



Australian Government

Department of Industry,  
Innovation and Science

Department of Infrastructure  
and Regional Development

**Business**

business.gov.au

**13 28 46**

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## Application Form

# Sample application form - Stronger Communities Programme Round 3

Version June 2017

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

The programme'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 of 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 [programme guidelines](#) before filling out this application.

### 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 Stronger Communities Programme 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](#). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the programme 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 on 7 August 2017 and may be submitted at any time up until 5.00pm AEST on 28 September 2017.

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

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

## A. Eligibility

*This section will help you determine whether you are an entity eligible for the programme.*

### 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 for the project and grant amount specified in the invitation email from your MP.*

If you answered 'yes' to this question you can proceed to the next eligibility question.

### A.2. Eligible entities

You are required to answer all questions in this section.

▪ Is your organisation a local government agency or body?  yes  no

*A local governing body as defined in the Local Government (Financial Assistance) Act 1995 (Cth).*

*For the purposes of the programme, additional organisations listed in section 6.1 of the programme guidelines are also considered local government bodies.*

- 
- a not for profit organisation that is a legal entity

*You must be a legal entity to be eligible to apply. Before submitting an application, you will need to determine your entity's legal status.*      yes      no

*A legal entity is an entity in its own right that has capacity to enter into legally binding agreements or contracts, assume obligations, incur and pay debts, sue and be sued and be held responsible for its actions.*

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

*The parent organisation must apply as the lead applicant and:*

- *meet the programme's eligibility criteria*
- *be the main driver of the project*
- *submit this application*
- *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*

- 
- a trustee applying on behalf of a property trust

*Trustees of property trusts may only apply where the trust has been established to look after a community facility or asset and the project is directly related to improving that community facility or asset.*      yes      no

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

### A.3. Additional eligibility criteria

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

You are required to answer all questions in this section.

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Do you have an ABN?  yes  no

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

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

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

*Total funding for the project from the Commonwealth cannot exceed 50 per cent of the total project cost.*

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

For further information regarding eligibility requirements refer to the Stronger Communities Programme Round 3 [programme guidelines](#).

## B. Applicant information

### B.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 further information about how to submit a 'joint application' please contact us on 13 28 46 or at [business.gov.au](http://business.gov.au)

### B.2. Type of applicant

*In this section you must indicate what type of entity you operate under. All entities must have an ABN.*

Select which type of entity your organisation is

- a local government agency or body
- a not for profit organisation that is a legal entity

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.*

- a trustee on behalf of a property trust

*You must provide evidence that your property trust is responsible for the community facility or asset that is the subject of this application.*

### B.3. Applicant organisation details

Australian Business Number (ABN)

Australian Company Number (ACN)

*If applicable*

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 names here.*

GST registered?

yes  no

#### B.4. Trustee and trust details

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

Is the trust GST registered?

yes  no

*You must provide evidence that your property trust is responsible for the community facility or asset that is the subject of this application.*

#### B.5. ANZSIC details

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.*

#### B.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

### B.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.

### B.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



## B.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 must 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.*

## C. Project details and funding

### C.1. Project title and description

*If your application is successful, the details you provide below will be published on the Department of Infrastructure and Regional Development website. 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 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 Cityville's largest park. These will encourage community members to use the park and spend time being active.*

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125 word limit

### C.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.

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225 word limit

### C.3. Project plan

Describe how you will carry out the project including:

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

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225 word limit

#### C.4. Fit out, alterations or additions to existing premises

Will your project involve fit out, alterations or additions to an existing premise?

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

yes     no

#### C.5. Modifications to leased buildings or grounds

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

*If you answered yes, you must attach written consent from the owner to confirm approval of the project.*

yes     no

#### C.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

#### C.7. Project duration

*Your project should be scheduled for completion by 30 June 2018.*

Project start date

Project end date

#### C.8. Project budget

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

*You can only apply for grant amount specified in the invitation email from your MP.*

*Amounts must be GST exclusive. Your project must have at least \$5,000 in eligible expenditure.*

Eligible expenditure item	Total
Labour	\$
Materials	\$
Plant and equipment	\$
External consultants	\$
Other	\$
<b>Total</b>	<b>\$</b>

### C.9. Source of funding

Complete the table below to show how you will fund the eligible project costs.

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

*For example, for local government applicants, 'other government funding' could be funding from state government.*

a. Applicant's cash contribution (\$A)	\$
b. Applicant's in-kind contribution value (\$A)	\$
c. Programme 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 thousand \$</b>
Grant percentage	Cannot exceed 50% %
Total Commonwealth Government grant percentage	Cannot exceed 50% %

*The total Commonwealth Government grant percentage cannot exceed 50%.*

If you are receiving other government funding as indicated in the table above, provide details of the other government grant funding. For example, for local government applicants, 'other government funding' could be funding from state government.

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

## D. Contact details

### D.1. Details of primary contact

*Person authorised to act on behalf of the applicant.*

*(Note: You must provide at least one phone or mobile number. 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

### D.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

D.3. How did the applicant hear about the programme?

--- Please select ---

If Other, please specify:

## E. Applicant declaration

### E.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government programme 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](#),
- programme guidelines
- applicable Australian laws.

Accordingly, I understand that the department may:

- a. share information in this application with other government agencies for any purposes, including government administration, research or service delivery; and
- b. publish non – sensitive information in this application in the public domain, including on the department's website;

unless otherwise prohibited by law.

I confirm that I have read and understood the privacy, confidentiality and disclosure provisions outlined in the programme guidelines

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

## E.2. Applicant declaration

I declare that I have read and understood the programme guidelines.

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

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Innovation and Science (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 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 to sign and submit this declaration on behalf of the applicant.

I approve of 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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By including my name in this application it is deemed to be my signature for the purpose of this application

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## E.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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