
2019 Australia Post Community Grants

Helping your local community thrive.
Apply now for a grant of up to \$10,000.





Helping your local community thrive

More than ever, local communities play a vital role in shaping the future of our nation, and Australia Post is there to lend a hand, providing essential services that help people connect with each other. That's why our grants program supports projects that bring people together around what matters most in their communities.

Initiatives we're looking to support

Have a project that could provide positive benefits for your community? We're offering up to \$10,000 for eligible projects that:

- Help people connect with each other through group activities (e.g. volunteering programs, civic engagement and environmental activities)
- Reduce barriers to participation in community life (e.g. transport, ability to pay, or access to community spaces)
- Develop skills and leadership capability to strengthen community networks.



What makes a strong grant application?

Successful applications will demonstrate the benefits their project brings to the community. You should clearly answer the following:



1 Need

What community need is your project addressing?



2 Local relevance

How will your project build on local knowledge or make use of local resources?



3 Change

How will your project address this need?



4 Effectiveness of approach

What is it about your project's approach that makes it likely to succeed? E.g. is it targeted, thoughtful and well structured?



5 Capacity to deliver

How can your project be achieved within the set time frame, and using the funding requested?

As part of your application, you'll be asked for evidence (statistics, council plans, research, news articles) that demonstrates the issue your project addresses resonates in your community.

For example, if your project involves excluded or vulnerable groups*, you'll be asked to demonstrate how members of

that group have been consulted in project planning. As we expect to receive more applications than we can fund, we'll also be considering a small number of projects for a \$2,000 grant. You'll be asked on the application form if you'd like to be considered for this and how you would use a smaller amount of funding.

*These groups might include Aboriginal and Torres Strait Islanders, people from cultural and linguistically diverse backgrounds, the LGBTIQ+ community, the elderly, at-risk youth, people with disability, or individuals who have experienced domestic violence.

Who can apply

Your organisation is eligible if it:

- Is an incorporated not-for-profit*
- Provides community benefit
- Is located in Australia
- Provides services in Australia
- Has an ABN
- Has an Australian bank account (corresponding to the ABN)

We encourage collaborations and partnerships between different types of organisations, where the lead partner is a not-for-profit. However, we can't accept auspice arrangements.

*Grants can only be made to incorporated not-for-profit organisations. Organisations don't need to have deductible gift recipient (DGR) status to apply. Sole traders, government entities and educational institutions aren't eligible to apply.

What we can fund

Funds must be spent on activities that bring people together to address what's important to them. The funds from a grant can be used in a multitude of ways, including:

- Skills development (e.g. volunteer training)
- Equipment, materials and supplies
- Venue or furniture hire
- Refreshments (excluding alcohol)
- Outreach and referral support
- Communications – including website setup, newsletters and advertising
- Program coordination and facilitation
- Travel costs for participants
- And more...

We're willing to fund reasonable project related administrative costs relative to the project, within the grant amount.

What we cannot fund

- Individuals
- Projects where the primary activity involves alcohol, drug or tobacco use
- Political, religious, gambling, weaponry or military pursuits
- Projects or programs that discriminate or exclude members of the community
- Projects undertaken for commercial gain or benefit
- Scholarships, fundraising appeals or sponsorship activities
- Budget deficits, bequests, endowments, or loans of business finance
- Ongoing costs not associated with the project (e.g. rent, power, wages, salaries and staff training costs)
- Labour costs that aren't specific to the project
- High-risk events or activities
- Activities that damage or harm the environment
- Activities that are related to medical research or interventions
- Expenses that have already been incurred, or that will have been incurred by the time funding is received
- Capital improvements
- Projects that are implemented outside Australia
- Emergency relief or disaster appeals
- Projects with a total project budget of more than \$100,000

Timing of your project

The timing of your project is important. It'll need to commence after 1 November 2019 and be completed no later than 31 October 2020.

The application process

Applications are accepted online using the SmartyGrants management tool.

Visit auspost.com.au/grants and follow the link to complete your application.

If you're having trouble with the online form, contact us at grants@auspost.com.au or on 1300 765 772 (Monday to Friday, 9am to 5pm AEST, excluding public holidays).

Some things to keep in mind when applying

1. You must meet the eligibility requirements outlined on page 6 of this Application Kit.
2. We won't accept:
 - a. Incomplete applications
 - b. Multiple applications for the same project
 - c. Emailed or faxed applications
3. You need to submit all the required information with your application, including any requested attachments. We won't read anything that's not relevant to your application, and if we need more information from you, we'll let you know.
4. In some cases, we'll consult external industry experts in order to review an application – you may hear from them if they need information from you.
5. By submitting an application, you're agreeing to the Terms and Conditions outlined on pages 10 and 11 of this Application Kit.

Key dates

Grant round opens: Monday 1 July 2019

Grant round closes: Sunday 4 August 2019 (midnight AEST)

Successful and unsuccessful applicants will be notified by email in October 2019.

Grants will be paid to successful applicants in October 2019.



If you're successful

You'll receive a one-off cash payment of up to \$10,000 to fund the project you shared with us in your application. We'll transfer the funds electronically into an account held by the organisation.

A few things to note about the grant:

- You'll need to incur all project expenses by 31 October 2020
- The funds you receive aren't transferable and can only be used for the purpose stated in your application
- If something about your project changes, you'll need to let us know by emailing grants@auspost.com.au or calling 1300 765 772 (Monday to Friday, 9am to 5pm AEST, excluding public holidays).

The grant is not intended to attract GST. But it's best to check with your taxation advisor to confirm the rules that apply to you. If you're advised to pay GST in connection with the grant, the grant will be considered as inclusive of GST.

Your acquittal report

If you receive a grant, you'll need to complete an Acquittal Report within one month of your project being completed. In it, you'll describe how you met and measured your project outcomes, what was achieved, and who benefited. You'll also need to include evidence of how you used the grant funds.

We may ask you to provide original receipts of the purchases you've made, so be sure to keep them as part of your records. We also reserve the right to ask for any unspent funds to be returned to us.

If you don't complete an Acquittal Report, you may be ineligible to apply for other grants in the future.

If you're not successful

Choosing where to allocate funds is always a difficult task, and we truly appreciate the effort that goes into applying. While we won't be able to discuss the outcome of our decision in detail, we may be able to offer some general feedback about your application. If you'd like to speak with us, feel free to email grants@auspost.com.au or call 1300 765 772 (Monday to Friday, 9am to 5pm AEST, excluding public holidays).

Other important information

Privacy and consultation

We will respect the privacy and confidentiality of any application information that you send us that's directly related to your business activities.

By submitting an Australia Post Community Grants Application Form, you consent to us using and disclosing the information you provide for the purposes of conducting the grants program, reviewing, processing and awarding the grants, and for any other matter connected to or incidental to the program, or if required or authorised by law.

We work in conjunction with a range of organisations, and external industry experts. They will respect the privacy and confidentiality of any application information.

Your personal information is managed in accordance with Australia Post's privacy policy, which you can read at auspost.com.au/privacy

You can access your personal information by contacting:

Privacy Contact Officer

Australia Post
GPO Box 1777
MELBOURNE, VIC 3001

Contractual arrangements

You should read both the Terms and Conditions on pages 10 and 11, and the eligibility criteria provided in this Application Kit. Together, they will form the Terms of Agreement for the grant.

Promoting great news

The Australia Post Community Grants program brings attention to a range of positive work happening in our communities. From time to time, we like to share some of these stories with our employees, customers, partners and networks.

Sometimes, we use information provided in application forms, along with other publicly available information to promote these stories.

We may also ask applicants and grant recipients whether they'd be interested in taking part in certain media activities – such as photo or video shoots, media calls, or media releases.

Disclaimer

- Australia Post and its officers, employees, agents and advisors:
- Are not, and will not be, responsible or liable for the accuracy or completeness of any information in, or provided in connection with, the eligibility criteria and guidelines within the Australia Post Community Grants Application Kit and Application Form;
- Make no express or implied representation or warranty that any statement on future matters will prove correct;
- Disclaim any and all liability arising from any information provided to the applicant, including, without limitation, errors in, or omissions contained in, that information;
- Except so far as liability under any statute cannot be excluded, accept no responsibility arising in any way from errors or omissions contained in any information in the eligibility criteria and guidelines within the Australia Post Community Grants Application Kit and Application Form, and;
- Accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the eligibility criteria and guidelines within the Australia Post Community Grants Application Kit and Application Form, or any other information provided by Australia Post.

Terms and Conditions

The following terms and conditions apply to the Australia Post Community Grants program. If an application does not comply with these Terms and Conditions, it will be ruled invalid and withdrawn from consideration. These terms apply to applications submitted. Only Australian charities and community organisations in accordance with the eligibility criteria detailed in the Australia Post Community Grants Application Kit are invited to apply.

The following definitions apply to the Australia Post Community Grants program:

'Applicant' refers to the organisation that is submitting an application for funding.

'Recipient' refers to the applicant organisation once funds have been awarded.

1. To apply for a grant, applicants must accurately complete the Australia Post Community Grants application form available at www.auspost.smartygrants.com.au. If an applicant is unable to complete the application online, a request for assistance can be made by calling the Australia Post Community Grants Hotline on 1300 765 772 (Monday to Friday, 9am to 5pm AEST, excluding public holidays) or emailing grants@auspost.com.au. Special arrangements, if offered, are at the sole discretion of the Community Grants team.
2. To be included in the Australia Post Community Grants process, completed Applications must be submitted from 9 am on Monday 1 July 2019 until midnight on Sunday 4 August 2019.
3. From time to time, at the discretion of Australia Post's Community Grants team, the team may enter into arrangements with third party organisations (Organisations) in relation to administering the program. Without limitation, such arrangements may involve an Organisation assessing applications.
4. By applying for a grant, applicants and recipients agree to abide by these Terms and Conditions. These Terms and Conditions are to be read in conjunction with eligibility criteria and guidelines within the Australia Post Community Grants Application Kit. They will together form the Terms of Agreement for the grant.
5. Grants will be made under the 2019 Australia Post Community Grants program from Australia Post. Australia Post is not restricted as to the tax status of the grant recipient. Therefore applications will be received and assessed from not-for-profit community organisations with or without DGR status.
6. Due to limited funding, not every application that meets the eligibility criteria may receive a grant. The ultimate decision in relation to whom grants are paid and the amount is at the sole discretion of Australia Post and no correspondence will be entered into relating to the decision process or the outcome.
7. By submitting an Application, applicants and successful grant recipients consent to Australia Post Community Grants team using and disclosing the information provided for the purposes of conducting the 2019 Australia Post Community Grants program, reviewing, processing and awarding the grants and any other matter connected to or incidental to the Program. This includes the sharing of information contained in the Application form with Organisations for the purposes of administering the program.
8. Australia Post's Community Grants team may consult with external industry experts and Organisations for the purpose of reviewing Applications for the Grants Program.
9. Applicants and recipients may be contacted by Organisations directly for the purpose of Application assessment, validation and due diligence.
10. All Applications become the property of Australia Post on receipt.
11. Australia Post's Community Grants team reserves the right, at any time, to verify the validity of Applications and to disqualify any Application that is not in accordance with these Terms and Conditions.
12. Only one grant per organisation is allowed.
13. Successful grant recipients should seek their own advice as to whether they have a GST liability arising in connection with the grant. Any grant from the Community Grants program includes any GST, if applicable.
14. The grant amount must be used and applied solely for the purpose of the approved Application project and within the time period stated in the Australia Post Community Grants Application Kit.
15. If, at any time, the stated purpose of the project is no longer possible and cannot be completed in the manner described in the Application, the grant recipient must advise Australia Post's Community Grants team of the inability to complete the stated purpose and discuss alternate options.
16. In considering an application, Australia Post may vary the level of funding offered to a potential grant recipient at its sole discretion.
17. Support of the project may be acknowledged by a grant recipient in writing in promotional material, advertising and other material; however the Australia Post logo should not be used. Media releases must be submitted to the Community Grants team for review and require a minimum of 10 business days for approval. The grant recipient shall not do or say anything or cause anyone to do or say anything that may prejudice, or be detrimental to or cause damage to the name and reputation of Australia Post. Australia Post may not be referred to for any purposes outside of the project.
18. Grant recipients agree that Australia Post may promote and report on the projects and grant recipients from the Australia Post Community Grants program using information in the application form, information and media (including photos and quotes) obtained from the grant recipients or available publicly, to its partners, customers, employees, Australia Post representatives and networks, and the community through internal and external communication channels, including but not limited to online, social media, and in Australia Post outlets.
19. Australia Post's Community Grants team may request to use photos and quotes from grant recipients which will become the property of Australia Post, who may use them for our own Australia Post marketing and promotional purposes. A talent release form will be provided.
20. The funding of grants awarded will only be deposited into a bank account held by the successful organisation.
21. Australia Post is not liable for any additional costs associated with submitting your Application or the receipt of a grant. Should the actual total project costs be more than the proposed project costs, Australia Post is not responsible or is obliged to pay any monies additional to the notified grant amount.

22. Australia Post is not liable for any loss, damage or personal injury suffered or sustained as a result of the Australia Post Community Grants program, use of a grant, or participation in a program.
23. The grant recipient agrees to indemnify (and keep indemnified) Australia Post (including its officers, employees and agents) against any loss or liability incurred by Australia Post (including any loss or damage to their property, or loss or expense incurred by them in dealing with any claim against them) arising from any acts or omissions done by the grant recipient, or its employees or agents in connection with these Terms and Conditions.
24. The grant recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out in relation to this project, against any claims for loss or damage to property and injury or death to persons.
25. An authorised Australia Post representative may, where appropriate, visit the project site before, throughout and after the funding period, at times as reasonably agreed by both parties.
26. The grant recipient must repay the full or relevant part of the granted funding as directed by Australia Post's Community Grants team within thirty (30) business days after it receives a formal notice from Australia Post's Community Grants team in any of the below circumstances:
 - a. Incorrect payment or overpayment to the grant recipient; or
 - b. An amount of the funding is unspent at the project completion date; or
 - c. Payment to the grant recipient of an amount that it is unable to spend in accordance with the Application; or
 - d. The grant recipient misuses the funding amount by paying for a purpose that is not the project detailed in the Application.
27. The Australia Post Community Grants program can be suspended or terminated at any time without notice. These Terms and Conditions may be amended or withdrawn at the discretion of Australia Post and are available upon request by contacting us at grants@auspost.com.au or calling 1300 765 772.



Need some help with your application?

You can get in touch with us via:

Email: grants@auspost.com.au

Phone: 1300 765 772

Post: Australia Post Community Grants Program
Level 13, 111 Bourke Street
MELBOURNE, VIC 3000

We value your feedback and encourage you to let us know how we can make the grant application process easier.



auspost.com.au/grants
grants@auspost.com.au
1300 765 772