



Australian Government



**Australia -
Malaysia
Institute**

Grant Application Form

Please ensure that the completed application is suitable for photocopying. All questions should be answered. If you think that a question is not applicable to your project, please explain why. All essential information must be in the body of the application. Additional documentation should be confined to directly relevant evidence for statements contained in the application, but applicants should be aware that space considerations normally prevent inclusion of such supporting information in briefs for consideration by advisory board members. Ensure you read the 'Information for Funding Applicants' section on our website, www.dfat.gov.au/ami.

1.1 NAME (MANDATORY)

Name of Applicant(s):			
Main contact person:			
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)
Given names:			
Family name:			
Name of your organisation/group (if applicable):			
Australian Business Number (ABN) of yourself or your organisation (if applicable):			

1.2 CONTACT DETAILS (MANDATORY)

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:	Website address:	

1.3 SUMMARY INFORMATION (MANDATORY)

Project Title:		
Amount sought from the Australia-Malaysia Institute (AMI):	(AUD) \$	(excluding GST)
Are you or your organisation registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If successful, when would you require AMI funds?	/	/
What is the start date for this project?	/	/
What is the end date for this project?	/	/

Provide a brief description of your project. (maximum 2 paragraphs)

Briefly provide details on how AMI funding will be used?

Which AMI goal does your project relate to?

Public policy
 Education and Science
 Health
 Media
 Sport
 Other, please specify.....

Where will you undertake your project?

Have you, your organisation or other principal participants previously requested or received funding from the AMI? If so, please provide details.

Where did you hear about the current AMI grant funding round?

Newspaper, publication.....
 AMI/DFAT Website
 Grantslink
 High Commission website
 Other, please specify.....

1.4 PROJECT INFORMATION (MANDATORY)

(Maximum two pages for section 1.4)

What are the principal aims and/or objectives of your project?

How do you propose to achieve these aims and/or objectives?

How will your project further the goals of the Australia-Malaysia Institute?

What criteria will you use to judge the immediate success of the project?

What publicity is intended in promoting the proposed activity and the Australia-Malaysia Institute's support for it?

What are the qualifications and/or experience of the principal participants of the project?

Additional comments relevant to the project (if applicable):

1.5 REFEREES (MANDATORY)

Please provide details and 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.

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	
Given names:				
Family name:				
Email:				

Telephone:	
Fax:	
Name of organisation/group (if applicable):	

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	
Given names:				
Family name:				
Email:				
Telephone:				
Fax:				
Name of organisation/group (if applicable):				

1.6 PROJECT BUDGET (MANDATORY)

For the Project Budget Template that follows, please note the following points:

- List all projected income and expenditure items for the entire project under the headings given (if any of the items below are not relevant to your proposal please leave them blank).
- Please ensure that the total income and total expenditure is exactly equal.**
- The Income section should include a listing of contributors to your project including an indication of whether each source of funding is confirmed, conditional or pending approval. Documentary evidence should be supplied for assurances of confirmed and conditional funding support.
- The Expenditure section must show the expenditure for the entire project and indicate all expenditure items to be covered by this grant with an asterisk (*).**
- The AMI does not fund fixed or recurrent expenditure of your own organisation or the cost of your salary etc, which would be incurred irrespective of whether this project proceeds. This includes fees for the use of equipment, facilities and other costs that your organisation may charge you.**
- 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.

Income	
Anticipated income – including gate takings and sales etc. (please list)	AUD\$
	\$
Subtotal	\$

Grants – clearly indicate whether funding from each source is confirmed, conditional or pending approval.	
Australian Federal Government (please list)	\$
Australian State Government (please list)	\$
Australian Local Government (please list)	\$
Other (please list)	\$

Expenditure	
Salaries and fees (please refer to fifth dot point above)	AUD\$
Key personnel (please itemise)	\$
Marketing and publicity personnel	\$
Administrative & management personnel	\$
Agent's fee/commission	\$
Other (please list)	\$
Subtotal	\$

Travel Costs	
Airfares	\$
Other fares	\$
Accommodation	\$
Car Hire	\$
Taxis	\$
Meals	\$
Travel allowances	\$
Other (please list)	\$

Subtotal	\$
Own contribution	
In Kind (please list)	
	\$
Other (please list)	
	\$
Subtotal	\$
Sponsorship/donations	
In Kind (please list)	
	\$
Other (please list)	
	\$
Subtotal	\$
Total Grant Amount Requested from the Australia-Malaysia Institute	
Please ensure that the expenditure items (marked with an asterisk in the next column) are equal to this amount.	\$
Subtotal	\$
TOTAL INCOME	\$

Subtotal	\$
Overhead/administrative costs	
Venue Hire	\$
Hospitality	\$
Postage	\$
Telephone and fax	\$
Stationery and printing	\$
Other (please list)	\$
Subtotal	\$
Marketing/promotion costs	
Advertising	\$
Printed material	\$
Programs	\$
Merchandise	\$
Other (please list)	\$
Subtotal	\$
Production Costs	
Publications	\$
Electronic media, DVDs etc	\$
Websites	\$
Education Kits	\$
Translation Costs	\$
Other (please list)	\$
Subtotal	\$
Other (please list)	
	\$
Subtotal	\$
Contingency	\$
TOTAL EXPENDITURE	\$

Please ensure that the total income and total expenditure are exactly equal and you have marked the expenditure items to be covered by this grant with an asterisk (*)

1.7 CERTIFICATION (MANDATORY)

Privacy and Freedom of Information

The information you provide in your funding submission is used when processing and assessing your submission. Summary information, which may include personal information, provided by all applicants will be stored centrally and will be available to Commonwealth officers and the government on a need-to-know basis. Information, including personal information, about successful applications may be distributed to the Australia-Malaysia Institute, Commonwealth and State or Territory governments, national and local media and the general public. DFAT may also publish this information, including personal information, in its Annual Report and on the DFAT web site. In other circumstances, DFAT will only use and/or disclose personal information in accordance with the Privacy Act 1988 (Cwlth). Applicants should also note the provisions of the freedom of Information Act 1982 (Cwlth) apply to documents in DFAT's possession.

I, the undersigned, certify that:

- I have read the relevant information provided for this application and meet the general eligibility criteria.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that DFAT and the Australia-Malaysia Institute reserve the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for grant funding
- I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may not be funded, or it may not be funded at the amount requested.
- I consent that information, including personal information, provided in this application may be used for training and testing purposes by DFAT staff.
- If my application is successful, I consent to the media or members of parliament being given information, including personal information, about the funded project and I may be contacted directly by them.
- If my application is successful, I will provide a final project report in accordance with the requirements of the Australia-Malaysia Institute and all the information and supporting documentation required to acquit properly and fully the money received
- I understand that any information given to applicants by Australia-Malaysia Institute secretariat staff should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

Signature: X _____ Date: / /

Name in full: _____

Position in organisation/group: _____

Please complete the checklist below before submitting your application:

I have completed sections 1.1 to 1.7	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details and statements of support from two referees not associated with this project and with no direct financial interest in this project.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The budget is complete and the income and expenditure columns balance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The expenditure items to be covered by this grant are marked with an asterisk (*)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A signed copy of this form will be received by the Secretariat on or before the due date and time	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The AMI must have a signed copy of your application form on or before the closing date. The signed application form can be submitted to the AMI one of three ways:

- electronically by email (in word, pdf or rtf) to ausmalaysia.institute@dfat.gov.au
- faxed to + 61 2 6261 1304 or
- posted to: Australia-Malaysia Institute Secretariat
 South East Asia Division
 RG Casey Building, John McEwen Crescent
 Barton ACT 0221

All applications received will be acknowledged. It is the applicant's responsibility to ensure that a signed copy of the application is received by the AMI on or before the closing date.

The closing date for application lodgement is 11:00am (AEST) Monday 20 July 2009.

Enquiries may be directed to ausmalaysia@dfat.gov.au or by phone to 02-6261 1333.

1.8 STATISTICAL INFORMATION

This section is voluntary and is not used to assess applications and is not provided to the Advisory Board. The information is collated with other statistical information and may contribute to the evaluation of the Australia-Malaysia Institute and other DFAT Grants Programs and administrative processes. Collated information may also be used to measure whether the Australia-Malaysia Institute and other DFAT grants programs is accessible and equitable. Please help us to improve our services by filling out the questionnaire.

INDIVIDUAL APPLICANTS—please complete section A and C

GROUPS AND ORGANISATIONS—please complete section B and 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, it is: _____
- 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 – All Applicants

- 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: