

2020 Australia Post Community Grants Readiness Guide

Connecting communities for better mental health and wellbeing.

Are you ready to submit your 2020 Australia Post Community Grants application?

- Have I downloaded and read the 2020 Australia Post Community Grants Guidelines located at auspost.com.au/grants?
- Is my organisation an incorporated not-for-profit organisation?
- Does my organisation have an ABN with a corresponding Australian bank account?
- Is my organisation located within Australia, and does it provide services within Australia?

Before you submit your application, make sure you have all the supporting documentation you require:

- Does my application include evidence that my project is community led and locally driven? (This can be council plans, meeting minutes or news articles)
- Does my application provide a budget, including an income and expenditure summary?
- If my project is a partnership or collaboration, have I provided the partner organisation details, including name, organisation description, role in the project and amount of funds or in-kind support contributed?
- On request, will my organisation be able to provide supporting documentation, such as proof of incorporation, insurance and/or bank account verification?

How to make your application as strong as possible

Read the 2020 Australia Post Community Grants Guidelines eligibility criteria to understand what is being asked of you.

- Is my application clear and concise?
- Has my application clearly demonstrated:
 1. Why my project is needed in my community?
 2. That my project will improve the mental health and wellbeing of individuals in my community?
 3. That my project is community led and locally driven?
 4. A clear and effective project plan and timeline?

Other tips

- Download a preview of the application form before you start your application. It's sometimes easier to draft your responses to the application in another program (for example Microsoft Word) and save as you go.
- If you need to save and close a submission, simply log back into SmartyGrants and navigate to 'My Submissions' to find your form when you're ready to continue.
- Make sure you input contact phone numbers and emails correctly so we can keep in touch with you about your application.
- SmartyGrants has an inbuilt spellchecker, so you can easily proofread and review your submission.
- You can also read the SmartyGrants Application Help Guide to learn how the SmartyGrants system works <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants>.
- The Funding Centre has guides and help sheets for writing grant applications: <https://www.fundingcentre.com.au/grant/help>.

Submit your application at auspost.smartygrants.com.au before midnight 17 July 2020 (AEST).

- You will be advised of the outcome by email in October 2020.
- If you have any questions or concerns, you can contact Australia Post at grants@auspost.com.au or by phone on 1300 765 772 (9 am – 5 pm, Monday to Friday AEST, excluding public holidays).

We're looking forward to receiving your application.