



2022 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: Monday 6 June 2022
(9.00am AEST)

Applications close: Sunday 3 July 2022
(11.59pm AEST)

Grants announced: September 2022

Contact us if you need assistance with your grant application

Email: grants@auspost.com.au

Phone: 1300 765 772
(Monday to Friday, 9 am – 5 pm AEST, excluding Public Holidays)

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, relayservice.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.

We know that being connected and being part of a community is vital to maintaining good mental health and wellbeing. 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 150 grants to community organisations to support projects that help improve connection, mental health and mental wellbeing in their community.

The 2022 Australia Post Community Grants program is accepting applications from not-for-profit organisations for funding to support community-led, local projects that connect individuals and communities to improve mental health and mental wellbeing.



2020 COMMUNITY GRANT RECIPIENT

Diversitat

Project: New Links Visiting Program

Total awarded: \$10,000

Project location: Geelong, Victoria
Diversitat's New Links Visiting Program creates meaningful connections between people from refugee backgrounds and the broader community.

Each year, the greater Geelong area welcomes around 200-300 refugees. Often, new arrivals find it difficult to engage with and integrate into the wider community – and recent COVID-19 restrictions have created an extra barrier for them to be able to establish or keep those links.

"Having social interactions is fundamental when first arriving to a new community," says Melissa Bird, New Links Visiting Program Coordinator.

"It helps people to develop a sense of belonging and fosters social inclusion, which is essential in ensuring positive mental health."

To help build connections, Diversitat connects newly arrived refugees with volunteer mentors to visit and connect with them regularly.

New arrivals are matched with volunteers with similar interests and experiences and, through their regular catchups, gain more confidence to interact within the wider community and create new connections.

"When I arrived, I didn't have any connections with anyone. When I met Gyan, I found a part of family. This is now my home."

Selma, New Links Visiting Program participant.

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 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 particularly 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 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.

Funding available

Applicants may apply for grants up to \$10,000.

- 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 anticipate that we will receive many more grant applications for worthy community projects than we're able to fund. Some projects 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.

We expect to receive a large volume of applications, and will only be able to fund a limited number of projects (in 2021, 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. Please contact our Grants Team as early as possible with any questions.

Website: auspost.com.au/grants

Email: grants@auspost.com.au

Phone: 1300 765 772 (Monday to Friday, 9.00am – 5.00pm AEST, excluding public holidays)

2021 COMMUNITY GRANT RECIPIENT

Williamstown Community and Education Centre

Project: Willi Walking Group and Morning Tea

Total awarded: \$10,000

Project location: Williamstown, Victoria

Willi Walking Group and Morning Tea is a weekly walking group and morning tea for local community members from culturally diverse backgrounds to connect and foster wellbeing outcomes.

“People connecting improves their mental health. Most of our groups [we support] are isolated, and the walking group and morning tea helps new arrivals and locals develop relationships and networks with each other.”

Mark Brophy, CEO Williamstown Community and Education 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.
 - Collaborations and partnerships among different types of organisations are encouraged with the incorporated not-for-profit organisation as the lead partner, however 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 on the Australian Business Register does not demonstrate incorporated not-for-profit status on the date the application was submitted.
- 3. Have an Australian bank account** (corresponding to the ABN)
- 4. Are located and provide services within Australia**

2020 COMMUNITY GRANT RECIPIENT

Special Needs Fraser Coast

Project: Get Your Happy On for Parents and Caregivers

Total awarded: \$5,050

Project location: Fraser Coast, Queensland

Get Your Happy On for Parents and Caregivers is a series of evidence-based workshops for caregivers of children with a disability to better manage their mental and emotional health and to effectively engage with the local community.

“[The program] is designed to provide some socialisation for parents who are isolated. It normalises mental health strategies. It's had such a ripple effect.”

Kimberley Robyn, Get Your Happy On Wellness Coach.



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
- Scholarships, fundraising appeals, or sponsorship activity
- General donations
- Emergency relief or disaster appeals
- High-risk events or activities
- Benefits only an individual
- 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 2022 or after 30 September 2023
- 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 2022 and be completed no later than 30 September 2023.

How we decide

We expect to receive a large number of grant applications, and to identify the projects that we will fund we use a comprehensive assessment process. 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:



Mental health outcomes

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



Project 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?



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?



Can be achieved

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

Applicants will 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 on how to make your application as strong as possible, read our article, *Five tips for acing your next grant application*, on our **Community Blog**.

2020 COMMUNITY GRANT RECIPIENT

The Men's Table

Project: Regional Men's Tables

Total awarded: \$10,000

Project location: Regional NSW

The Men's Tables connect men and provide an opportunity for them to talk about the issues that are impacting their lives, benefitting their mental well-being and supporting stronger communities for the long term. The Men's Table will establish three new Tables in regional NSW to help address the social isolation and loneliness men experience.

“Being a safe space, we can normalise what's happening in our life ... so we're not alone. The growth I've seen from guys who have been in our table and in other tables has been amazing.”

Michael Collins, Men's Table Regional Host



How to apply

Submitting your application

Applications are accepted online only via SmartyGrants*.

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

Applications close Sunday 3 July 2022 (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.

*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.

**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 in order 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 2022.
- We may consult with external industry experts in order to review some 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 will 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 or call us on 1300 765 772, (Monday to Friday, 9am–5pm AEST, excluding public holidays) 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 2022 and 30 September 2023.
- 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, either by emailing grants@auspost.com.au or by calling 1300 765 772 (Monday to Friday, 9.00am–5.00pm AEST, excluding public holidays).

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, you'll 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 - people connecting, 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 so we can share some of these stories with our team members, customers, partners and networks.

Terms and conditions

The following terms and conditions apply to the 2022 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 “2022 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 2022 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) Monday 6 June 2022 and 11.59pm (AEST) Sunday 3 July 2022.
- 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 and 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 for the purposes of conducting the Program, reviewing, processing and awarding the Grants and any other matter connected to or incidental 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.
- Applicant Organisations and Recipient Organisations must at all times comply with all relevant statutes, regulations, orders, rules, subordinate legislation, other document enforceable under any statute, regulation or subordinate legislation and relevant guidelines including all labour laws.
- 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 2022 to 30 September 2023.
- Without limitation to clause 13 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, promptly repay the Grant to Australia Post in part or in full as per Australia Post’s direction.
- 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 in the form advised by Australia Post detailing how the Grant was applied to the Project.
- In addition to materials required to be provided as part of the Acquittal, 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 19, 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. Australia Post excludes all liability whatsoever for any loss or damage, howsoever arising out of reliance, in whole or in part, on the information.
- 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) 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 Program.
- The Recipient Organisation 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 Recipient Organisation, or its employees or agents in connection with the Program.
- 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 without notice. These Terms and Conditions and/or the Guidelines may be amended or withdrawn at the discretion of Australia Post and are available upon request by contacting Australia Post at grants@auspost.com.au or calling 1300 765 772.
- Australia Post collects personal information in order to facilitate the Program. Personal information provided by Applicant Organisations may be disclosed to a range of organisations and external industry experts to assist in assessing Applications. Without this information, Australia Post would be unable to conduct the Program. 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.