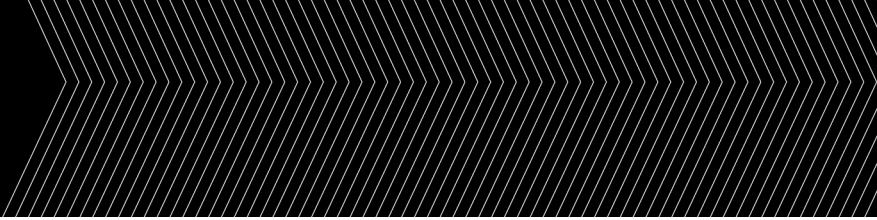


# **Community Response Fund**

Grant Program Application Guidelines



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## Introduction

Thank you for your interest in the White Ribbon Australia Community Response Fund Grant Program.

Before completing this application form, please ensure that you have:

- read and understood all information in the Grant Program Guidelines.
- contacted us to discuss your project ideas. (This will help us understand your ideas and advise you on how to make your application as strong as possible.)

To submit a complete application, you will need to:

- Complete all sections of this application form with the required information and responses.
- Have the declaration signed by a legally authorised officer of the Administering Organisation (and have that signature witnessed).
- Provide a copy of the Administering Organisation's certificate of incorporation (if the organisation is an incorporated not-for-profit entity).

## Applicant details

To apply to the White Ribbon Australia Community Response Grants Program, an organisation must be an incorporated not-for-profit entity or a Local Government Authority. This organisation will be the 'Administering Organisation'.

If the organisation or community group undertaking the project is not incorporated, the grant must be applied for through an auspice that is either a not-for-profit incorporated organisation or a Local Government Authority. In this case, the auspice organisation will assume the role of Administering Organisation.

The Administering Organisation will have administrative responsibility and accept and adhere to all terms and conditions of the grant, maintain financial records and provide reporting information for successful projects.

### Administering Organisation

Legal name of organisation	<a href="#">Click here to enter text.</a>
Trading name <i>if different to the legal name</i>	<a href="#">Click here to enter text.</a>
Contact person	<a href="#">Click here to enter text.</a>
Is the contact person willing to provide a National Police Check certificate? (We request this as part of due diligence once applications have been approved.)	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Position	<a href="#">Click here to enter text.</a>

Email address	<a href="#">Click here to enter text.</a>		
Telephone	<a href="#">Click here to enter text.</a>	Mobile	<a href="#">Click here to enter text.</a>
Postal address	<a href="#">Click here to enter text.</a>		
Suburb	<a href="#">Click here to enter text.</a>	Postcode	<a href="#">Click here to enter text.</a>
Website	<a href="#">Click here to enter text.</a>		

#### Entity type

Select the entity type of the applicant organisation:

- Incorporated not-for-profit entity
- Local Government Authority

**Unincorporated organisation or group applying through an auspice (if applicable)**

Name of organisation	Click here to enter text.		
Trading name <i>if different to the organisation name</i>	Click here to enter text.		
Contact person	Click here to enter text.		
Is the contact person willing to provide a National Police Check certificate? (We request this as part of due diligence once applications have been approved.)	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Position	Click here to enter text.		
Email address	Click here to enter text.		
Telephone	Click here to enter text.	Mobile	Click here to enter text.
Postal address	Click here to enter text.		
Suburb	Click here to enter text.	Postcode	Click here to enter text.

## Community details

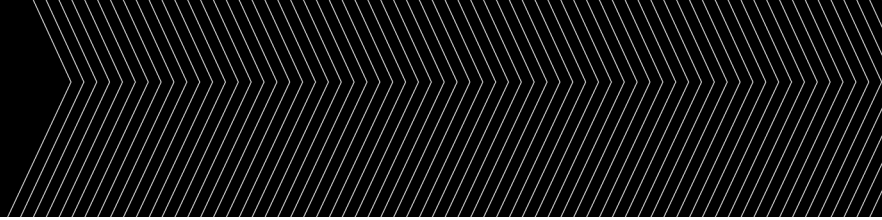
<p>Describe the community or communities that will benefit from your project.</p> <p>(Max 500 words)</p>	<p><a href="#">Click here to enter text.</a></p>
<p>If this application relates to a White Ribbon Australia Community Action Group, please provide the group's name.</p>	<p><a href="#">Click here to enter text.</a></p>
<p>Tell us about the community's issues, risks or opportunities regarding gender equality and engaging men and boys</p> <p>(Max 1000 words)</p>	<p><a href="#">Click here to enter text.</a></p>

## Project details

### Project overview

Project name	<a href="#">Click here to enter text.</a>
If this application relates to a White Ribbon Australia Community Action Group, does the project aim to fulfil part of your Community Action Plan?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
New or existing project	<p>New project <input type="checkbox"/></p> <p>Existing project <input type="checkbox"/></p>
Tell us your project aims. What outcomes will it achieve? (Max 500 words)	<a href="#">Click here to enter text.</a>
Describe your project. How will it deliver the project aims? What are your plans for developing and implementing the project? (Max 550 words)	<a href="#">Click here to enter text.</a>
Explain how the grant funds will be spent in accordance with the Grant Program Guidelines	





(Max 500 words)	
<p>Describe how you will ensure the funding is used effectively and efficiently.</p> <p>How will you achieve value for money for the project costs?</p> <p>(Max 550 words)</p>	
<p>How will the project be sustainable after this funding has been used?</p> <p>(Max 550 words)</p>	

**Community engagement**

<p>How will you consult with the project's target audience to design and implement your project?</p> <p>(Max 550 words)</p>	<p><a href="#">Click here to enter text.</a></p>
<p>How will you consult with existing programs and networks to design and implement your project?</p> <p>(Max 550 words)</p>	<p><a href="#">Click here to enter text.</a></p>
<p>Tell us about any other stakeholders you will consult with to design and implement your project.</p>	<p><a href="#">Click here to enter text.</a></p>

How will you consult with them? Please list your main tactics (surveying, focus groups, social media, phone calls etc).

(Max 250 words)

List any project partners that will provide support to the planning, development, implementation and/or evaluation of the project, either cash or in-kind.

Outline their contribution.

(An organisation providing a product or service that is being paid for is not considered to be a project partner.)

Organisation	Contribution to the community project
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

### Timeline

Anticipated project commencement date*	Click here to enter a date.
Anticipated project completion date	Click here to enter a date.

\* Please allow twelve weeks from the closing date for applications to be processed. We will not fund expenses incurred before a grant is approved.

## Budget

Please outline the expected costs of the project. GST will only be paid to organisations that are registered for GST.

Requested grant amount	\$ <a href="#">Click here to enter text.</a>
------------------------	--

The proposed expenditure must be detailed below in the 'Community Response Fund Grant' column.

It is important to detail the proposed expenditure of the requested grant and indicate any other income that is expected in support of the project, either cash or in-kind.

The value of any contributions made to the project by partner organisations noted above should be specified in this section.

Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how they will be expended. The budget should align to the proposed project activities and outcomes specified in this application.

**Do not include GST in the costings below.**

<b>Budget Item</b>	<b>Community Response Fund Grant</b> (\$ excluding GST)	<b>Other Cash or Grants</b> (\$ excluding GST)	<b>In-kind Support</b>	<b>Source of Other Cash or In-kind Support</b>
What the funding is to be spent on	Proposed grant expenditure from the White Ribbon Australia Community Response Fund only	Any other cash income anticipated for this project from the applicant and/or project partners	An estimated dollar value of the in-kind support for the project from the applicant and/or project partners	Note the source of Other Cash or In-kind support and if this is confirmed or unconfirmed with the source
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>TOTAL</b>	Click here to enter text.	Click here to enter text.	Click here to enter text.	

## Taxation and banking details of the Administering Organisation

### Taxation

Australian Business Number (ABN)	<a href="#">Click here to enter text.</a>
Goods and Services Tax (GST) Registration	Registered for GST <input type="checkbox"/> Not registered for GST <input type="checkbox"/>

### Bank account

Bank name	<a href="#">Click here to enter text.</a>
Branch / suburb	<a href="#">Click here to enter text.</a>
Account name	<a href="#">Click here to enter text.</a>
BSB number (must be six digits)	<a href="#">Click here to enter text.</a>
Account number (up to nine digits only)	<a href="#">Click here to enter text.</a>

## Referees for the Administering Organisation

Please provide details of two referees who can vouch for the Administering Organisation's suitability to receive grant funds.

Name of referee	
Position	
Organisation	
Telephone number	
Email address	

Name of referee	
Position	
Organisation	
Telephone number	
Email address	

## Grant conditions

Grants up to the value of \$14999 are subject to the terms and conditions below. An exchange of letters will be issued to the winning applicant outlining these terms and conditions. Non-successful applicants will be notified via writing.

For grants over \$15000, Communicare (the custodian of White Ribbon Australia) will establish a separate agreement with the Administering Organisation.

1. The grant is to be used solely for the specified purpose approved by Communicare during the funding period.
2. Written approval must be sought from Communicare for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Communicare unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease, or should the grant agreement be terminated due to a breach of any of these Conditions, then:
  - (a) the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Communicare within ten calendar days; and
  - (b) any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Communicare.
5. In the case of a breach of any of these conditions, the recipient will repay all funding to Communicare if requested to do so.
6. The provision of a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
7. Communicare will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
8. Any documents or information relating to the grant or the approved purpose must be provided to Communicare within ten business days of the request.
9. All payment conditions and reporting requirements must be met, as specified by Communicare.
10. Communicare must, upon request, be granted access to, and be permitted to examine, records and information concerning this grant.



11. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
12. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with all applicable Working with Children legislation.
13. Communicare is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
14. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers' Compensation, and Professional Indemnity.
15. An acknowledgement of funding assistance provided by White Ribbon Australia must be included in any advertising and on any material relating to the project by using the words 'Supported by White Ribbon Australia'.
16. Goods and Services Tax (GST)
  - (a) For the purposes of this agreement:
    - i. "GST" means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
    - ii. "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
    - iii. The terms "supply", "tax invoice", "taxable supply", and "value" have the same meanings as in the GST Act.
  - (b) If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.
  - (c) If the parties agree that Communicare will issue the recipient organisation with a recipient-created tax invoice (RCTI), then the parties hereby agree that:
    - i. Communicare will issue a RCTI in respect of GST payable on the supply of the project and the recipient organisation will not issue a tax invoice in respect of that supply;
    - ii. The recipient organisation warrants that it is registered for the purposes of GST and that it will notify Communicare in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term of the agreement; and

- iii. Communicare will indemnify and keep indemnified the recipient organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which Communicare issues an RCTI under the grant agreement.

17. If any of the terms or conditions are breached by the recipient organisation, Communicare may terminate the grant agreement at any time and without giving prior notice.

## Declaration

On behalf of the Administering Organisation, I declare that:

- I am currently authorised to legally enter into contracts on behalf of the Administering Organisation, according to its constitution or as bound by law.
- All information provided in this application, including any attachments, is true and correct.
- The taxation and banking details entered in this application are true and correct.
- The organisation is financially viable and able to meet all accountability requirements.
- I give permission to the Communicare, when applicable, to contact any persons or organisations in the processing of this application and I understand that information may be provided to other organisations, where appropriate.
- If a grant is provided:
  - I am aware the Grant Conditions outlined in this document will apply to ensure a project is appropriately completed and accountability requirements are met.
  - I agree to ensure that appropriate insurances are in place (including but not limited to worker's compensation, volunteers, professional indemnity, public liability, and motor vehicle).
  - I agree to undertake the project as stated and provide the required qualitative and financial reports to demonstrate that the grant was expended in accordance with the agreement.

Legally authorised officer signature	
Date	<a href="#">Click here to enter a date.</a>
Name	<a href="#">Click here to enter text.</a>
Position	<a href="#">Click here to enter text.</a>
Organisation	<a href="#">Click here to enter text.</a>
Telephone	<a href="#">Click here to enter text.</a>
Email address	<a href="#">Click here to enter text.</a>

Witness signature	
Date	<a href="#">Click here to enter a date.</a>
Witness name	<a href="#">Click here to enter text.</a>

## Application checklist

Checklist item	Complete
The Guidelines and Grant Conditions have been read and understood by the authorised signatory or delegate of the Administering Organisation and any other relevant parties.	<input type="checkbox"/>
All sections of the application form are complete.	<input type="checkbox"/>
The taxation and banking details of the Administering Organisation have been entered and are correct.	<input type="checkbox"/>
The declaration has been signed by the authorised signatory or delegate of the Administering Organisation.	<input type="checkbox"/>
A copy of the Administering Organisation's certificate of incorporation is provided as an attachment (if the organisation is an incorporated not-for-profit entity).	<input type="checkbox"/>

## Submitting an application

The closing date for applications is 30 December 2021.

Applications received after the closing date will not be accepted.

Please submit your application to [info@whiteribbon.org.au](mailto:info@whiteribbon.org.au) with the subject line 'Community Grant Application'.

Applications will be acknowledged via email within five business days of receipt. Please email us to confirm receipt if no acknowledgement is received by this time.