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## Grant Funding Application Form

1.1 NAME	
Name of contact person:	
Name of your organisation/group (if applicable):	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)
Given names:	
Family name:	
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1.2 CONTACT DETAILS	
Street address:	
Suburb/Town:	State: Postcode:
Postal address:	(if the same as your street address, write 'as above')
Suburb/Town:	State: Postcode:
Contact Numbers:	Work: ( ) Home: ( ) Fax: ( ) Mobile:
Email:	Website address:
Contact Number for Media Inquiries:	
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1.3 SUMMARY INFORMATION	
Project title	
Amount applying for? (AUD)\$	
Does this amount include GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Start date for this project?	
End date for this project?	
Briefly describe the project	
Where will you undertake the project?	
Have you or your organisation previously requested or received funding from the AIC? If yes, please give details.	
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## 1.4 PROJECT INFORMATION

(maximum two pages)

**What are the objectives of the project?**

**How will you achieve these objectives?**

**How will you judge if the project is a success?**

**What publicity is intended in promoting the proposed activity and the Australia-India Council's support for it?**

**Who will be involved in the project and what are their qualifications and/or experience:**

- (a) in Australia?
- (b) in India?

**(Documentary evidence of concerning the type of involvement must be supplied where others have agreed to participate.)**

**Please indicate which ONE of the AIC goals you believe your project will MOST contribute to:**

- Arts and Culture.** Encourage understanding between Australia and India by developing in each country an appreciation of the quality, diversity and sophistication of each other's arts and culture (including film and literature);
- Education.** Increase knowledge and understanding in Australia of India, and of India in Australia, through the education sectors in each country;
- Social initiatives.** Demonstrate Australian excellence and develop institutional links between Australian and Indian universities, research institutes, professional bodies and appropriate NGOs on social issues, particularly public health and sport;
- Science/technology/environment/heritage.** Demonstrate in India the quality, sophistication and diversity of Australian research and development, products and services in science, technology, environment and heritage;
- Public Policy (including media).** Increase awareness and understanding of Australia in India and/or of India in Australia, amongst people and institutions who have the capacity to influence others.
- Other (please list in Additional Comments below).

**Additional Comments**

**Referees**

Please attach letters of support from two referees with no direct financial interest in this project. Referees should comment on the project's objectives and the strategies to achieve them.

*Please list referees:*

*The Australia-India Council reserves the right to consult with referees and other persons, but may decline to consider applications for which referee reports have not been provided.*

## 1.5 PROJECT BUDGET

### Budget Template (maximum two pages)

**Please note:** If you are **GST-registered**, your budget should be exclusive of GST and we will pay the grant plus GST. You should provide amounts in Australian dollars (AUD\$). If you are **not GST-registered**, your budget should include GST as this is part of the cost of the project. We do not add any amount to the grant to cover this expense as you are not obliged to charge DFAT GST.

- List all projected income and expenditure items under the headings given (some of the items below may not be relevant to your proposal).
- Indicate all **expenditure items** to be covered by this grant with an asterisk (\*).
- You may substitute your own budget page but it must conform to the format below.
- Please ensure that the project totals of your income and expenditure are exactly equal.

Income	
Earned income	AUD\$
<b>Subtotal</b>	<b>\$</b>

Expenditure	
Salaries and fees	AUD\$
Key personnel (please itemise)	
Marketing and publicity personnel	
Administrative and management personnel	
Agent's fee/commission	
Other	
<b>Subtotal</b>	<b>\$</b>

Grants	
Australian Federal Government (please itemise)	
Australian State Government (please itemise)	
Australian Local Government (please itemise)	
Other Governments (please itemise)	
<b>Subtotal</b>	<b>\$</b>

Travel Costs	
Airfares	
Other fares	
Accommodation	
Car Hire	
Taxis	
Meals	
Travel allowances	
Other	
<b>Subtotal</b>	<b>\$</b>

Own contribution	
In Kind	
Other	
<b>Subtotal</b>	<b>\$</b>

Overhead/administrative costs	
Venue Hire	
Hospitality	
Postage	
Telephone and fax	
Stationery and printing	
Other	
<b>Subtotal</b>	<b>\$</b>

Sponsorship/donations	
In Kind	
Other	
<b>Subtotal</b>	<b>\$</b>

Marketing/promotion costs	
Advertising	
Printed material	
Programs	
Merchandise	
Other	
<b>Subtotal</b>	<b>\$</b>



## 1.7 ABN DETAILS

Your ABN:

In what name is the ABN registered? \_\_\_\_\_

What is your trading name or professional name? \_\_\_\_\_

If you do not have an ABN you may want to nominate a legally constituted organisation or individual to administer the grant, should one be awarded (complete section 1.8).



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## 1.8 ADMINISTERING ORGANISATION/INDIVIDUAL

Groups, or unincorporated entities must nominate an individual or legally constituted organisation to take responsibility for administering any grant that may be offered.

Successful applicants who do not have an Australian Business Number (ABN) may have 46.5% of their grant withheld. This amount is forwarded to the Australian Taxation Office and you may seek to claim it as part of your annual tax return.

Individual applicants who do not have an ABN may wish to nominate an organisation to administer their grant. Where an applicant does not quote their ABN, they must provide an Australian Taxation Office *Statement by a Supplier* declaration. If they do not, DFAT will be required to withhold 46.5% of the grant.

Legal name of organisation or individual  
who will administer your grant

Street address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address: \_\_\_\_\_

(if the same as your street address, write 'as above')

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: Work ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature:**  \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Name in full:** \_\_\_\_\_

**Position in organisation:** \_\_\_\_\_

## 1.9 STATISTICAL INFORMATION (OPTIONAL)

This section is voluntary and is not used to assess applications and is not provided to the assessment committee. The information is collated with other statistical information and may contribute to the evaluation of the AIC Grants Program and administrative processes. Collated information may also be used to measure whether the AIC Grants Program is accessible and equitable. Please help us to improve our services by filling out the questionnaire.

**INDIVIDUAL APPLICANTS - please complete section A**

**GROUPS AND ORGANISATIONS - please complete section B**

**ALL APPLICANTS – please complete section C**

### SECTION A—Details about individuals

- I am male
- I am female
- I am Aboriginal. My Language is:
- I am Torres Strait Islander. My Language is:
- I was born overseas and my first language is not English. Language:
- I was born in Australia and the first language of at least one of my parents (or the people who raised me) is not English.  
Language:
- I have a disability

### SECTION B—Details about organisations and groups

Please indicate, from the groups below, the role and percentage of involvement of those people engaged and employed in the project/activities for which you are seeking funding.

Involved personnel	Percentage of involvement in project
No specific group	
Aboriginal people or communities	
Torres Strait Islander people or communities	
Ethnic groups/communities	
People with a disability	
Other (please specify)	

### SECTION C—Details about completing the form

- I completed the application form for people with a visual impairment:  Yes  No
- An interpreter assisted me in completing this application form:  Yes  No
- An Indigenous Language Centre assisted me in completing this application form:  Yes  No
- Please estimate the time taken to complete this whole application form: