2020 Australia Post
Community Grants Guidelines

Connecting communities for better mental health and wellbeing.

Apply now for a grant of up to $10,000.

Key dates:

Grant applications open: Monday 22 June 2020

Grant applications close: Friday 17 July 2020 (midnight AEST)

Successful grant applicants notified: October 2020

Further information is available at:
auspost.com.au/grants

If you need further assistance with your grant application please contact:

Email: grants@auspost.com.au
Phone: 1300 765 772
(Monday to Friday, 9 am – 5 pm AEST, excluding Public Holidays)
When we connect, we feel better.

Being part of a community and feeling a sense of belonging is more important than ever before. Whether it’s a global pandemic, bushfires or on-going drought - Australian communities are showing their resilience.

We understand that when people in communities connect, they feel better. We also know that this often results in improved mental health outcomes and we want to support the organisations that are helping make this happen.

Mental health is a key area of focus at Australia Post, and this grants program helps support community organisations across Australia that are helping people to stay mentally well and build stronger, more connected communities. By bringing this topic into the places where people go about their daily lives, Australia Post aims to help make mental health part of everyday conversations and support people to stay well.

Australia Post plays an integral role in more than 4,000 communities across Australia. The Post Office is the hub of many local communities, our posties often go above and beyond to watch out for the people they deliver to and, as a postal service, we facilitate millions of connections between Australians every year.

The World Health Organisation (WHO) defines mental health as a state of wellbeing in which every individual realises their potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community.

The 2020 Australia Post Community Grants program aims to help local community organisations improve the mental health and wellbeing of Australians, by helping individuals and communities be more connected through projects that:

- Support mental health awareness and early intervention to help people understand more about how to stay mentally well
- Increase opportunity for individuals to experience meaningful connections that enhance mental wellbeing
- Help people access mental health support at a local level

**Funding Available**

Up to $10,000 is available per selected project.

We anticipate that we will receive many more grant applications for worthy community projects than we’re able to fund.

A small number of projects that are unsuccessful for a grant of up to $10,000, may be considered for a partial grant of up to $2,000. Applicants will be asked in the application if they would like to be considered for this.
What we’re looking to support

We recognise that everyone has a role to play in maintaining mental health and wellbeing, however, we are specifically looking for projects that meet the following criteria:

1. **Have a clear intention to improve the mental health and wellbeing of individuals in their community.**
   - Mental health and wellbeing outcomes must be the primary focus of the activity.

2. **Have a local focus.**
   - Community led, locally led, locally embedded, locally driven.

3. **Are able to be delivered.**
   - Can be achieved within the time frame and funding requested. Project design matches the idea and is adequately resourced and planned.
   - Show an effective approach to improve mental health and wellbeing of individuals within a community, e.g. targeted, thoughtful and well structured.
   - Your project will need to commence after 1 November 2020 and be completed no later than 31 October 2021.

4. **Address a community need.**

In particular, we are looking for projects that deliver one or more of the following outcomes:

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<tr>
<th>Increase a sense of belonging and community connection for individuals.</th>
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<td>Activities that bring people together – either face-to-face or virtually – to help those who may be isolated to feel part of something meaningful and gain a greater sense of belonging.</td>
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<th>Empower people to understand and feel confident about how to look after their own mental health and support those around them.</th>
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<td>Activities that create awareness and educate individuals about what good mental health looks like and how it can be maintained.</td>
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<th>Increase public awareness to help normalise mental health discussions in everyday lives.</th>
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<td>Activities that provide an opportunity to talk openly, in a safe space, about mental health and wellbeing.</td>
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<th>Create greater community awareness of and access to mental health support services.</th>
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<tr>
<td>Programs that help to improve awareness and access to those who need more specific mental health support.</td>
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Whilst we recognise the valuable role that sport plays in our communities, applications for sporting activities will only be considered where they intentionally drive improved mental health and wellbeing that extends beyond regular programming.

**How we assess applications**

We use a comprehensive assessment process to identify the projects that are most likely to have significant benefits for the beneficiaries. This process consists of organisation and project eligibility, project assessment against the key criteria and validation of shortlisted successful applications.

We also strive for geographic distribution of grant recipients amongst metro and regional communities and will aim to support the most vulnerable or those at risk.
Eligibility

Who can apply
Organisations will only be eligible if they:

• are an incorporated not-for-profit organisation*
• are located within Australia
• provide services within Australia
• have an ABN**
• have an Australian bank account (corresponding to the ABN)

*Note: Organisations are not required to have deductible gift recipient (DGR) status to apply. Individuals, sole traders, government entities and educational institutions are not eligible to apply.

**Note: Australia Post refers to the Australian Business Register (https://abr.business.gov.au) when assessing compliance with eligibility criteria. It is your responsibility to ensure your organisation’s details, including its incorporated status, are correct and up-to-date on the Australian Business Register at the time of application, if you wish to be considered.

Collaborations and partnerships among different types of organisations are encouraged with the not-for-profit organisation as the lead partner. We cannot accept auspice arrangements.

What we can fund
Funds must be spent on activities with the primary purpose of directly improving connection and mental wellbeing of individuals within a community.
This may include items and activities such as:

• Skill development
• Equipment and tools (e.g. tools, computers, tablets)
• Materials and supplies
• Venue hire, including furniture hire / purchase
• Refreshments (excluding alcohol)
• Outreach and referral support
• Communications, including website setup, online forums, newsletters, and advertising
• Program co-ordination and facilitation
• Evaluation
• Travel costs for participants
• And more...
We are willing to fund reasonable non-project related administration costs.

What we don’t fund
There are a few areas that aren’t eligible for funding:

• Individuals
• Projects where the primary activity involves alcohol, drug or tobacco use
• Political, religious, gambling, weaponry or military pursuits
• Projects/programs that discriminate or exclude members of the community
• Projects undertaken for commercial gain or benefit
• Scholarships, fundraising appeals, or sponsorship activity
• Budget deficits, bequests, endowments, or loans of business finance
• Ongoing costs associated with running a group or organisation (like rent, power, wages and salaries, staff training costs) which are not directly associated with the project
• Labour costs associated with existing employees and which are not specific to the project
• Organisations or activities that support gambling, political or religious associations or events
• High-risk events or activities
• Activities that damage or harm the environment
• Activities that are related to clinical medical health interventions, treatment or medical research
• Expenses that have already been incurred or that will have been incurred by the time funding is given
• Capital improvements
• Projects that are implemented outside of Australia
• Emergency relief or disaster appeals
• Projects with a total cost of $100,000 or more

2020 Australia Post Community Grants Guidelines
How to apply

Applications are accepted online. We use the Smarty Grants management tool. Visit auspost.com.au/grants and follow the link to complete the form. Applications close Friday 17 July 2020 (midnight AEST).

If you are unable to complete the online form, contact us at grants@auspost.com.au or call us at 1300 765 772. Special arrangements may be made on a case by case basis.

Some things to keep in mind about your application:

1. You must meet the eligibility requirements, which are outlined on page 4 of these Guidelines (at the time of application and, if you are successful, for the entire duration of your project).

2. We will not accept:
   a. Incomplete applications
   b. Multiple applications for the same project
   c. Emailed or faxed applications.

3. You will need to include everything within the application form, including any requested attachments. Grant assessors will not read any information which is not specifically requested. If more information is required, you will be contacted.

4. We may consult with external industry experts in order to review some applications. You may be contacted to validate your application and undertake due diligence.

5. By submitting your application, you agree to the Terms and Conditions detailed on page 7 of the Guidelines.

If you’re successful

We’ll contact successful applications in October via email.

If you’re not successful

If your application is unsuccessful, we’ll email you a notification in October. As you can imagine, with so many great applications, deciding where to allocate funds won’t be easy. Whilst we will not enter into specific correspondence about the outcome of our decisions, you will be able to email us at grants@auspost.com.au or call us on 1300 765 772, (Monday to Friday, 9am–5pm AEST, excluding Public Holidays) for further feedback.

Awarding the grants

We award grants through one-off payments for the project specified. If you receive a grant, you’ll need to incur all project expenses by 31 October 2021.

We award grants of up to $10,000. They’re one-off payments for the project you’ve specified - they’re not intended as an ongoing funding source.

We’ll transfer the funds by electronic funds transfer into an account held by the successful organisation.

Funds are not transferable and can only be used for the purpose stated in the application.

If circumstances change, you’ll need to let us know, either by emailing grants@auspost.com.au or by calling 1300 765 772 (Monday to Friday, 9am–5pm AEST, excluding Public Holidays)

The grant is not intended to attract GST. But it’s best to check with a taxation adviser to make sure of the rules that apply to you. If you are advised to pay GST in connection with the grants, the grant will be considered as inclusive of GST.

Acquittal Reports

If you receive a grant, you’ll need to complete an Acquittal Report within 1 month of project completion. The report will ask how you met and measured your project outcomes, what was achieved, and who benefited. You will also need to include evidence that you used the grant funds.

We may ask you to provide original receipts of purchases made – it’s your responsibility to keep a complete set of records.

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

We reserve the right to ask you to return any unspent funds as part of the acquittal process, in accordance with the Terms and Conditions on page 7.
Privacy Notice
Australia Post collects your personal information in order to facilitate the Community Grants Program. Your information may be disclosed to a range of organisations and external industry exports to assist in assessing your application. Without this information, we would be unable to conduct the Community Grants Program. Your personal information is handled in accordance with the Australia Post Group Privacy Statement which outlines how to access and/or correct your personal information or to make a privacy related complaint. For more information, please visit www.auspost.com.au/privacy

Terms of Agreement
You should read both the Terms and Conditions, and the eligibility criteria detailed in the 2020 Australia Post Community Grants guidelines. Together, they form the Terms of Agreement for the grant.

Promoting great news
The Australia Post Community Grants program brings attention to a huge range of positive work happening in our communities and neighbourhoods. We like to share some of these stories with our employees, customers, partners and networks.

In submitting an application, the applicant consents to Australia Post using the information disclosed in their application form (other than personal information) or other publicly available information, when promoting the Australia Post Community Grants program.

We may ask applicants and grant recipients to take part in media activities (such as a photo opportunity, a media call, or for a quote in a media release).

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

You can get in touch with us via:

Email: grants@auspost.com.au
Phone: 1300 765 772
Terms and Conditions

The following terms and conditions apply to the 2020 Australia Post Community Grants program.

1. 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 2020 Australia Post Community Grants Guidelines are invited to apply.

2. The following definitions apply to the 2020 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.

3. To be considered for a grant, Applicants must accurately complete the 2020 Australia Post Community Grants application form available at www.auspost.smartygrants.com.com.au. An Applicant unable to complete the application online, a request for assistance may be made by calling the Australia Post Community Grants Hotline on 1300 765 772 (Monday to Friday, 9am - 5pm AEST) or emailing grants@auspost.com.au. Special arrangements, if offered, are at the sole discretion of the Australia Post Community Grants team.

4. To be included in the 2020 Australia Post Community Grants process, completed applications must be submitted between 9.00am on Monday 22 June 2020 and midnight on Friday 17 July 2020.

5. From time to time, at the discretion of the Australia Post 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 of successful grant applicants.

6. By applying for a grant, Applicants agree to abide by these Terms and Conditions. These Terms and Conditions are to be read in conjunction with the 2020 Australia Post Community Grants Guidelines (including the eligibility criteria contained therein). They will together form the Terms of Agreement for the grant.

7. Grants will be made under the 2020 Community Grants program from Australia Post. Australia Post is not restricted as to the tax status of the grant recipient. Therefore, the Recipient will be received and assessed from not-for-profit community organisations with or without DGR status.

8. Not every application that meets the eligibility criteria may be awarded 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.

9. By submitting an Application, Applicants and Recipients consent to the Australia Post Community Grants team using and disclosing the information provided for the purposes of conducting the 2020 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 third party organisations for the purposes of administering the program.

10. The Australia Post Community Grants team may consult with external industry experts and Organisations for the purpose of reviewing Applications for the 2020 Australia Post Community Grants Program.

11. Applicants and Recipients may be contacted by Organisations directly for the purpose of Application assessment or not in any connection with the grant. All applications become the property of Australia Post on receipt.

12. The Australia Post 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 the relevant Terms and Conditions.

13. Only one grant per organisation is allowed.

14. Successful Recipients should seek their own advice as to whether they have a GST liability arising in connection with the grant. Any grant from the 2020 Australia Post Community Grants program includes any GST, if applicable.

15. 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 2020 Australia Post Community Grants Guidelines.

16. If, at any time, the stated purpose of the project is no longer possible and/or cannot be completed in the manner described in the application, the Recipient must advise the Australia Post Community Grants team of the inability to complete the stated purpose and discuss alternative options.

17. In considering an application, Australia Post may vary the level of funding offered to an Applicant at its sole discretion.

18. Support of the project may be acknowledged by a 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 Australia Post Community Grants team for review and require a minimum of 10 business days for approval. The 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 used to promote any purposes outside of the project.

19. Recipients agree that Australia Post may promote and report on the projects and Recipients of the 2020 Australia Post Community Grants program using information in the application form, information and media (including photos and quotes) obtained from the 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.

20. The Australia Post Community Grants team may request to use photos and quotes from Recipients which will become the property of Australia Post, who may use them for Australia Post’s own marketing and promotional purposes. A talent release form will be provided.

21. The funding of grants awarded will only be deposited into a bank account held by the successful Applicant.

22. 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 obliged to pay any monies additional to the notified grant amount.

23. While Australia Post has taken care in producing the 2020 Australia Post Community Grants Guidelines, Australia Post makes no representations in respect of (and, to the extent permitted by law excludes all warranties in relation to) the accuracy or completeness of the information contained therein. Australia Post excludes all liability whatsoever for any loss or damage, however arising out of reliance, in whole or in part, on the information.

24. Nothing in these Terms and Conditions limit, exclude or modify or purports to limit, exclude or modify any applicable statutory consumer guarantees (including those provided under the Competition and Consumer Act 2010 (Cth)). Except for any liability that cannot by law be excluded, Australia Post (and its respective officers, employees and agents) exclude all liability (including for negligence) for any personal injury, loss or damage (including loss of opportunity) whether direct, indirect, special or consequential, resulting from or arising in any way out of the 2020 Australia Post Australia Post Community Grants program.

25. The 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 claims against them) arising from any acts or omissions done by the Recipient, or its employees or agents in connection with these Terms and Conditions.

26. The Recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out in relation to their project, against any claims for loss or damage to property or injury or death to persons.

27. 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.

28. The Recipient must repay the full or relevant part of the funded amount as directed by the Australia Post Community Grants team within 30 business days of receiving a formal notice from Australia Post in any of the below circumstances:

   a. Incorrect payment or overpayment to the Recipient;
   b. An amount of the funding is unspent at the project completion date;
   c. Payment to the Recipient of an amount that is ineligible to be used;
   d. The Recipient misuses any of the funding amount by paying for a purpose that is not the project detailed in the Application.

29. The 2020 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.