2020 Australia Post Community Grants Application
Form Preview

2020 Australia Post Community Grants

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Connecting communities for better mental health and wellbeing

The 2020 Australia Post Community Grants program aims to help local community organisations improve the mental health and wellbeing of Australians, by helping individuals and communities be more connected through projects that:

- Support mental health awareness and early intervention to help people understand more about how to stay mentally well
- Increase opportunity for individuals to experience meaningful connections that enhance mental wellbeing
- Help people access mental health support at a local level

Incorporated not-for-profit Australian organisations that provide community benefit are encouraged to apply. See the **2020 Australia Post Community Grants Guidelines** for full eligibility.

Before you start ...

Make sure you have read the following documents to ensure your application is as strong as possible:

- **2020 Australia Post Community Grants Guidelines**
- **2020 Community Grants Readiness Guide**
- **2020 Community Grants Frequently Asked Questions**

All fields marked with an asterisk (*) must be completed.

Answer the following questions to begin your application.

Is my organisation an incorporated not-for-profit organisation? *
○ Yes
○ No
Grants can only be made to incorporated not-for-profit organisations. Australia Post refers to the Australian Business Register (https://abr.business.gov.au) when assessing compliance with eligibility criteria. It is your responsibility to ensure your organisation's details, including its incorporated status, are correct and up-to-date on the Australian Business Register at the time of application, if you wish to be considered.

Is my organisation located in Australia? *
○ Yes
○ No

Does my organisation provide services in Australia? *
○ Yes

○ No

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

Does my organisation have Australian bank account that corresponds to the ABN?
*
○ Yes
○ No

Is the total cost of my project less than $100,000? *
○ Yes
○ No

Is my project driven at a local, grassroots level? *
○ Yes
○ No

Your project may be ineligible

Your answers have indicated that your organisation or project may be ineligible for a 2020 Australia Post Community Grant.

To be eligible for a 2020 Australia Post Community Grant, your organisation must:

- Be an incorporated not-for-profit
- Be located in Australia
- Provide services in Australia
- Have an ABN
- Have an Australian bank account that corresponds to the ABN.

Your project must:

- Be locally led and locally driven
- Have a total cost of less than $100,000.

If you'd like to review your answers, select <Previous> from the top or bottom of this page to go back.

Review the **2020 Australia Post Community Grants Guidelines** to confirm eligibility requirements.

To exit this form, simply close this window.

Need some help with your application?

You can get in touch with us via:

Email: grants@auspost.com.au

Phone: 1300 765 772 (Monday to Friday, 9am to 5pm AEST, excluding public holidays)

Section 1 - Organisation details

* indicates a required field

1.1 About your organisation

Organisation name *

Name of the organisation applying for a grant.

Trading Name

If different to organisation name.

Please tell us about your organisation *

Word count:
Must be no more than 100 words.
What is your organisation's mission or purpose? What are your programs? How many staff or volunteers do you employ?

1.2 Your organisation's details

Street address *
Address

Start typing your address and select from the options. If you can't find your address, click 'Can't find your address'

Postal address (if different to street address)
Address

Start typing your address and select from the options. If you can't find your address, click 'Can't find your address'

Please list your organisation's website

Must be URL.

Please list your organisation's social media addresses (URL)

Please include the URL of any social media that you use. You can add a new line by selecting '+' from the right hand side.

1.3 Your organisation's ABN

Australia Post refers to the [Australian Business Register](#) when assessing compliance with eligibility criteria.

It is your responsibility to ensure your organisation's details, including its incorporated status, are correct and up-to-date on the Australian Business Register at the time of application, if you wish to be considered.

Please tell us your organisation's 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

Don't know your ABN? Go to https://abr.business.gov.au

What is the main focus of your organisation? *

Section 2 - Contact details

* indicates a required field

2.1 Primary contact details

This person is the day to day contact for queries relating to this application.

Primary contact name *

Title

First Name

Last Name

Position held *

Can be staff or volunteer.

Phone *

Must be an Australian phone number. Please include the area code (i.e 0391000000).

Mobile

Must be an Australian mobile phone number (i.e. 0400000000).

Email *

Please check your email address is correct, as this is the primary method we will use to contact you regarding your application. You will only receive information regarding the 2020 Australia Post Community Grants program, unless authorisation is given to sign up to the Community e-Newsletter in Section 11.2.

2.2 Authorised officer contact details

This person is accountable for the use of funds relating to this application; e.g. head of organisation, committee officer, or other person authorised to represent the financial and legal interests of the organisation.

Authorised Officer *

Title

First Name

Last Name

Position held *

Phone *

Must be an Australian phone number. Please include the area code (i.e 0391000000).

Email *

Please make sure as the email is correct as it is the primary way we will contact the Authorised Officer regarding the application. The Authorised Officer will only receive information regarding the 2020 Australia Post Community Grants program, unless authorisation is given to sign up to the Community e-Newsletter in Section 11.2.

Section 3 - Project details

* indicates a required field

3.1 Project summary

Project Title *

Must be no more than 15 words.
What would you like the project to be called? The project title should clearly describe the purpose of the grant.

Summarise your project in one to two sentences for marketing and communication purposes *

Must be no more than 30 words.
What are the project's objectives?

Describe your project *

Word count:
Must be no more than 200 words.
What are your project's objectives, and activities? What do you want to achieve?

3.2 Project beneficiaries

Which parts of the community primarily benefit from this project? *

Choose the most relevant answer.

Which age group primarily benefits from this project? *

Choose the most relevant answer.

Which gender primarily benefits from this project? *

Choose the most relevant answer.

3.3 Project focus

What is the project's primary focus area? *

Choose the most relevant answer.

3.4 Project location

Where is the primary location where the project will take place?

Town / Suburb *

State *

Postcode *

Section 4 - Project approach

* indicates a required field

4.1 About the project

Why is your project needed in your community? *

Word count:
Must be no more than 100 words.
Why is mental health and wellbeing important to your community? Is there a situation or challenge you would like to address, and why? What change do you want to see as a result of your project?

Why is your project best placed to improve mental health outcomes for your community? *

Must be no more than 100 words.

Will your project ...? *
☐　Increase the sense of belonging and community connection for individuals
☐　Empower people to understand and feel confident about how to look after their own mental health and support those around them
☐　Increase public awareness to help normalise mental health discussions in every day lives
☐　Create greater community awareness of and access to mental health support services
Your project may deliver one or more of these outcomes for your community.

How will your project do this? *

Word count:
Must be no more than 100 words.
Describe how your project will deliver the above outcome(s). How does this improve the overall connection and mental wellbeing of your community?

How is your project locally and community driven? *

Word count:
Must be no more than 100 words.
How will your project build on local knowledge and/or make use of local resources? Have you consulted with community members to design or implement the project?

Section 5 - Supporting Documentation

5.1 Supporting documentation

Please upload evidence that demonstrates the issue you're addressing resonates in your community, and that the project is community led and locally driven.

This can be council plans, meeting minutes or news articles. For example, if the project involves excluded or vulnerable groups, please demonstrate how members of that group have been consulted in project planning.

Document Name / Type	Please summarise the key information in this document	Website or Hyperlink	Document Upload
e.g. Local newspaper article. Must be no more than 10 words.	Include page numbers where possible. e.g. Article in The Weekly Times (page 3) describing need for youth mental health services. Must be no more than 30 words.	If available.	If available.

Section 6 - Project collaboration

* indicates a required field

6.1 Project collaboration

We encourage collaborations and partnerships between different types of organisations, where the lead partner is a not-for-profit organisation.

Have you engaged with another organisation to develop and implement your project? *
○ Yes
○ No

Please list any groups or organisations you are working with to deliver this project. e.g. a disability organisation, sporting club, school, cultural group, local council.

We encourage collaborations and partnerships between different types of organisations, where the lead partner is a not-for-profit organisation.

You can add more rows to this table by selecting '+' from the right hand side.

Name of partner	Description of partner organisation	Role
Please include the organisation's name.	Must be no more than 50 words.	i.e. advisory, planning, implementation.

Section 7 - Project planning

* indicates a required field

7.1 Project dates

Please note the timing of your project is important. It'll need to commence after 1 November 2020 and be completed no later than 31 October 2021.

Start Date *

Must be no earlier than 1/11/2020

End Date *

Must be no later than 31/10/2021

7.2 Project plan

In the table below please detail the key activities and results you hope to achieve.

You can add more rows to this table by selecting '+' from the right hand side.

Key Milestone/ Activity	Expected date	What is your desired result?	Who will complete the task?
e.g. Launch of e-newsletter.	e.g. March 2021	e.g. Update community members regularly. Must be no more than 25 words.	Include their job title (and organisation if partner).

What risks have you identified in your project planning and how would you address them? *

Word count:
Must be no more than 100 words.
How have you planned for anticipated risks, such as funding shortfall, loss of staff/volunteers and other external factors?

Section 8 - Budget

* indicates a required field

8.1 Funding request

Total Amount Requested *

$

Must be a dollar amount and no more than $10,000. What is the total financial support you are requesting in this application?

Total Project Cost

$

The Total Project Cost will be calculated automatically from your response in Section 8.3.

8.2 Project income (sources of funding)

Please outline your project budget in the income table below, including details of other funding that you have applied for, whether confirmed or not. All amounts should be GST inclusive.

Your project's income may include funding from sponsorships, contributions from project partners, indirect cash contributions (i.e. donations from individuals), cash from other organisations (i.e. grants) and your own organisation's funding allocations.

You can add more rows to this table by selecting '+' from the right hand side.

Income	Income amount $	Is this source of funding confirmed?	Comments
Australia Post Grant (request)			

e.g. Sponsorship from local radio station.	e.g. 3000 (please enter whole numbers only).	e.g. Applied for / pending.	e.g. Awaiting contract.

Project Income Total

$

This number/amount is automatically calculated. This is cash.

8.3 Project expenses

What costs (cash) will be incurred for your project? Please provide a description of **all** expected costs.

Your project expenses may include the printing and design of newsletters, refreshments for events, refurbishment materials or venue hire. Reasonable administration support can be included (must be itemised).

You can add more rows to this table by selecting '+' from the right hand side.

Expense	Expense amount $	Will the Australia Post grant fund this activity?
e.g. Website design.	e.g. 1500 (please enter whole numbers only).	e.g. Yes.

Describe how the Australia Post funds will be used and where *

Must be no more than 100 words.

8.4 Project budget totals

Please note, these totals are calculated automatically from your responses in Section 8.

Your income amount and your expenses amount must match.

Income amount

$

This number/amount is automatically calculated.

Expenses amount

$

This number/amount is automatically calculated.

8.5 In-Kind support

In-Kind support includes goods or services that your organisation receives (not a cash contribution).

This could be venue hire, equipment, tools or volunteer labour.

Will you be receiving In-Kind support? *
○ Yes
○ No

Please list all In-Kind Support your project will receive, whether confirmed or not. This amount won't be included in your Total Project Cost.

You can add more rows to this table by selecting '+' from the right hand side.

Who	Goods / Services to be provided	Is this In-Kind Support confirmed?	Estimated cash equivalent $
e.g. Local Community Hall.	e.g. Venue hire - 6 x $100	e.g. Confirmed	e.g. 600 (please enter whole numbers only).

In-Kind Support Total

$

This number/amount is automatically calculated.

Section 9 - Measuring success

* indicates a required field

9.1 Evaluation

How will you know your project has been successful? *

Must be no more than 100 words.

Please list your measures of success

1.
2.
3.

Please provide tangible and measurable numbers where possible, e.g. train 25 young people, etc.

Section 10 - Alternative funding opportunity

* indicates a required field

10.1 Alternative funding opportunity

We anticipate that we will receive many more grant applications for worthy community projects than we're able to fund.

A small number of projects that are unsuccessful for a grant of up to $10,000 grant may be considered for a partial grant of up to $2,000.

If your project is not successful, would you like to be considered for a smaller alternative grant of $2000? *
○ Yes
○ No

Please describe a component of your project that could be implemented for $2,000. *

Must be no more than 100 words.
How would you use this amount? E.g. initial engagement to start a project, community consultation, etc. Projects must meet the same eligibility criteria.

What do you expect to achieve with this smaller amount of funding? *

Must be no more than 100 words.

Section 11 - Communication

* indicates a required field

11.1 Communications

How did you hear about the Australia Post Community Grants program? *
☐ Australia Post Office
☐ Australia Post Community eNewsletter

☐   Website
☐   Local newspaper
☐   Local radio
☐   Social media
☐   Professional networks
☐   Industry newsletter
☐ Other:

Please specify which Australia Post Office referred you to the Australia Post 2020 Community Grants.

Australia Post Office name:

Please specify which website(s) referred you to the Australia Post 2020 Community Grants.

Website / URL

Please separate with a comma.

Please specify which social media platform(s) referred you to the Australia Post 2020 Community Grants.

Social media platform(s)

Please separate with a comma.

Please specify which industry newsletter referred you to the Australia Post 2020 Community Grants.

Industry newsletter

Please separate with a comma.

11.2 Australia Post community e-newsletter

Would you like to subscribe to our community e-newsletter to receive updates on community initiatives, insights, funding opportunities and other resources to support your community?

Primary Contact *
○   Yes
○   No

Authorised Officer *
○ Yes
○ No

Section 12 - Authorisation details

* indicates a required field

Authorisation details

Authorisation *
☐ By placing a tick in this box I confirm that I have read, understood and accepted the Terms and Conditions as stated in the 2020 Australia Post Community Grants Guidelines available online at https://auspost.com.au/grants; and the below terms are agreed to.

1. I am the person named in this form as the person responsible for submitting the Application.
2. I have been authorised by the Organisation named in this form to complete and submit this Application.
3. I acknowledge the information provided to be true and correct.
4. I acknowledge Australia Post may rely on the completion of the authority below as conclusive evidence of that person's authority to execute this agreement on behalf of the Organisation.

Authorised Officer e-signature *

Must be Authorised Officer. Please state your name as your e-signature.

Date of authorisation *

Privacy Notice

- Australia Post collects your personal information in order to facilitate the Community Grants Program.

- Your information may be disclosed to a range of organisations and external industry exports to assist in assessing your application. Without this information, we would be unable to conduct the Community Grants Program.

- Your personal information is handled in accordance with the Australia Post Group Privacy Statement which outlines how to access and/or correct your personals information or to make a privacy related complaint.

- For more information, please visit www.auspost.com.au/privacy

To submit this 2020 Australia Post Community Grant application, please select <Review> from the bottom left and follow the instructions.