



Australian Government

Department of Foreign Affairs and Trade



United Nations
Educational, Scientific and
Cultural Organization

Australian
National
Commission
for UNESCO

Australian National Commission for UNESCO Grants Program Application Form 2008–09

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):	
▶ Go to 1.2	

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:	
▶ Go to 1.3	

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?	
Briefly describe your activity.	
Where will you undertake your activity?	
Have you or your organisation previously requested or received funding from the FCI? If yes, please give details.	
▶ Go to 1.4	

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?

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 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 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\$
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)	

Travel Costs	
Airfares	
Other fares	
Accommodation	
Car Hire	
Taxis	
Meals	
Travel allowances	

1.6 CERTIFICATION (MANDATORY)

Privacy and Freedom of Information

The information you provide in this form and in any supporting documentation is used to process and assess your application for funding from the National Commission for UNESCO, which is administered by the Department of Foreign Affairs and Trade (DFAT). Summary information provided by all applicants, which may include personal information, will be stored centrally and will be available to officers from Commonwealth, State and Territory government departments and agencies and to the Australian government on a need-to-know basis. If your application is successful, the information you have provided, including personal information, may also be disclosed to officers from Commonwealth, State and Territory government departments and agencies which are responsible for grants programs, and may also be made public through national and local media or via the National Commission for UNESCO or DFAT websites. The National Commission for UNESCO and/or DFAT may also publish this information, which may include personal information, in its annual report. The National Commission for UNESCO and DFAT will only use and/or disclose personal information in accordance with the *Privacy Act 1988*. Applicants should note that 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 the National Commission for UNESCO 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 and may be disclosed to officers of Commonwealth, State and Territory departments and agencies responsible for grants programs.
- I consent to information provided in this application and in any supporting documentation, which may include 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, which may include 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 the FCI 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 FCI 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: / /

Name in full: _____

Position in organisation/group: _____

1.7 ABN DETAILS (OPTIONAL)

Your ABN:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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).

 [Go to 1.8](#)

SUBMITTING YOUR APPLICATION

Please note: sections 1.1 to 1.7 above must be completed for your application to be considered. Completion of sections 1.8 and 1.9 below are optional.

Completed applications must be received by 5.00pm on 1 June 2009.

The original signed completed application form is to be sent by post to the National Commission for UNESCO at the following address:

Grants Scheme
Australian National Commission for UNESCO
International Organisations Branch
Department of Foreign Affairs and Trade
R G Casey Building
John McEwen Crescent
BARTON ACT 0221

Applicants are requested to also email an electronic version of their completed application form to the Secretariat for the National Commission for UNESCO at: ausnatcom.unesco@dfat.gov.au.

Original signed application forms will be accepted after 5.00 pm on 1 June 2009 **provided** the National Commission Secretariat has received a faxed (02 6261 2272) or emailed copy of the application form before that time/date.

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 DFAT's Foundations, Councils and Institutes (FCI) Grant Programs and administrative processes. Collated information may also be used to measure whether the FCIs Grant Programs 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: