



Australian Government



Grant Application Form 2009–10

Ensure you read the Funding Guidelines on the COALAR website (www.dfat.gov.au/coalar).

1.1 NAME (MANDATORY)

Your name or name of contact person:

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)
Given names:	
Family name:	
Date of birth:	
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:	
Contact Numbers:	Work: ()	Home: ()	Fax: () Mobile:
	Email:	Website address:	
Contact Number for Media Inquiries:			

1.3 SUMMARY INFORMATION (MANDATORY)

What is the name of your project?	
What amount of money are you requesting? (AUD)\$	
Does this amount include GST?	
What is the start date for this activity?	
What is the end date for this activity?	
If successful, when would you require receipt of the COALAR Grant funding?	
Briefly describe your activity.	
Where will you undertake your activity?	

<p>Which COALAR objective/s does your activity satisfy?</p>	<p><input type="checkbox"/> to enhance and strengthen links between Australia and Latin America, particularly in the areas of business, education, tourism and cultural promotion</p> <p><input type="checkbox"/> to influence corporate Australia to initiate closer engagement with Latin America</p> <p><input type="checkbox"/> to increase awareness and understanding of Australia in Latin America, and of Latin America in Australia</p>
<p>Identify the COALAR priority area relevant to your activity.</p>	<p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Business, including agribusiness and leadership activities</p> <p><input type="checkbox"/> Tourism</p> <p><input type="checkbox"/> Cultural promotion, including sporting and youth activities</p> <p><input type="checkbox"/> Sustainability and clean energy</p>
<p>Have you, your organisation, or other principal participants requested or received funds from COALAR, or another Foundation, Council, Institute, or any other section, of the Australian Department of Foreign Affairs and Trade for this activity or any other activity? If yes, please give details.</p>	

1.4 PROJECT INFORMATION (MANDATORY)

(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, if any, publicity will you use to promote the project?

Who will be involved in the project and what are their qualifications and/or experience? (Applicants should attach a one page CV)

Additional Comments

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.

1.5 REFEREES (MANDATORY)

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.

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

Note: It is the applicant's responsibility to contact referees and ensure that their signed comments reach COALAR by the advertised closing date. **Applications will not be considered for funding without the nominated referees' written comments and late referees' reports will not be accepted without the prior approval of the COALAR Secretariat. COALAR will not accept unsigned referees' reports.**

COALAR reserves the right to seek advice on the application from other persons or groups as appropriate.

1.6 PROJECT BUDGET (MANDATORY)

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 the COALAR 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\$
Subtotal	\$

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

Grants	
Australian Federal Government (please itemise)	
Australian State Government (please itemise)	
Australian Local Government (please itemise)	
Other Governments (please itemise)	
Subtotal	\$

Travel Costs	
Airfares	
Other fares	
Accommodation	
Car Hire	
Taxis	
Meals	
Travel allowances	
Other	
Subtotal	\$

Own contribution	
In Kind	
Other	
Subtotal	\$

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

Sponsorship/donations	
In Kind	
Other	

Marketing/promotion costs	
Advertising	
Printed material	
Programs	
Merchandise	

1.7 ABN DETAILS (OPTIONAL)

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.

1.8 ADMINISTERING ORGANISATION/INDIVIDUAL (OPTIONAL)

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: X _____ **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 COALAR Grants Program and administrative processes. Collated information may also be used to measure whether COALAR 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: hrs
- How did you hear about the COALAR Grant (newspaper/ COALAR webpage/ other)
(please provide details):

1.10 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 provided by all applicants will be stored centrally and will be available to Commonwealth officers and the government on a need-to-know basis. The information you have provided, excluding personal information, may be distributed to COALAR, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT or COALAR websites. DFAT may also publish this information, excluding personal information, in its Annual Report and on the DFAT web site. DFAT will only use and/or disclose personal information in accordance with the Privacy Act 1988. Applicants should also note the provisions of the Freedom of Information Act 1982 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 COALAR 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 to information provided in this application being stored on a central database to which other Commonwealth, State or Territory government agencies may have access.
- I consent to information provided in this application, other than personal information, being 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, other than personal information, about the funded project and agree I may be contacted directly by them on the media contact number provided in Section 1.
- If my application is successful, I will provide a final project report in accordance with the requirements of COALAR 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 COALAR Grants Program staff should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

Signature: _____ Date: / / 2009
Name in full: _____
Position in organisation/group: _____

Please forward one copy of your application by post AND one copy by email to:

 COALAR Secretariat
Americas Division
R.G. Casey Building
John McEwen Crescent
BARTON ACT 0221

 (02) 6261 3334 or (02) 6261 1158
 (02) 6112 3334 or (02) 6112 1158
 latin.desk@dfat.gov.au

It is acceptable to submit a fax or pdf file of your **signed** application on the due date, if the original is express posted the same day.