



**Australian Government**

**Department of Families, Housing,  
Community Services and Indigenous Affairs**



## **Volunteer Grants 2011 Application Form**

Closing date for applications is **Wednesday 8 June 2011 at 5pm AEST**

The Volunteer Grants 2011 aims to support and encourage volunteers and volunteering in the local community to promote social inclusion, assist disadvantaged communities and help vulnerable people. Organisations can apply for grant funding ranging from a **minimum of \$1,000** to a **maximum of \$5,000**.

An organisation applying for funding under Volunteer Grants 2011 must be an Australian not-for-profit organisation that is a legal entity, engaging volunteers, whose work directly benefits Australian communities. An organisation that is not eligible to apply for funding in its own right may seek an eligible sponsor organisation to apply on its behalf. An organisation may sponsor a maximum of 20 applications under Volunteer Grants 2011. Sponsoring of an organisation must be in consultation and agreement with both parties.

Volunteer Grants 2011 Application Form and Application Guidelines are available from the Department of Families, Housing, Community Services and Indigenous Affairs' (the Department) website at [www.fahcsia.gov.au/funding](http://www.fahcsia.gov.au/funding). The Application Form can be requested in paper or Word format by emailing [vg2011@fahcsia.gov.au](mailto:vg2011@fahcsia.gov.au) or by calling the toll-free Volunteer Grants 2011 Hotline on **1800 183 374**. Before completing the Application Form, it is essential to read the Volunteer Grants 2011 Application Guidelines.

Paper-based Application Forms must be submitted by post and mailed to:

**Volunteer Grants 2011  
Department of Families, Housing, Community Services and Indigenous Affairs  
Locked Bag 5001  
TUGGERANONG BC ACT 2901**

All applications must be lodged by **Wednesday 8 June 2011 at 5pm AEST**.

Application Forms postmarked after Wednesday 8 June 2011 or sent to an alternative address may not be included in the assessment process. Only applications submitted on a Volunteer Grants 2011 Application Form will be accepted.

**Note:** During the application period there may be short, scheduled outages to the Department's website as part of regular information technology maintenance. Notification of these outages will be on the Department's website.

Applicants must have Adobe Reader v7.0.5 or later to use the electronic Volunteer Grants 2011 PDF Application Form. The latest version of Adobe Reader can be downloaded for free from [www.adobe.com/downloads](http://www.adobe.com/downloads). Applicants using other PDF Reader software (e.g. Foxit) or who experience technical difficulties displaying or using the electronic PDF Application Form should call the toll-free Volunteer Grants 2011 Hotline on **1800 183 374** or email [vg2011@fahcsia.gov.au](mailto:vg2011@fahcsia.gov.au).

The National Relay Service is available for people who are deaf or have a hearing or speech impairment. TTY users should phone **1800 555 677** and ask for the toll-free Volunteer Grants Hotline number **1800 183 374**. Further information about other relay call options are provided in the Volunteer Grants 2011 Application Guidelines.

**Section Two of the Volunteer Grants 2011 Application Guidelines, at [www.fahcsia.gov.au/funding](http://www.fahcsia.gov.au/funding), provides information to assist organisations in completing this Application Form.**

*A help facility, in the form of a hover box, is available throughout the Application Form. To view, place your mouse over a field within a question to display the help box.*

## Part 1 The organisation's legal entity and status

The Department can only enter into a Funding Agreement and provide funds to an organisation that is a legal entity. A legal entity for the purpose of Volunteer Grants 2011 is an incorporated entity or an organisation established through a specific piece of Commonwealth or State/Territory legislation. For further advice, please refer to the Volunteer Grants 2011 Application Guidelines.

Questions 1 - 8 help the Department understand if the organisation submitting this application is a legal entity with the capacity to enter into a Funding Agreement with the Department.

If an organisation seeking funding is not a legal entity, then an eligible not-for-profit community organisation may act as a sponsor and apply on behalf of such an organisation. An organisation may sponsor a maximum of 20 applications under Volunteer Grants 2011. Note: An organisation that is a legal entity is not eligible to be sponsored and must apply in its own right.

**Q1 The organisation applying for funding:**

- Our organisation is a legal entity and is applying for funding in its own right  
 Our organisation is sponsoring an organisation that is **NOT** a legal entity

**Q2 Did the organisation working directly with the volunteers receive funding under Volunteer Grants 2010?**

- Yes. Provide the name of the organisation that was successful in Volunteer Grants 2010 below:

*Note: If you are not sure about previous Volunteer Grants funding, select 'Unsure'. This information will be checked by the Volunteer Grants 2011 Team.*

- Did not apply  
 Applied but was not successful  
 Unsure

**Q3 What is the legal name of the organisation that will enter into a Funding Agreement with the Department?**

Bicycle Tasmania Incorporated

**Q4 Is the organisation known by another name, e.g. Trading Name?**

- Same as Q3  Different from Q3 (please specify)

**Q5 Is the organisation not-for-profit?**

- Yes  No **Note: If No, your organisation is not eligible to apply.**

**Note: Questions 6 - 8 seek information about the legal entity status of the organisation (or the sponsoring organisation). If you are not sure about the organisation's legal entity status you should consult with your Treasurer or Financial Officer. Note: Organisations that are not a legal entity are required to be sponsored.**

**Q6 What type of entity is the organisation?**

**Note:** You must select one option only. If your organisation's legal entity status is not listed, select **None of the above** and provide an explanation in the box provided.

- Incorporated Association
- Incorporated Cooperative
- Indigenous Corporation
- Australian Private Company
- Australian Public Company
- Organisation established through a specific piece of Commonwealth or State / Territory legislation
- Local Government (sponsor only)
- Trustee on behalf of a Trust
- Unincorporated Entity
- Individual / Sole Trader
- Australian Government
- State / Territory Government
- Partnership
- None of the above (please specify)

Your organisation **may not be eligible** to apply. Please refer to the Volunteer Grants 2011 Application Guidelines.

**Q7a Does the organisation have an Australian Business Number (ABN)?**

- Yes, please specify here
- No

**Q7b What is the Registered state/number of the organisation?**

State/Territory

State Number

**Note:** Information about Registration numbers for organisations is available from [www.asic.gov.au](http://www.asic.gov.au).

**Q8 Is the organisation GST-registered?**

- Yes
  - No
- Note:** To be registered for GST the organisation must have an ABN specified at Q7 above.

**Q9 Nominate the contact person of the legal entity for this application.**

Title

First Name

Last Name

Position in Organisation

Telephone

Mobile

Email Address

**Q10 What is the organisation's physical business address?**

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

Level 1 Main Building  
220 Business Street  
Canberra City  
ACT 2601

**Business Address**

Building / Floor

Street Number and Name

Suburb / Town

State  Postcode

Business Telephone

Web Address

**Q11 What is the postal address of the organisation?**

**Postal Address**

Same as Q10 above

Building / Floor

Street / PO Box

Suburb / Town

State  Postcode

**Part 2 Details of the sponsored organisation**

If your organisation is applying for funding in its own right, go to Question 17.

An organisation that is not a legal entity can be sponsored by an eligible organisation that is a legal entity. If your organisation is sponsoring a non-legal entity, Part 2 is seeking information about the sponsored organisation. An organisation can sponsor a maximum of 20 Volunteer Grants 2011 applications. Sponsoring of an organisation must be in consultation and agreement with both parties.

**Q12 What is the name of the sponsored organisation working directly with the volunteers?**

**Q13 What is the sponsored organisation's physical business address?**

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

Level 1 Main Building  
220 Business Street  
Canberra City  
ACT 2601

**Business Address**

Building / Floor

Street Number and Name

Suburb / Town

State  Postcode

Business Telephone

Web Address

**Q14 What is the postal address of the sponsored organisation?**

**Postal Address**

Same as Q13 above

Building / Floor

Street / PO Box

Suburb / Town

State  Postcode

**Q15 Nominate the contact person of the sponsored organisation.**

*Note: The contact person must be a local representative of the sponsored organisation. (Different from the contact person in Question 9.)*

Title

First Name

Last Name

Position in Organisation

Telephone

Mobile

Email Address

**Q16 Provide a brief description of the consultation and agreement process between the sponsoring organisation and the sponsored organisation in supporting this application.**

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

Characters entered:

### Part 3 The organisation working directly with the volunteers

Complete **ALL** questions in Part 3. **ALL** information required in this section is about the organisation that is working directly with the volunteers at the service delivery level. **Note:** This information should relate to the sponsored organisation, if applicable.

**Q17 Is the organisation located in an area affected by the recent natural disasters?**  Yes  No

**Q18 Enter the postcode of where the organisation's volunteer work is most active.**

**Q19 Does the organisation consider itself to be Indigenous?**  Yes  No

**Q20 Are any of the organisation's volunteers:**

Select as many categories as applicable.

- Indigenous
- A person with disability
- From a culturally and/or linguistically diverse background
- From a jobless family
- Under 25 years of age

**Q21 Is the primary role of the organisation to assist any of the following groups or individuals?**

Select as many categories as applicable.

- Unemployed people and jobless families
- Disengaged young people
- Homeless people
- Children at risk of harm and/or long term disadvantage and their families
- People with disability or mental illness and their carers
- Indigenous Australians (including Stolen Generations)
- New migrants and humanitarian entrants
- Older Australians
- Forgotten Australians

**Q22 What is the approximate yearly operating budget of the organisation?**

*Note: The operating budget is the costs and expenses associated with running the organisation at the service delivery level, i.e. salaries, rent, utilities, etc.*

- \$20,000 or less
- \$20,001 to \$50,000
- \$50,001 to \$100,000
- \$100,001 or more

**Q23 Please select the option that best describes the type of work of the organisation.**

- Sport / Recreation
- Community / Welfare
- Health
- Child Welfare
- Emergency Services
- Education / Training
- Youth
- Arts / Culture
- Environment
- Other

## Part 4 Nominated bank account

The bank account nominated will be directly credited should this application be successful under Volunteer Grants 2011. The funding will only be paid into a bank account in the name of the organisation at Question 3. The Department will not make payments to third parties, individuals or personal bank accounts.

Details should include a 6-digit BSB, account number between 2 and 9 digits and the correct account name.

**Q24 Provide details of the bank account nominated for the direct credit of funds.**

BSB Number  Account Number   
Account Name

## Part 5 Requested items

Organisations can apply for small equipment items, a contribution to the reimbursement of fuel costs for their volunteers, transport costs incurred by volunteers with disability who are unable to drive, and the cost of training courses and background screening checks for volunteers.

Refer to the **Volunteer Grants 2011 Application Guidelines** to ensure all requested items are eligible and for instructions on "Other" options. All items requested must be eligible for funding or the application may not be considered.

You must state the **total retail cost** for each item, including GST, and the total retail amount requested.

### Q25 What items is the organisation requesting in this application?

	Item (select from drop-down list)	Details (if Item is 'Other')	Total Retail Cost of Items \$
1	Esky/cooler/thermos/hot or cold pack		\$100.00
2	First aid kit		\$300.00
3	Training Courses (recognised preferred)		\$1450.00
4	Computer/laptop/external hard drive (incl. operating system)		\$700.00
5			
6			
<b>Total retail amount:</b>			\$2550.00

**Note:** The total cost of **ALL** the requested items must be between **\$1,000** and **\$5,000**.

**Q26 Will the requested items/fuel help attract new volunteers to the organisation?**

Yes - please estimate the number of new volunteers

No

Whole numbers only

## Part 6 Paid staff of the organisation working directly with the volunteers

**Q27 How many paid staff work for the organisation?**

Number of equivalent full-time **paid staff**  
If no paid staff please enter "0".

Whole numbers only

**Q28 How many volunteers are there in the organisation?**

Number of **volunteers**

Whole numbers only

## Part 7 How many people will use or directly benefit from the funding?

**Q29 How many existing volunteers from the organisation will use the requested items?**

Number of **volunteers**

Whole numbers only

**Q30 How many volunteers from the organisation will receive a contribution towards fuel costs and/or transport costs?**

Number of **volunteers**

Whole numbers only

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## Part 8 Information about the organisation working directly with the volunteers

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**Q31 How will the requested items help the volunteers in the organisation and encourage more people to become volunteers?**

*Limit 1,000 characters;  
approximately 150 words.*

Characters entered:

The requested items will help the volunteers to supervise community events safely and give them the confidence to deal with medical emergencies if they occur. Also, with volunteers being time poor, the use of computer equipment in the field will allow them to run the event more efficiently and effectively with a lower time burden.

The knowledge and experience they will gain will be useful to them in other areas of their lives.

Other people will be encouraged to volunteer when they see that the necessary training and support are provided.

**Q32 Describe the work of the organisation, explaining how it strengthens your local community and helps build social inclusion and community participation.**

*Limit: 1,000 characters;  
approximately 150 words.*

Characters entered:

As a part of our activities Bicycle Tasmania organises community events aimed at introducing families and novices to cycling as an inexpensive form of transport. These events will typically involve an 'easy' bike ride and sometimes followed by a social event. They are open to anyone.

It strengthens our local communities in Tasmania by encouraging people to share a simple healthy experience in public space. The public visibility of our events promotes the cause of cycling and encourages others to join in.

Our aim is to continually improve our activities to encourage more people to take up cycling as an alternative to motorised transport. Unemployed people particularly can benefit when they have developed the confidence and experience to ride regularly.

**Q33 Please provide a short description of the organisation.**

*Limit: 200 characters  
(approx 30 Words)*

Characters entered:

We are a volunteer organisation that fosters cycling transport as a viable alternative to motorised transport throughout Tasmania. Our motto is "more people cycling more often".



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## Part 9 Terms and conditions

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Submitting a Volunteer Grants 2011 Application indicates that you understand and accept the following:

1. Completing and submitting an application in no way guarantees Volunteer Grants 2011 funding.
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 2011 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 2011 Application Form and the Volunteer Grants 2011 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 2011 Application Form, the Volunteer Grants 2011 Application Guidelines, or any other information provided by the Department.
3. The Department reserves the right to exclude any application that does not meet the intent of Volunteer Grants 2011.
4. The Department reserves the right to clarify information provided in this application.
5. The Department's decision is final.

### **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 2011 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 with your express consent.

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## Part 10 Declaration

### Q34 Read and complete the following declaration.

I declare that to the best of my knowledge:

- I have read, understood and agree to abide by the Volunteer Grants 2011 Application Guidelines
- I have read, understood and agree to the Terms and Conditions at Part 9, of the Volunteer Grants 2011 Application Form
- The organisation making this application is a legal entity as described in the Volunteer Grants 2011 Application Guidelines
- The information given on this form is true and accurate
- The equipment/fuel/transport/training/background screening checks will not be available for private use
- I understand that an incomplete application 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 2011 Application, and
- 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 received, if my organisation is successful.

I accept the Volunteer Grants 2011 Terms and Conditions and agree with the Declaration:  Yes  No

#### Full Name

Austin Greenwood

#### Position in Organisation

Project Officer

#### Date

06/06/2011

## Part 11 Application submission

### Important

Confirm the information below before submitting the application. Failure to supply the correct or true information may result in lengthy delays to, or withdrawal of, your application.

**Enter the email address to be used for all communication in relation to this application. This should be the same as the email address specified in Part 1, Q9:**

Email Address

**Please confirm the bank account details. These should be the same as those supplied in Part 4, Q24:**

BSB Number  Account Number

Account Name

### Electronic Submission

To submit the Application Form electronically follow the instructions provided in the Volunteer Grants 2011 Application Guidelines and those displayed by the form.

Ensure you save a copy of the application for your records by clicking **Save** (noting the file name and location for reference).

To complete and submit the Application Form, click the **Submit Application** button. This will verify if you have completed all questions correctly. If errors are displayed, please resolve these issues and then repeat this process.

If you experience difficulties completing or submitting this form, please contact the toll-free Hotline on **1800 183 374** for assistance. Please do not submit this Application Form more than once, or print and lodge the form by post.

Save

Submit Application

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