



Human Rights Grants Scheme

Attachment B: Full Application

Instructions

This form is to be completed by the applicant organisation upon request of the relevant Australian diplomatic mission. The form must be typed and in English. The form must be submitted to the mission by 4pm (local time) **1 October 2012**. Late applications will not be accepted without prior agreement from the mission.

APPLICANT ORGANISATION AND CONTACT DETAILS

Name of organisation	
Organisation goal or purpose	
Street address	
City	
Country	
Postcode	
Name of contact person	
Honorific (tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other
Position	
Contact numbers	Work Mobile
Email address	

2

people with disability.	
Has the organisation previously received HRGS funding? If YES, has a Project Completion Report (including full acquittal) been submitted?	
Has the organisation previously received any other Australian Government funding? If YES, which Australian government agency, what project and how much?	
Does the project involve working with children? If YES, the organisation must have a current Child Protection Policy to be eligible for funding.	
Are there any real or potential risks associated with the project? (please tick one or more)	
Physical risks	Child related risks
Political risks	Economic risks
	Social risks
If YES, please briefly outline how you will manage those risks (maximum 300 words).	



PROJECT BUDGET (maximum 2 pages)			
Expenditure (must be in Australian dollars)	HRGS funding	Implementing organisation	Other
Personnel costs			
Salaries			
Per diems for travel/activities			
Support costs (costs directly related to the successful management of the project)			
Communications			
Training materials			
report preparation			
vehicle/transport costs			
Equipment*			
Freight*			
Buildings*			
Travel costs**			
International travel			
Local transportation			
Audit costs***			
Miscellaneous costs			
TOTAL			

* must not amount to more than 10% of the total project cost

** must not amount to more than 20% of the total project cost

*** the **organisation must undertake an independent audit** of the project and attach it to the **Project Completion Report** before sending the report to the Australian diplomatic post. Costs of audits must be reasonable.