operative
- company limited by guarantee
- indigenous not for profit corporation

If you selected not for profit, how will you demonstrate your not-for-profit status?

- current Australian Charities and Not-for-profits Commission (ACNC)
- state or territory incorporated association status
- other evidence such as constitutional documents or articles of association

*Where you select other evidence you must attach this evidence in the form.*

- an incorporated trustee on behalf of a trust with responsibility for a community asset or property

*You must provide a copy of your current trust deed and evidence that your trust is responsible for the community asset or property that is the subject of this application.*

### C.3. Applicant organisation details

*If you are applying as a trustee on behalf of a trust with responsibility for a community asset or property leave this question blank and go to the next question.*

Australian Business Number (ABN)

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Australian Company Number (ACN)

*If applicable*

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Legal/ registered entity name

---

Business/ trading name

*Your business may have registered one or more business names. If you operate under a business or trading name enter alternate name(s) here.*

---

GST registered?

yes  no

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#### C.4. Trustee and trust details

*Only an incorporated trustee on behalf of a trust with responsibility for a community asset or property is eligible to apply.*

*An incorporated trustee on behalf of a trust with responsibility for a community asset or property may only apply*

---

Australian Company Number (ACN) of the trustee

---

Australian Business Number (ABN) of the trustee  
*(if different to trust, otherwise leave blank)*

---

Legal/ registered entity name of the trustee

---

Australian Business Number (ABN) of the trust

---

Legal/ registered entity name of the trust

---

Business/ trading name

*Your business may have registered one or more business names. If you operate under a business or trading name enter alternate names here.*

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Is the trust GST registered?

yes  no

*You must provide evidence that your trust is responsible for the community asset or property that is the subject of this application. The evidence can be in a form of a letter on the relevant trust's letter head or a statutory declaration from the relevant trust.*

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#### C.5. ANZSIC details

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What is the applicant's main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

*The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#). Phone 13 28 46 if you require assistance.*

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## C.6. Address details

Provide your **Organisation's Street Address** (Australian Head Office).

Address

Suburb/ town

State/ territory

Postcode

Provide your **Organisation's Postal Address**.

Same as your street address, go to next section.

Different to your street address, provide details below.

Address

Suburb/ town

State/ territory

Postcode

Country

Australia

## C.7. Website or social media platform address

Provide your organisation's website address. Or if you do not have a website, please provide a link to your business' social media platform.

## C.8. Project site address

Will your project's activities occur solely at the above listed head office address?

yes  no

If you answered '**yes**' go the next question. If you answered '**no**' complete the following table.

*Project site address must be a street address not postal.*

### Site address 1

Address

Suburb/ town

State/ territory

Postcode

Country

Australia

Electorate

## Site address 2

Address

Suburb/ town

State/ territory

Postcode

Country Australia

Electorate

### C.9. Project partner organisation details

If in the first question of this section you answered **'yes'** to the question relating to joint applications you are required to provide details of the joint project partner organisations in the following table.

*For an explanation of entity types refer to the second question. You may be required to provide further financial details about your collaborative project partners if your application is successful.*

No	Australian Business Number	Australian Company Number	Organisation name	Entity type
1				
2				
3				
4				
5				
6				
7				

You should attach a letter of support from each of the other organisations involved in the proposal.

*The letter of support must include:*

- *details of the partner organisation*
- *an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project*
- *the roles/ responsibilities the partner organisation will undertake, and the resources it will contribute (if any)*
- *details of a nominated management level contact officer*

## D. Project details and funding

### D.1. Project title and description

If your application is successful, the details you provide below will be published on [GrantConnect<sup>2</sup>](#).  
Published project details will include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

Provide a project title.

If the application is successful, this project title may be used by the Australian Government in published material.

Example project title: Upgrade of Jane Citizen Park Facilities

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25 word limit

Provide a brief project description for publication on our website.

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.

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125 word limit

### D.2. Summary of activities and project outcomes

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: Six shade shelters will be purchased and installed above the existing children's' playground and three new electric BBQ's will be purchased and fitted to a treed 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.

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<sup>2</sup> <https://www.grants.gov.au/>

225 word limit

### D.3. Project plan

Describe how you will carry out the project including:

- who is accountable
- a list of resources
- identification of any constraints

*Example project plan: Council approval will be obtained for the planned park upgrades prior to the commencement of works. Shade sails will be purchased from ABC Shadesails Pty Ltd and installed in January 2018. Electric BBQs will be purchased from XYZ BBQs Pty Ltd and installed in February 2018. A project completion inspection and approval will be undertaken by a Council inspector by March 2018 and the overall project will be managed by the Council's Parks and Recreation Manager.*

225 word limit

### D.4. Project duration

Project start date

Project end date

*Your project start date cannot be before the date of your application submission. Your project end date must be the expected date your project activities will be completed and should allow sufficient time for unexpected delays to your project. You should complete your project by 30 June 2019. Refer to section 4.1 of the [program guidelines](#).*

### D.5. Modifications, fit out, alterations or additions to premises, buildings or grounds

Will your project involve fit out, alterations or additions to premises, buildings or grounds?

*If you answered yes, you must attach photographic evidence of the project site prior to project start.*

yes  no

Will your project include modifications to a leased building or grounds?

*If yes, please answer the question below.*

yes  no

Do you have consent from the owner to undertake the project?

yes  no

*Modifications to leased buildings or grounds, for example refurbishing, must have the support from the owner. See section 6.2 of the [program guidelines](#).*

### D.6. Development approvals and other mandatory approvals.

Will your project require a development approval, building approval or other approvals?

You must be aware of and ensure you obtain, any necessary statutory approvals. Where statutory approvals are required for your project you must maintain records of the approvals.

yes  no

#### D.7. Project budget

Provide details on your eligible project costs over the life of the project. You can only apply up to the maximum grant amount nominated in the invitation email from your local MP.

When calculating the total project cost, if you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount.

Your project must have at least \$5,000 in eligible expenditure. The sum of eligible project expenditure items in the table below must match the total eligible expenditure.

Eligible project expenditure	Total
Suppliers, consultants and contracted labour	\$
Materials	\$
Assets and equipment	\$
<b>Total eligible project expenditure</b>	<b>\$</b>

#### D.8. Source of funding

Amounts must be GST exclusive. The program grant amount you may apply for is detailed in the application invitation from your MP. The Applicant's contribution should include any partner contribution.

a. Applicant's and their partners' cash contribution (\$A)	\$
b. Applicant's and their partners' in-kind contribution value (\$A)	\$
c. Program grant amount sought (\$A)	\$
d. Other non-Commonwealth government funding (\$A)	\$
e. Other Commonwealth Government funding	\$
<b>Total eligible project costs (\$A)</b>	<b>minimum \$5,000 \$</b>
Grant percentage	Cannot exceed 50% %
Total Commonwealth Government grant percentage	Cannot exceed 50% %

The project cannot be funded by this grant in conjunction with any other Commonwealth grant. The total Commonwealth Government 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 as indicated in the table above, provide details of the other government grant funding.

Program name	Funding amount
	\$
	\$
<b>Total</b>	\$

SAMPLE



## E. Supporting documents

You should note any supporting documentation that you attach to the application here. The following restrictions apply to attachments:

- total size of all attachments and this application form should not exceed 20MB
- file size of each attachment cannot exceed 2MB
- only files with the following file type extension can be uploaded (.pdf, .rdtf, .doc, .docx, .xls, .xlsx)

For assistance with any technical issues experienced while completing this application form or attaching documents please phone 13 28 46.

### E.1. Attachment 01 – evidence of not for profit status

This is only for applicants where a not for profit is applying and has selected to provide other evidence such as constitutional documents or articles of association, but is mandatory for those applicants:

Part of application form	Type of attachments	Attached?
Part C2 – type of applicant	A copy of the evidence such as constitutional documents or articles of association.	<input type="checkbox"/> yes

### E.2. Attachment 02 – incorporated trustees on behalf of a trust

This is only for applicants where an incorporated trustee is applying on behalf of a trust, but is mandatory for those applicants:

Part of application form	Type of attachments	Attached?
Part C4 - trustee and trust details	A copy of the trust documents showing the relationship of the incorporated trustee to the trust responsible for a community asset or property.	<input type="checkbox"/> yes

### E.3. Attachment 03 – letters of support from project partner organisations

This is only for joint applications, but is mandatory for those applications.

Part of application form	Type of attachments	Attached?
Part C9 – joint project partners	For joint applications, letters of support from project partner organisations as outlined in <a href="#">program guidelines</a> 7.3.	<input type="checkbox"/> yes

### E.4. Attachment 04 – photo of existing site or premises

This is only where the project involves modifying existing premises but is mandatory for those applications.

Part of application form	Type of attachments	Attached?
Part D5 – fit out, alterations or additions to existing premises.	Photo of existing site or premises	<input type="checkbox"/> yes

## F. Applicant declaration

### F.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that 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 4 [program 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 and
- 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 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.

- By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

## F.2. Applicant declaration

I declare that I have read and understood the [program 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 or person with authority to commit the applicant to this project.

I declare that I have consent from the building owner to undertake the proposed project outlined in this application.

I declare that I will comply with, and require that any 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, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I understand that I need to declare any perceived or existing conflict of interest that may arise in relation to this application to the department in writing.

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 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 Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by sending me a letter of approval with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](http://business.gov.au). On receipt of this letter, I will immediately be bound by a legally binding agreement comprising:

- this application
- the Stronger Communities Programme Round 4 [program guidelines](#) in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

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

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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

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By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

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### F.3. Signature

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Name of signatory

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Email address of signatory

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Date

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Signature

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SAMPLE