



2024 Australia Post Community Grants Guidelines

Supporting eligible local community projects that help people connect and stay mentally well.

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

Key dates

Applications open: Tuesday 4 June 2024
(9.00am AEST)

Applications close: Monday 1 July 2024
(11.59pm AEST)

Successful grant applicants notified: September 2024

Contact us if you need assistance with your grant application

Email: grants@auspost.com.au

Website: auspost.com.au/grants

Book an interpreter or get 24-hour organisation calling assistance.

Don't speak English?

Contact us via the TIS, tisnational.gov.au

Hearing or speech impaired?

Contact us via the NRS, accesshub.gov.au



When we connect, we feel better.

The Australia Post Community Grants program supports local community organisations across Australia to help people connect and stay mentally well.

Our Post Offices and our people are at the centre of more than 4,000 communities and, as a postal service, we facilitate millions of connections each year.

That's why we're committed to help making mental health and wellbeing a part of everyday conversations and to build stronger, more connected communities.

Since 2020, we've awarded more than 270 grants to community organisations supporting projects that help improve connection and mental health and wellbeing in their communities.

The 2024 Australia Post Community Grants program is accepting applications for funding from not-for-profit organisations to support community-led, local projects that connect individuals and communities to improve mental health and mental wellbeing.



2023 COMMUNITY GRANT RECIPIENT

Family Life Ltd

Project: Mental Health and Essentials Workshops

Total awarded: \$7,900

Project location: Melbourne, Victoria

Family Life is a specialist family service provider which has operated for more than 50 years in the bayside area of Melbourne with a network of op shops supporting their services. It has approximately 12,000 customers come through its Op Shop doors every month. In addition to mental health challenges that the volunteers may experience

in their own life and those of their families, volunteers are increasingly faced with customers and community members experiencing mental health issues, from social isolation to anxiety and depression. Volunteers often felt ill-equipped to interact safely and appropriately in these situations.

The Australia Post Community Grant funded three Mental Health and Essentials training sessions for more than 45 of Family Life's volunteers.

“It's really about uplifting our volunteers' understanding and language around mental health; educating and providing them with the tools to support themselves and their communities and, where needed, connecting people with the right services.”

Family Life CEO, Allison Wainwright.

What we're looking to support

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

- The primary purpose of the project is to **improve mental health and mental wellbeing outcomes** of a community.
- The project will **help people meaningfully connect** in their local community for improved mental health and mental wellbeing outcomes.
- The project is a **locally-led and locally-delivered** project that aims to improve mental health and mental wellbeing outcomes of a community.

We strive for geographic distribution of grant recipients amongst metro and regional communities and also look to support projects assisting vulnerable groups.

Applications that do not meet all of the above criteria will not be considered for funding.

The World Health Organisation (WHO) defines mental health as 'a state of mental wellbeing that enables people to cope with the stresses of life, realise their abilities, learn well and work well, and contribute to their community.'

Funding available

Applicants may apply for grants up to \$10,000. Organisations which are unsuccessful in obtaining the full grant of up to \$10,000 **may** be considered for a smaller grant of \$2,000. Applicants will be asked in the application process if they would like to be considered for this.

Applicants will be asked to detail the total cost of the project and clearly describe why each expense is important to the success of the project.

Grants are awarded as one-off payments only for the project specified – they are not intended as an ongoing funding source.

We expect to receive a large volume of applications, and will only be able to fund a limited number of projects (in 2023, only 5% of applications submitted were successful). Applicants must read these Guidelines (including the Terms and Conditions detailed on page 9) carefully and ensure all organisation and project eligibility requirements are met.

2023 AUSTRALIA POST COMMUNITY GRANT RECIPIENT

Bonnie Doon Community Group Inc

Project: Comensality – Food for Thought (a senior's lunch project)

Total awarded: \$3,765

Project location: Bonnie Doon, VIC

Comensality is a fortnightly seniors' lunch, prepared and served by younger generations of local volunteers. It is a place of sharing, gathering and social connectedness, aiming to combat mental health issues felt by many in rural Australia.

“The community has an ageing population, many of whom are alone and don't eat cooked meals. The community centre may be their only place of connection. Younger volunteers say that being part of serving the elderly has brought them a sense of belonging.”

Rebecca Oslund, Manager Bonnie Doon Community Centre.



Organisation eligibility

Who can apply

Applications will only be considered if the applicant organisation meets all of the criteria below.

- 1. Are an incorporated not-for-profit organisation**
 - Organisations are not required to have deductible gift recipient (DGR) status to apply.
 - Unincorporated entities, individuals, sole traders, government entities and educational institutions are **ineligible** for this program.
 - We do not accept auspice arrangements.
- 2. Have an **Australian Business Number** (ABN) with the registration reflecting the organisation's incorporated not-for-profit status**
 - Organisation details **must** be correct and up-to-date on the Australian Business Register (<https://abr.business.gov.au>) on the date the application is submitted.
 - It is the applicant's responsibility to ensure its details are correct and up-to-date when the application is submitted. Organisations will be deemed ineligible if their ABN status does not demonstrate incorporated not-for-profit status on the date the application is submitted.
- 3. Have an Australian bank account** (corresponding to the ABN)
- 4. Are located and provide services within Australia**

2022 AUSTRALIA POST GRANT RECIPIENT

Red Dust Role Models

Project: Red Dust Yarning Circles

Total funded: \$10,000

Project location: Alice Springs, NT

Red Dust's yarning circles create culturally relevant and culturally safe spaces for young men and boys in Indigenous communities to share their stories, build connections with others, listen and explore important questions around identity, health and aspirations.

“There is a notion out there that young fellas are in a position that they feel a bit lost within their own family structures and within their own communities, so we try to give value back to the systems that have played such a significant role in our survival thus far.”

Alan Palmer, Red Dust's Strong Young Men & Boys Program Manager.



Project eligibility

What we may fund

We're looking to fund community-led, local projects that connect individuals and communities to improve mental health and mental wellbeing.

Funds must be spent on activities/expenses with the **primary purpose** of directly improving connection and mental wellbeing of individuals within a community.

Items and activities that may be funded include, but are not limited to:

- Communications, including website setup, online forums, newsletters and advertising
- Equipment, supplies or materials, including electronic equipment (e.g. tools, computers and tablets)
- Project evaluation
- Outreach and referral support
- Program coordination and facilitation
- Refreshments (excluding alcohol)
- Skills development, training and workshops
- Travel costs for participants
- Venue hire, including furniture hire/purchase

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

Whilst we recognise the valuable role that sport and recreational activities can play in creating positive mental health outcomes, applications relating to sporting activities will only be considered where the project intentionally drives improved mental health and wellbeing that extends beyond regular programming.

What we won't fund

Projects will not be eligible for funding if they involve any of the below activities or project outcomes:

- Capital works or improvements (major improvements to fixed assets, buildings or grounds)
- Clinical medical health interventions, treatment or medical research, including psychology services
- Scholarships, fundraising appeals, or sponsorship activity
- General donations
- Emergency relief or disaster appeals
- High-risk events or activities
- Benefits only an individual or a limited group of individuals
- Damaging or harmful to the environment
- Political, religious, gambling, weaponry or military pursuits
- Alcohol, drug or tobacco use (as a primary activity)
- Discrimination or exclusion of members of the community
- Projects implemented outside of Australia
- Projects with a total cost of \$50,000 or more
- Projects undertaken for commercial gain or benefit

The below expenses can't be funded by a grant*:

- Postage and delivery/courier services
- Expenses that have already been incurred or that will have been incurred before 1 October 2024 or after 30 September 2025
- 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

* Eligible projects may include these expenses, but they must be self-funded or funded by other parties.

Project timing

Projects will need to commence after 1 October 2024 and be completed no later than 30 September 2025.

How we decide

We use a comprehensive assessment process to identify the projects that we will fund. This process includes consideration of organisation and project eligibility, project assessment against key criteria, and validation of shortlisted applications.

To be as strong as possible, applications must clearly demonstrate the following:



Improving mental health outcomes

- Is improving mental health and mental wellbeing the project's primary objective?



Need

- What community need will the project address?
- Why does the community need a project to support their mental health and mental wellbeing?
- Have community needs and perspectives been considered throughout the project design?



Effectiveness of approach

- What is it about the project's approach that makes it likely to improve connection and mental health and mental wellbeing of individuals?
- Does the project design match the idea? E.g. is it targeted, thoughtful and well structured?



Can be achieved

- How can the project be achieved within the set time frame, and using the funding requested?
- Is the project fully costed and does the budget balance?
- Does the budget demonstrate how the grant funds will be used, and where?



Local relevance

- How is the project locally-led or locally-embedded?
- How will the project build on local knowledge or make use of local resources to deliver the project?
- How have local networks been utilised to understand the community's needs?

Applicants may be asked to provide supplementary documents to demonstrate the need for the project, and to support their proposed project approach.

These documents may include statistics, council plans, research or news articles.

For example, if the project seeks to improve mental health and mental wellbeing outcomes for disadvantaged youth, applicants may provide participants' surveys that demonstrate how members of that group have been consulted in project planning.

For more information and grant application writing tips read our [Community Blog Article](#).

How to apply

Applications are accepted online only via SmartyGrants*.

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

Applications close Monday 1 July 2024 (11.59pm AEST).

In order for applications to be considered:

- Both the applicant and the project must meet the respective eligibility criteria, which are outlined on page 4 and page 5 of these Guidelines (at the time of application and, if successful, for the entire duration of the project).
- Applicants must complete the application as per the instructions. We will not accept:
 - Incomplete or incoherent applications**
 - Multiple applications for the same project
 - Emailed or faxed applications
- Applicants 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. Applicants will be contacted if more information is required.

*For technical issues, please call the SmartyGrants support team on (03) 9320 6888.

**We recognise English is not everyone's first language, and as such English proficiency isn't a consideration in our assessment processes. However, responses in the application form must be clear and easily understood to be assessed.

Some things to keep in mind about the application and review process

- We'll contact all applicants via email to inform them of the outcome of their application in September 2024.
- We may consult with external industry experts in order to review applications.
- Applicants may be contacted about the application.
- By submitting an application, applicants agree to comply with these Guidelines including the Terms and Conditions detailed on page 9.
- By submitting an application, applicants consent to Australia Post using the information disclosed (other than personal information) and other publicly available information, when promoting the Australia Post Community Grants program.

We expect to receive many applications for great projects but will not be able to fund all of them. Whilst we will not enter into specific correspondence about our decisions, applicants will be able to email us at grants@auspost.com.au for further feedback.

Successful applicants

Grant awards and payment

We award grants of up to \$10,000. Grants are awarded through one-off payments for the project specified.

- If successful in receiving a grant, organisations will need to incur all project expenses between 1 October 2024 and 30 September 2025.
- We'll transfer the funds by electronic funds transfer only into an account held by the successful organisation.
- Funds are not transferable and can only be used for the purpose stated in the application.
- 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. If advised to pay GST in connection with the grants, the grant will be considered as inclusive of GST.

If circumstances change, grant recipients will need to let us know as soon as possible by emailing grants@auspost.com.au.

Acquittal

Grant recipients will need to complete an Acquittal Report within one month of project completion. In the report recipients will be asked to demonstrate how they have met and measured the project outcomes, what was achieved, and who benefited.

As part of the acquittal, recipients will be required to report against specific social impact measures (e.g. number of participants reported improved mental wellbeing).

Recipients will need to include evidence that they used the grant funds as per the application. We may ask recipients to provide original receipts of purchases made – it's the recipient's responsibility to keep a complete set of records.

If recipients don't complete an Acquittal Report, they may be ineligible to apply for Australia Post grants in the future.

We reserve the right to ask recipients to return any unspent funds, in accordance with the Terms and Conditions on page 9.

Media and promotions

In addition to the acquittal requirements, we may ask grant recipients to share with us photos showing the impact the grant has had on the local community. Photos may include people connecting and/or volunteers getting involved and the wider community being supported. We may also ask grant recipients to take part in media activities (such as photo opportunities or media calls) or provide a quote for inclusion in a media release or other publication.

Terms and conditions

The following terms and conditions apply to the 2024 Australia Post Community Grants program.

- Capitalised terms in these Terms and Conditions have the following meanings:
 - “**Applicant Organisation**” means an organisation that has applied for a Grant;
 - “**Application**” means the online form that an Applicant Organisation must complete and submit in order to be considered for a Grant;
 - “**Australia Post**” means the Australian Postal Corporation (ABN 28 864 970 579);
 - “**Eligibility Criteria**” means any eligibility criteria for Applicant Organisations and/or a Project set out in the Guidelines, these Terms and Conditions and/or as determined by Australia Post from time to time;
 - “**Grant**” means any funds awarded to a successful Applicant Organisation under the Program;
 - “**Guidelines**” means the document titled “2024 Australia Post Community Grants Guidelines” (available at auspost.com.au/grants) that sets out details of the Program including Eligibility Criteria and the application, consideration and awarding process, to which these Terms and Conditions are attached;
 - “**Program**” means the 2024 Australia Post Community Grants Program;
 - “**Project**” means a project, purchase or activity in relation to which an Applicant Organisation submits an Application; and
 - “**Recipient Organisation**” means an Applicant Organisation that is successful in being awarded a Grant.
- Applications will be considered only from Australian, incorporated, not-for-profit organisations which meet the Eligibility Criteria and in compliance with the Guidelines and these Terms and Conditions.
- To be eligible for consideration for a Grant, an Applicant Organisation must submit its Application in accordance with the submission instructions, including providing details of the Project and all other requirements set out in these Terms and Conditions, the Guidelines and the Application, between 9.00am (AEST) Tuesday 4 June 2024 and 11.59pm (AEST) Monday 1 July 2024.
- Not every Application that meets the Eligibility Criteria may be awarded a Grant. Decisions as to which Applicant Organisations will receive a Grant and the amount of any such Grant is at the sole discretion of Australia Post acting reasonably and by reference to the Eligibility Criteria. No correspondence will be entered into relating to the decision process or the outcome.
- A maximum of one (1) Grant per Applicant Organisation may be awarded.
- By providing information in an Application, Applicant Organisations consent to Australia Post using and disclosing that information (including to third parties) for the purposes of conducting the Program, reviewing, processing and awarding the Grants and any other matter connected to the Program. All Applications become the property of Australia Post upon submission.
- Australia Post may consult with and/or engage third parties for the purpose of reviewing Applications and conducting due diligence.
- Australia Post reserves the right, at any time, to verify the validity of Applications and to disqualify any Application that is not in accordance with the Guidelines and/or these Terms and Conditions.
- Grant funds will be deposited only into a bank account held by the Recipient Organisation. Recipient Organisations should seek their own advice as to whether they have a GST liability arising in connection with the Grant. Any Grant includes any GST, if applicable.
- The Grant must be used and applied solely for the purpose of the Project during the period 1 October 2024 to 30 September 2025.
- Without limitation to clause 12 below, if at any time the Project can no longer be undertaken in the manner described in the Application, the Recipient Organisation must promptly advise Australia Post to discuss alternative options.
- In the event:
 - of payment in error, overpayment and/or misuse of a Grant (in full or in part);
 - the Recipient Organisation and/or the Project no longer meets the Eligibility Criteria for any reason;
 - the Recipient Organisation’s failure to comply with the Guidelines and/or these Terms and Conditions; or
 - the Project cannot be completed in the manner described in the Application,the Recipient Organisation must, if requested in writing by Australia Post, repay the Grant to Australia Post in part or in full as per Australia Post’s direction within 30 days.
- Australia Post is not liable for any additional costs incurred by the Recipient Organisation or any other party associated with the Application, the Project and/or the receipt of a Grant. In the event the total Project costs exceed the forecast amount and/or the notified Grant amount, Australia Post is not responsible for or obliged to pay any additional amount.
- An authorised Australia Post (or nominee) representative may visit the Project site(s) before, during and/or after the funding period, at reasonable times as agreed by both Australia Post and the Recipient Organisation.
- Recipient Organisations will be required to complete an acquittal report detailing how the Grant was applied to the Project.
- In addition to materials required to be provided as part of the acquittal report, Australia Post may request the Recipient Organisation to provide photos and/or quotes in relation to the Program and/or the Project. In relation to any such materials the Recipient Organisation provides to Australia Post, the Recipient Organisation:
 - warrants that its provision to, and use by, Australia Post will not breach any intellectual property or other rights of any third party;
 - must obtain and provide a “Talent Release” or similar document, in the form required by Australia Post from time to time, signed by any persons appearing in any such photos; and
 - provides an unlimited, irrevocable, royalty free worldwide licence to Australia Post to use the materials for any internal and external marketing and promotional purposes.
- Australia Post may promote the Program and report on the Project using information in the Application, additional information and media (including photos and quotes) obtained from the Recipient Organisation or otherwise 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.
- Subject to the rest of this clause 18, the Recipient Organisation may acknowledge the Program and Australia Post’s support of the Project in promotional and similar material however is not permitted to use the Australia Post logo or branding unless separate written permission has been obtained. Any proposed publicity (including social media posts, media releases or other promotion) regarding the Program must be submitted to Australia Post for review and approval, which will require a minimum of 10 business days.
- The Recipient Organisation must 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.
- While Australia Post has taken care in producing the 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. To the extent permitted by law (including under the Competition and Consumer Act 2010 (Cth)), Australia Post excludes all liability whatsoever for any loss or damage, howsoever arising out of reliance, in whole or in part, on the information, except where it is caused by Australia Post’s fraud, wilful misconduct or gross negligence.
- Nothing in these Terms and Conditions limits, excludes or modifies 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) excludes all liability 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 Program, except where it is caused by Australia Post’s fraud, wilful misconduct or gross negligence.
- The Recipient Organisation must obtain and maintain adequate insurance (including public liability insurance) for all activities it carries out in relation to the Project, including against any claims for loss or damage to property and injury or death to person.
- Australia Post reserves the right to suspend or terminate the Program at any time. Australia Post will notify Applicant Organisations of any decision to suspend or terminate the Program and will also publish a notice on auspost.com.au. These Terms and Conditions and/or the Guidelines may be amended or replaced at the discretion of Australia Post. Australia Post will notify Applicant Organisations of any amendment to or replacement of these Terms and Conditions and/or the Guidelines and will also publish a notice on auspost.com.au. Copies are available upon request by contacting Australia Post at grants@auspost.com.au or calling 1300 765 772.
- Australia Post is collecting personal information in order to facilitate the Program. This personal information may be shared with other organisations and external industry experts to assist in assessing Applications. If an Applicant Organisation gives Australia Post personal information about another person, Australia Post relies on the Applicant Organisation to tell them that it is giving us their details and to let them know about our Privacy Statement. Personal information is handled in accordance with the Australia Post Group Privacy Statement which outlines how to access and/or correct personal information or to make a privacy related complaint. For more information, please visit www.auspost.com.au/privacy.