



Australian Government
**Department of Industry,
Innovation and Science**

Application Form

Drought Community Support Initiative

Version November 2018

SAMPLE



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About the Drought Community Support Initiative

The Drought Community Support Initiative is a stream under the Drought Communities Programme. The Drought Communities Programme aims to support communities in the most drought-affected regions of Australia by funding Eligible Local Government Areas for local infrastructure projects and other drought-relief activities.

The Drought Community Support Initiative was announced by the Australian Government at the National Drought Summit on 26 October 2018.

The objectives of the Drought Community Support Initiative are to:

- provide immediate assistance to farmers, farm workers and farm suppliers/contractors who are facing hardship arising from the impact of drought in eligible Local Government Areas under the [Drought Communities Programme](#). Refer to the list of eligible Local Government Areas listed on business.gov.au and [GrantConnect](#).

The intended outcomes of the Drought Community Support Initiative are to:

- help with immediate assistance for farmers, farm workers and farm suppliers/contractors who are facing hardship arising from the impact of drought
- improve levels of economic activity in regions and support local communities.

The Australian Government announced a total of \$30 million in 2018-19 for this grant opportunity.

A selected charity organisation can receive up to \$10 million to provide immediate financial support in the form of cash payments and vouchers to eligible recipients. The grant may include additional funding for administration costs for each charity organisation.

Completing this form

You should read the [grant opportunity guidelines](#) (guidelines) before filling out this application.

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 – Merit criteria
- Part F – Supporting documentation
- Part G – Applicant declaration

Disclosure of personal and confidential 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 Drought Community Support Initiative grant opportunity 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](#)¹.

Getting help

If you need further guidance around the application process, [contact us](#) at business.gov.au or by calling 13 28 46.

You should also ensure you have read the guidelines and sample grant agreement/s before seeking help. View these documents at business.gov.au.

Submitting your application

Applications may be submitted at any time up until 5.00pm AEDT on 3 December 2018. We cannot accept late applications.

Submit your application via email to DCP@industry.gov.au.

¹ <https://www.industry.gov.au/data-and-publications/privacy-policy>

A. Eligibility

A.1. Eligible entities

This section will help you determine whether you are an entity eligible for the Drought Community Support Initiative.

You are required to answer all questions in this section.

Is your organisation one of the eligible charity organisations listed in section 5.1 of the grant opportunity guidelines? yes no

If you have answered 'yes' to the question above your entity is eligible to apply for this grant opportunity.

A.2. Additional eligibility criteria

This section will help you determine whether you comply with additional eligibility criteria for this grant opportunity. You are required to answer all questions in this section.

Does your organisation have an ABN? yes no

Will the application be submitted by the Chief Executive Officer of the charity organisation listed in section 5.1 of the grant opportunity guidelines or other charity organisation officer authorised to sign a grant agreement? yes no

Will your project:

- include eligible activities and eligible expenditure yes no

- establish eligibility criteria for the provision of financial assistance to eligible recipients of cash payments and/or vouchers as per section 6.2 of the grant opportunity guidelines yes no

- keep record of provided assistance and submit aggregated data reports to the department yes no

- be completed by 30 June 2019? yes no

If you answered 'yes' to all of the questions above you are eligible to apply for this grant opportunity. For further information regarding eligibility requirements refer to the [grant opportunity guidelines](#)

B. Contact details

B.1. Details of primary contact

Person authorised to act on behalf of the applicant.

The fields below are mandatory except for title field.

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

B.2. Contact's relationship to applicant

Is the applicant the primary contact's employer? yes no

If you answered **'yes'** go the next question. 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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C. Applicant information

C.1. Type of applicant

In this section you must indicate your entity type.

All entities must have an ABN.

Select your entity type

company limited by guarantee

incorporated association

incorporated not for profit

C.2. Applicant details

If you are applying as a trustee on behalf of a trust leave this question blank and go to the next question.

Australian Business Number (ABN)

Australian Company Number (ACN)

If applicable

Entity name

The entity name refers to the legal/ registered name that appears on official business documents. The entity name may be different from the business name.

Business/ trading name

Your organisation may have one or more registered business names. Provide any relevant business or trading names here.

GST registered?

yes no

C.3. 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.4. Website address

Provide your organisation's website address.

C.5. Local Government Areas

Will your project's activities occur solely in the Eligible Local Government Areas (LGAs)? yes no

The list of 81 Eligible Local Government Areas (LGAs) is at Attachment A to this application.

Please list the relevant Eligible Local Government Area where you intend to deliver your project and answer the questions in the following table. You can add rows to the table, as required.

Eligible Local Government Area (LGA)	Are you currently providing support in this LGA? Yes/No	Do you have capacity to visit and provide support in this LGA? Yes/No	Would you be able to provide support to this LGA, if you received Drought Community Support Initiative funding? Yes/No

D. Project details and funding

D.1. Project title and description

If your application is successful, some project details will be published on [GrantConnect](#). Published project details include:

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

Provide a project title.

Provision of financial assistance to farmers impacted by drought.

70 character limit (including spaces)

Provide a brief project description for publication.

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 organisation.

Example project description: Charity x will provide immediate financial assistance in the form of cash payments and vouchers to eligible farmers in the eligible Local Government Areas in Queensland and northern New South Wales. We will reach out to farmers, farm workers and farm suppliers/contractors across these areas that are suffering as a result of the drought. We will utilise our networks to ensure community members are referred to us or one of the other charities selected for this program. We will work closely with other charities to ensure financial assistance from this program and others is reaching communities across Australia.

750 character limit (including spaces)

D.2. Detailed project description and key activities

Provide a detailed description of your project including the project scope and key activities. As per section 6.3 of the grant opportunity guidelines, eligible activities must directly relate to the project and can include:

- raising awareness of the assistance available to eligible drought affected communities
- identifying eligible recipients
- providing cash payments and/or vouchers to eligible recipients

- managing and reporting on outcomes to the Australian Government
- coordination and collaboration between the selected charity organisations managing the Drought Community Support Initiative grant opportunity.

This information will not be published.

[2000] character limit (including spaces)

You may provide up to 3 attachments that are referenced in your application, to support your project.

List the attachments and identify the relevant page numbers in each attachment.

[750] character limit (including spaces)

D.3. Project outcomes

Provide a summary of the expected project outcomes.

This information will not be published.

[1350] character limit (including spaces)

D.4. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

You can have a maximum of 3 milestones and there must be a milestone due for completion by the end of January 2019 to align with reporting and milestone payments.

The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. The project must be completed by 30 June 2019

Milestone 1

Milestone title

Delivering the first tranche of payments and vouchers to eligible recipients

80 character limit (including spaces)

Milestone description

[600] character limit (including spaces)

Milestone start date

Milestone end date

17 December 2018

31 January 2019

Estimated eligible milestone cost (A\$) (GST inclusive, less any GST credits that you can claim)

Milestone 2

Milestone title

Delivering the second tranche of payments and vouchers to eligible recipients

80 character limit (including spaces)

Milestone description

[600] character limit (including spaces)

Milestone start date

Milestone end date

1 February 2019

31 March 2019

Estimated eligible milestone cost (A\$) (GST inclusive, less any GST credits that you can claim)

Milestone 3

Milestone title

Delivering the third tranche of payments and vouchers to eligible recipients

80 character limit (including spaces)

Milestone description

[600] character limit (including spaces)

Milestone start date

Milestone end date

1 April 2019

30 June 2019

Estimated eligible milestone cost (A\$) (GST inclusive, less any GST credits that you can claim)

D.5. Project duration

Enter your project start and end dates.

Projects must be completed by 30 June 2019.

The project start and end dates should match the dates entered for milestones i.e. the start date for Milestone 1 and the end date of the last milestone.

Project start date

Project end date

17 December 2018

30 June 2019

D.6. Project budget

Provide details on your eligible project costs over the life of the project.

Amounts must be GST inclusive, less any GST credits that you can claim.

We only provide grant funding based on eligible expenditure. Refer to grant opportunity guidelines for guidance on eligible expenditure.

Eligible expenditure item	FY 2018-19
Payments for eligible households	\$
Vouchers for eligible households	\$
Administrative expenses including the cost of auditing and accounting	\$
Other eligible expenditure	\$
Total	\$

If you have identified "Other eligible expenditure", provide an outline of this expenditure.

[600] character limit (including spaces)

If your application is successful, you may be required to submit documentation to help justify your estimated project costs.

D.7. Conflicts of interest

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

yes no

Refer to the [grant opportunity 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)

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E. Merit criteria

You must address both merit criteria in your application. Both merit criteria are of equal weighting.

The size limit for answers is up to 5000 characters including spaces and paragraph returns for each merit criterion.

Where applicable, you should define, quantify and provide evidence to support your answers.

E.1. Merit criterion one

Describe your organisation and its capacity to deliver the Drought Community Support Initiative.

Your response must include information about:

- your organisation and the services it delivers, including your knowledge of, and experience with, delivering assistance to drought-impacted households and communities
- access to appropriately skilled and experienced personnel
- your footprint in the identified eligible Local Government Areas under the Drought Communities Programme, and which areas will be in scope for your organisation to deliver support
- how you will maintain records for reporting purposes
- your organisation's administrative budget for this project (this may be touch upon what you have outlined at D.6).

5000 character limit (including spaces)

E.2. Merit criterion two

Explain how your organisation will deliver the Drought Community Support Initiative.

Your response must include information about how your organisation will:

- assess clients to determine they are eligible to receive financial support under the Drought Community Support Initiative
- determine the level of benefit to be provided to eligible recipients (cash and vouchers)
- manage households who are not eligible for the Drought Community Support Initiative
- reach eligible households who are unlikely to seek help and support through the Drought Community Support Initiative
- collaborate with other charity organisations and other organisations to deliver and communicate this initiative
- coordinate with other charity organisations to manage any potential overlap of services

- manage and mitigate potential fraudulent practices such as individuals/households attempting to make multiple claims and/or the misuse of vouchers
 - work with other charity organisations to mitigate households making claims with each charity organisation
 - manage and mitigate conflict of interest and project risks.
-

5000 character limit (including spaces)

SAMPLE

F. Supporting documents

You should note any supporting documentation that you attach to the application here. You should only attach documents you have referred to in your application.

Optional attachments

Limit additional attachments to those referenced in your application and that add significant value to the application.

If you wish to include additional documents these should be limited to those directly relevant to and supporting the application. You should limit attachments to 10 pages. Do not bind attachments.

If applicable, please list additional attachments:

Form question No.	Name of document	Description of attachment

G. Applicant declaration

G.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](#)
- Drought Support Initiative grant opportunity 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:

- for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- 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.

G.2. Applicant declaration

I declare that I have read and understood the Drought Community Support Initiative 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 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 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 understand that I am responsible for ensuring that I have 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 Drought Community Support Initiative grant opportunity has undertaken and passed, a working with children check, if required under relevant state or territory legislation. I am 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 Standard and Commonwealth Fraud Control Framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

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.

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

Signature

Name of signatory

Email address of signatory

Date

Signature

Appendix A - Local Government Areas

New South Wales	Queensland	South Australia	Victoria
1. Armidale Regional	41. Balonne	63. Barunga West	80. East Gippsland
2. Bega Valley	42. Barcaldine	64. Ceduna	81. Wellington
3. Bland	43. Barcoo	65. Clare and Gilbert Valleys	
4. Blayney	44. Blackall Tambo	66. Cleve	
5. Brewarrina	45. Bulloo	67. Franklin Harbour	
6. Broken Hill	46. Boulia	68. Goyder	
7. Bogan	47. Diamantina	69. Karoonda East Murray	
8. Bourke	48. Flinders	70. Kimba	
9. Cabonne	49. Goondiwindi	71. Loxton Waikerie	
10. Carrathool	50. Lockyer Valley	72. Mid Murray	
11. Central Darling	51. Longreach	73. Mount Remarkable	
12. Cobar	52. Maranoa	74. Northern Areas	
13. Coonamble	53. McKinlay	75. Orroroo/Carrieton	
14. Dubbo Regional	54. Murweh	76. Southern Mallee	
15. Forbes	55. Paroo	77. Streaky Bay	
16. Gilgandra	56. Richmond	78. Wakefield	
17. Glen Innes Severn Shire	57. Quilpie	79. Wudinna	
18. Gunnedah	58. Somerset		
19. Gwydir	59. South Burnett		
20. Inverell	60. Southern Downs		
21. Lachlan	61. Toowoomba		
22. Liverpool Plains	62. Winton		
23. Mid-Western Regional			
24. Moree Plains			
25. Muswellbrook			
26. Narrabri			
27. Narrandera			
28. Narromine			
29. Oberon			
30. Parkes			
31. Tamworth Regional			
32. Tenterfield			
33. Unincorporated Far West			
34. Upper Hunter			
35. Uralla			
36. Walcha			
37. Walgett			
38. Warren			
39. Warrumbungle			
40. Wentworth			