



Australian Government

Department of Families, Housing,
Community Services and Indigenous Affairs

Late Application Volunteer Grants Program 2008 Multi-Organisation Application Form

This application form is for parent organisations applying on behalf of multiple branches / outlets

Closing date for applications is 5pm AEDT Friday, 17 October 2008

YOU MUST PROVIDE EVIDENCE WITH THIS APPLICATION FORM OF EXCEPTIONAL CIRCUMSTANCES BEYOND YOUR CONTROL THAT MEANT THE DEADLINE COULD NOT BE MET. ANY DECISION BY THE DEPARTMENT TO ACCEPT OR NOT ACCEPT A LATE APPLICATION WILL BE FINAL.

Parent organisations in agreement with branches / outlets can apply for grants on their behalf for up to \$5,000 for each branch /outlet. A 'parent' organisation is typically the head office agency applying on behalf of its branches / outlets. Parent organisations can apply for total funding of between \$10,000 and \$250,000.

A parent organisation can submit only one application. If a parent organisation submits more than one application only one application will be considered for funding. A branch / outlet included in a Multi-Organisation Application Form cannot submit a single application under the Volunteer Grants Program 2008.

A parent organisation applying for a grant under the Volunteer Grants Program 2008 must be an Australian, not-for-profit organisation that is a **legal entity**, engaging volunteers, whose work directly benefits Australian communities. If you are not sure if your organisation is a legal entity, further information can be found in the Volunteer Grants Program 2008 Application Guidelines.

Before completing this form please read the Volunteer Grants Program 2008 Application Guidelines and become familiar with the purpose of the Volunteer Grants Program 2008. There is a How to Complete a Multi-Organisation Application Form available from the Department's website to help you fill in this form.

Application Forms can be completed and submitted online from the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) website at www.fahcsia.gov.au and must be lodged by 5pm AEDT Friday 17 October 2008. It will not be possible to submit applications online after this time.

Please note that during the application period there may be a short, scheduled outages to the online application facility. Notification of these outages will be on the Department's website.

Alternatively, paper application forms can be submitted by post and mailed to:

**Volunteer Grants Program 2008
Department of Families, Housing, Community Services and Indigenous Affairs
Locked Bag 5001
Tuggeranong BC ACT 2901**

Application forms postmarked after Friday 17 October 2008 or sent to an alternative address will not be included in the assessment process.

Only applications submitted via the website or on the Volunteer Grants Program 2008 paper application forms will be accepted.

Contact Information

For further information about the Volunteer Grants Program 2008, please phone the toll free hotline on **1800 183 374**. A TTY service for people who have a hearing or speech impairment is available via **1800 260 402**. A TTY phone is required for this service.

ALL QUESTIONS ARE MANDATORY

PLEASE ONLY ATTACH THE REQUESTED SUPPORTING DOCUMENTS TO THIS APPLICATION

Part 1 The Parent Organisation's Details

The organisation submitting this application on behalf of multiple branches / outlets would typically be the head office agency. FaHCSIA can only enter into a funding agreement and provide funds to an organisation that is a legal entity. For further advice please refer to the Volunteer Grants Program 2008 Application Guidelines.

The answers to Questions 1 to 4 help us understand if the organisation submitting this application is a legal entity with the capacity to enter into a funding agreement with the Department.

1 **What is the legal name of the parent organisation?**

2 **What is the trading name of the parent organisation?**

If not applicable, or same as Q1, please leave blank

3 **Is the parent organisation not-for-profit?** Yes No *If No, your organisation is **NOT** eligible to apply*

4 **What type of legal entity is the parent organisation?**
Select one box only

- Incorporated entity
- Australian Private Company
- Australian Public Company
- Registered Cooperative
- Unincorporated entity
- Individual / Sole trader
- Australian Government
- State / Territory Government
- Local Government

Your organisation may not be eligible to apply. Please refer to the Volunteer Grants Program 2008 Application Guidelines

5 **Nominate the contact person of the parent organisation for the purpose of this application.**

Title Mr Mrs Miss Ms Dr

First name

Last name

Position in organisation

6 What are the parent organisation's physical business address and contact details?

The business address must be completed in full and not be a PO Box for example:

*Level 1 Main Building
220 Business Street
Canberra City ACT 2601*

Business address

Building / Floor		
Street		
Suburb / Town		
State	Postcode	

Contact details

Phone	()
Mobile	
Fax	()
Email	
Web address	

7 What is the postal address of the parent organisation?

Same as Q6 above

Building / Floor		
Street / PO Box		
Suburb Town		
State	Postcode	

8 Does the parent organisation have an Australian Business Number (ABN)?

Yes No

What is the 11-digit ABN of the parent organisation?

If the parent organisation has a 3-digit ABN Branch number, please provide it here.

9 Is the parent organisation GST-registered?

Yes No

Please note: To be registered for GST your organisation must have a valid ABN

Organisations registered for GST will receive a Recipient Created Tax Invoice (RCTI) if this funding application is successful.

10 Please select the option that **best** describes the type of work of the parent organisation.

Select one box only

- | | |
|--|---|
| <input type="checkbox"/> Sport / Recreation | <input type="checkbox"/> Education / Training |
| <input type="checkbox"/> Community / Welfare | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Health | <input type="checkbox"/> Arts / Culture |
| <input type="checkbox"/> Child Welfare | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Other |

11 Does the parent organisation identify itself as Indigenous?

- Yes No

12 Does the parent organisation provide any of these community supports or services?

Select **one** main category that best describes the work of your organisation. These categories meet the Government's social inclusion priorities

- Address the incidence and needs of jobless families with children
- Deliver effective support to children at greatest risk of long term disadvantage
- Focus on particular locations, neighbourhoods and communities to ensure programs and services are getting to the right places
- Address the incidence of homelessness
- Employment for people living with a disability or mental illness
- Close the gap for Indigenous Australians
- None of the above

13 Parent organisations are required to provide the following financial reports:

1. Your organisation's two most recent audited financial reports.

Are these statements fully compliant with Australian accounting standards?

- Yes No

If 'No', please explain

2. A current financial statement (*this comprises income and expenditure, balance sheet, and statement of equity, and does not need to be audited*)

3. An income and expense budget for the 2008-09 financial year (*this should **exclude** the funding being sought in this application*)

Financial reports must be forwarded by the closing date of Friday 17 October 2008 to:

vgp2008@fahcsia.gov.au or

Volunteer Grants Program 2008
Department of Families, Housing, Community Services and Indigenous Affairs
Locked Bag 5001
Tuggeranong BC ACT 2901

Will all required financial reports be supplied by the closing date?

- Yes No

If 'No', please explain

14 Has your organisation any significant financial matter which may impact on the organisation, e.g. insolvency or voluntary administration?

Yes No

If Yes, please provide a short explanation here. (Further information may be requested.)

Part 2 Nominated Bank Account

15 Please provide details of the account nominated for direct-credit of funds to the parent organisation, if this application is successful.

BSB number (6-digit number)

Account number (between 2 and 9 digits)

Account name

Part 3 Branches / Outlets You are Requesting Items for

Questions 16 and 17 help us understand more about the branches / outlets that work directly with the volunteers and will use the small equipment, sporting items and reimbursement for fuel costs to assist their volunteers.

16 How many branches / outlets are you applying on behalf of?

17 Information about the branches / outlets. You need to provide details in each column for each branch / outlet you are requesting funding on behalf of. Funding is limited to \$5,000 per branch / outlet. The contribution to reimbursement of fuel costs is limited to \$2,500 per branch / outlet.

You can attach another document to this application if you require additional space for this question.

Full name of Branch / Outlet	Postcode where branch is located	Number of Volunteers in branch	Number of Paid Staff in branch	Number of Volunteers to directly benefit from the items	Number of volunteers reimbursed for fuel	Total funding requested for EACH branch \$
17A	17B	17C	17D	17E	17F	17G
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
TOTALS						\$

Part 4 What are the Requested Items?

Please refer to the Volunteer Grants Program 2008 Application Guidelines and the information document How to Complete a Multi-Organisation Application Form to ensure all your items are eligible.

You must state the **total retail cost** for all items. A list of the most commonly requested items is provided at the end of this form for your information.

You can apply for a contribution to reimburse volunteers for fuel costs that are incurred in the course of their volunteering work. The contribution to reimbursement of **fuel costs is limited to \$2,500 per branch / outlet**. The department reserves the right to adjust the funding of the application to meet this criterion.

The parent organisation is responsible for ensuring that all requested items are eligible under the Volunteer Grants Program 2008, and are required to maintain a complete set of records for acquittal purposes.

18 What is the total cost of each category of item?

The total retail amount applied for must range from \$10,000 up to \$250,000.

	Category	Total retail cost of item (s) \$
1	Small equipment	\$
2	Sporting items	\$
3	Fuel/petrol	\$
TOTAL retail amount applied for		\$

19 Will the requested items help attract new volunteers to your branches / outlets?

Yes

No

If Yes, please estimate the number of new volunteers

20 Describe how the requested items will be used to help the existing volunteers and help attract new volunteers. If a contribution to reimburse fuel costs is requested, include an explanation of how the fuel will be used in the course of volunteering activities and how it will be administered.

Limit: 1,000 characters (approx 150 words).

Part 5 Work of the Organisation / Branches

- 21 Describe the work, aims and objectives of the parent organisation, including a brief overview of the main work of the branches.**

Limit: 1,000 characters (approx 150 words).

-
- 22 How does the parent organisation and its branches involve people in volunteering or encourage participation in sport to help build social inclusion and community participation as identified in Q12?**

Limit: 1,000 characters (approx 150 words).

Part 6 Terms and Conditions

Signing this Application Form indicates that you understand and accept the following:

1. Completing and submitting an application in no way guarantees funding under the Volunteer Grants Program 2008.
2. The Department of Families, Housing, Community Services and Indigenous Affairs and its officers, employees, agents and advisers:
 - are not, and will not be, responsible or liable for the accuracy or completeness of any information in, or provided in connection with the Volunteer Grants Program 2008 Multi-Organisation Application Form;
 - make no express or implied representation or warranty that any statement as to 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 Volunteer Grants Program 2008 Multi-Organisation Application Form and the Volunteer Grants Program 2008 Application Guidelines; 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 Volunteer Grants Program 2008 Multi-Organisation Application Form, the Volunteer Grants Program 2008 Application Guidelines, or any other information provided by the Department.

Part 7 Declaration

23 Please complete the declaration

NOTE:

Applications being submitted by post **MUST** be signed.

I declare that to the best of my knowledge:

- I have read, understood and agree to abide by the Volunteer Grants Program 2008 Application Guidelines;
- I have read, understood and agree to the Terms and Conditions at Part 6 of the Volunteer Grants Program 2008 Multi-Organisation Application Form;
- The organisation making this application is a legal entity as described in the Volunteer Grants Program 2008 Application Guidelines;
- Successful organisations registered for GST consent to the receipt of a Recipient Created Tax Invoice (RCTI) from FaHCSIA in relation to the supply of goods under the Volunteer Grants Program 2008;
- The information given on this form is true and accurate;
- The items requested in Part 4 will not be available for private use;
- I understand that incomplete applications will not be considered;
- If and where any personal details of a third party are included, the third party is taken to have been made aware that their personal details may have been provided on this form;
- I give consent for the Department of Families, Housing, Community Services and Indigenous Affairs to contact me for further information in relation to the Volunteer Grants Program 2008 Application;
- I give consent to the Department of Families, Housing, Community Services and Indigenous Affairs to make public the details of my organisation and the funding I will receive if my organisation is successful; and
- To the best of my knowledge branches / outlets included in this Multi-Organisation application have not submitted individual applications for the Volunteer Grants Program 2008.

Signature

Date

Name

Position in your Organisation



If this form was completed by an organisation with less than 20 employees, please provide an estimate of the time taken to complete this form. Include:

- The time actually spent reading the instructions, working on the questions and obtaining the information.
- The time spent by all employees in collecting and providing this information.

Hours

Minutes

Please ensure you keep a copy of your application for your records. A receipt confirmation notice will be sent to your organisation's postal or email address as stated in this application.

Important

Please confirm the following information is true and correct before submitting your application. Failure to supply the correct information may result in lengthy delays to the payment of funds if your application is successful.

Enter the main email address to be used for all communication in relation to this application (if applicable). This should be the same as the email address specified in Part 1 Q6:

Email Address

Please confirm the bank account details nominated in Part 2 Q15 for direct-credit of funds:

BSB number *(6-digit number)*

Account number *(between 2 and 9 digits)*

Account name

Privacy

Any personal information you provide is protected under the Privacy Act 1988. The information provided in your funding application will be used for the purpose of the Volunteer Grants Program 2008 and may be considered as part of any future funding application or business dealings you may have with FaHCSIA. The department will not release any personal or business information to any individual or organisation unless required by law or you provide consent.

MOST COMMONLY REQUESTED ITEMS FOR THE VOLUNTEER GRANTS PROGRAM 2008

The list below includes the most commonly requested items. Please note this list is only a guide to eligible items and further information on eligible equipment, fuel and sporting items is found within these Volunteer Grants Program 2008 Application Guidelines or by telephoning the Hotline on **1800 183 374**.

All motor vehicle fuels are eligible for a contribution to the reimbursement of fuel costs and are listed broadly as Fuel/Petrol. Funding to make a contribution towards fuel reimbursement is only to be used for volunteers who incur the costs in their volunteering work. The contribution to the **reimbursement of fuel costs is limited to \$2,500 per branch / outlet**. You **do not** need to specify the type of fuel.

Most commonly requested items

Air-conditioner/Evaporative Cooler (incl. installation)
Barbeque
Backpack Sprayer
Bain-Marie
Bookcase
Brooms/Mops/Cleaning Utensils
Brush cutter
Camera/Digital Camera
Chairs
Clothing (Transferable – e.g. weatherproof jackets)
Computer/Laptop (incl. operating software)
Computer software (non-operating - recommended \$1000 limit per item)
Cupboard/Cabinet (incl. installation)
Desk/Workstation
Dishwasher (incl. installation)
Esky/Cooler/Thermos/Hot or Cold Packs
Fan
Fire Extinguisher/Blankets
First Aid Kit
Freezer
Fridge
Fuel/Petrol
Gardening/Landcare Tools/Equipment
Generator
GPS/UHF Radios/Transceivers
Heater (incl. installation)
High Pressure Cleaner
Kitchen Utensils/Equipment (e.g. a set of kitchen utensils, cutlery, crockery or a toaster)
Ladders
Laminator
Line markers/Rollers
Microwave
Mower/Ride-on Mower
Outdoor Furniture
Overhead Projector
Petrol/Fuel
Photocopier
Printer/Multi-function Centre/Fax/Scanner
Public Address System (incl. installation)

Pump
Safety Gear (e.g. lifejackets, helmets, gloves, goggles)
Shed (incl. installation)
Sporting Coach or Referee Training
Sporting Equipment
Sporting Travel
Sporting Uniforms
Stereo/CD Player (Audio equipment)
Storage containers/units
Stove (incl. installation)
Sunshade/Marquee/Umbrella
Tables (e.g. dining, coffee)
Television/Monitor
Tent
Trailer
Trolley
Urn
Vacuum Cleaner
Video/DVD Player
Video Camera
Video/Slide Projector/Light Pro
Washing Machine (incl. installation)
Water Cooler
Water Tank (incl. installation)
Whipper Snipper