



**Australian Government**

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

# **Volunteer Grants 2010 Application Guidelines**

**These guidelines are to assist organisations applying  
for Volunteer Grants 2010.**

**Volunteer Grants 2010  
closes at 2pm AEST on Friday 16 April 2010.**

**Improving the lives of Australians**

# Message from the Minister and Parliamentary Secretary

Every day across the country, millions of Australians volunteer their time and energy to help others. They help out at local sporting clubs, they deliver meals on wheels and they also reach out to the most vulnerable – people struggling with mental health problems, homelessness or family breakdown.

Recognising the enormous contribution made by the nation's 5.4 million volunteers, the Australian Government is providing \$21 million through Volunteer Grants 2010 to support them. This includes funding volunteer organisations to buy the equipment they need, support the development of their volunteers and assist with volunteers' out of pocket expenses.

While Volunteer Grants 2010 are available to all community organisations, there is a particular focus on supporting disadvantaged communities, and organisations that help people who are at risk of social isolation, poverty, homelessness or other forms of hardship.

In the course of their work, volunteers can encounter complex and difficult situations demanding appropriate skills and ongoing training. This is why the Government has this year extended the Volunteer Grants scheme to include helping organisations meet the costs of training as well as obtaining police and working with children checks for their volunteers.

The grants will also continue to support organisations to purchase practical equipment items including computers, barbeques and first aid kits, and will also help with reimbursing volunteers for their out-of-pocket expenses such as fuel.

If your organisation is interested in applying for Volunteer Grants 2010, please read the attached application guidelines and then complete the application form. If you have any questions call the toll-free hotline on 1800 183 374.

Last year, more than 6,700 organisations and their 366,000 volunteers applied and were awarded funding through the Government's Volunteer Grants initiative – demonstrating the Government's support and appreciation of the hundreds of thousands of selfless community champions who quietly make a difference for the benefit of others.



*Jenny Macklin*  
The Hon Jenny Macklin MP  
Minister for Families, Housing, Community  
Services and Indigenous Affairs



*Ursula Stephens*  
Senator the Hon Ursula Stephens  
Parliamentary Secretary for Social Inclusion  
Parliamentary Secretary for the Voluntary Sector

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# Section One

## Overview of Volunteer Grants 2010

### What is Volunteer Grants 2010?

Volunteer Grants 2010 recognises the valuable work of Australia's volunteers and is part of the Government's ongoing commitment to supporting volunteers, assisting disadvantaged communities and encouraging social inclusion to assist vulnerable people within our society. Funding of \$21 million is available to eligible non-profit community organisations to assist their volunteers and encourage volunteering.

Volunteer Grants 2010 provides funding between \$1,000 and \$5,000 to help non-profit organisations to:

- Contribute towards the costs of training courses for volunteers and/or undertaking background screening checks for volunteers; and/or
- Purchase portable, tangible, small equipment items to help volunteers; and/or
- Contribute towards fuel reimbursement for their volunteers, including those who use their cars to transport others to activities, deliver food and assist people in need.

### Call for Applications

The Volunteer Grants 2010 funding round will open on Friday 12 March 2010 and will close on **Friday 16 April 2010 at 2 pm AEST**. The 'online' electronic form or the paper Volunteer Grants 2010 Application Form is the only approved form that will be considered when applying for grant funding.

### On-line (electronic) Applications

Volunteer Grants 2010 Application Forms are available from the Department of Families, Housing, Community Services and Indigenous Affairs' (FaHCSIA) website at [www.fahcsia.gov.au](http://www.fahcsia.gov.au) and can be accessed, completed and submitted directly online via the website. Alternatively, applications can be downloaded, saved, completed and submitted by email to Volunteer Grants 2010 at [vg2010applications@fahcsia.gov.au](mailto:vg2010applications@fahcsia.gov.au).

Applications must be lodged by **2 pm AEST Friday 16 April 2010**.

Applicants using Apple Mac computers or experiencing technical difficulties in using the electronic Volunteer Grants 2010 Application Form, please call the Hotline on **1800 183 374**.

### Paper-based Applications

Requests for paper-based Volunteer Grants 2010 Application Forms and Application Guidelines can be made to the toll-free Volunteer Grants hotline on 1800 183 374. A typeable PDF or Word version of the paper application form is also available upon request.

Paper application forms can be submitted by post and mailed to:

Volunteer Grants 2010  
Department of Families, Housing, Community Services and Indigenous Affairs  
Locked Bag 5001  
TUGGERANONG BC ACT 2901

Volunteer Grants 2010 Application Forms postmarked after Friday 16 April 2010 or sent to an alternative address may not be included in the assessment process.

## National Relay Service and TTY Users

The Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) uses the National Relay Service (NRS) to ensure FaHCSIA contact numbers are accessible to people who are deaf or have a hearing or speech impairment.

To access the Volunteer Grants hotline:

- ▶ TTY users - phone 1800 555 677 then ask for 1800 183 374.
- ▶ Speak and Listen (speech-to-speech relay) users – phone 1800 555 727 then ask for 1800 183 374.
- ▶ Internet relay users - visit the National Relay Service website at [www.relayservice.com.au](http://www.relayservice.com.au) and ask for 1800 183 374.

# Eligibility Information for Organisations

## Eligibility of Organisations

FaHCSIA can only enter into a Funding Agreement with an organisation that is a legal entity. If an organisation is not a legal entity, an eligible sponsor organisation may apply for funding on your behalf. An organisation may sponsor a maximum of 50 Volunteer Grants 2010 Applications.

### Eligible organisations must be Australian **non-profit** organisations:

- Whose volunteers' work is aimed at supporting families and/or communities in Australia; *and*
- Which are **legal entities**, such as, but not limited to:
  - Incorporated Associations – incorporated under State/Territory legislation (commonly have 'Association', 'Incorporated' or 'Inc' in their legal name)
  - Incorporated Cooperatives – incorporated under State/Territory legislation (commonly have 'Cooperative' in their legal name)
  - Companies – non-profit proprietary companies or public companies, incorporated under the *Corporations Act 2001*
  - Aboriginal Corporations
  - Organisations established through a specific piece of Australian or State/Territory legislation (for example, many public benevolent institutions, churches)
  - Trustees on behalf of a trust.

### Organisations that are ineligible to apply will **not** be funded, these include but are not limited to:

- For-profit organisations, partnerships, research foundations or trusts, professional associations, statutory authorities
- Organisations that are not legal entities
- Local Government entities

*Exception:* Local Government entities may sponsor a non-profit organisation with volunteers in the following circumstances:

- where an organisation is not a legal entity in its own right; and
- the Local Government entity is the only or most reasonable option to sponsor the organisation in the community.
- Australian and State/Territory Government departments
 

*Exception:* a State Government educational institution may sponsor the local parent & friends association in the following circumstances:

  - where a parent association/committee is not a legal entity in its own right, for example a parents and friends association; or
  - on behalf of a school council/board whose legal status is linked to the school's governing body, such as a State Government school.

If you are not sure about your organisations legal entity status please consult with your Treasurer or Financial Officer. Alternatively the Volunteer Grants toll-free hotline is available on 1800 183 374 to assist you with any questions you may have.

## Applications Sponsoring Non-legal Entities

An unincorporated group or organisation that does not have a separate and specific legal existence generally cannot, in the name of the group and independently of the members of that group, own or hold property, sue or be sued or enter into legally binding agreements, such as Funding Agreements. Accordingly, FaHCSIA will not enter into a Funding Agreement with an unincorporated organisation.

If your organisation is not a legal entity, an eligible sponsor organisation can apply on your behalf. The sponsoring organisation must be an eligible non-profit organisation that has the necessary legal entity status to enter into a Funding Agreement with the Department and to administer the funding on your behalf. For example, if you are part of a larger organisation, the parent or head office organisation may be able to apply on your behalf.

Sponsored organisations must also be Australian non-profit organisations whose volunteers' work is aimed at supporting families and/or communities in Australia. Sponsored organisations must be clearly established community-based entities.

**Important Note:** Organisations may sponsor a maximum of 50 Volunteer Grant 2010 Applications. Should a sponsoring body sponsor in excess of 50 Applications only the first 50 will be assessed as eligible by the Department and this decision will be final.

## Eligibility of Items

Organisations may apply for a contribution towards the costs of training courses for volunteers, background checks, small equipment items, and/or a contribution towards fuel reimbursement for volunteers.

**All** items requested in a Volunteer Grants 2010 application must be eligible for funding or the application may not be considered. A list of the most commonly requested eligible items is shown at **Attachment A**. You are not required to list specific brand names or model numbers when applying for item funding.

### Contribution to the reimbursement of training costs

A contribution towards the cost of training courses is available to assist volunteers to obtain skills and qualifications in their volunteering role. Training courses may include, but are not limited to, general and mental health first aid, leadership, communication skills, governance and/or working with vulnerable people training courses. Recognised courses leading to a Statement of Attainment, Certificate or Diploma are preferred.

#### ***Eligible training costs include, but are not limited to:***

- Structured courses delivered by Registered Training Organisations or qualified trainers, individual or group sessions
- Accredited training courses
- Units of competency within a qualification or training package
- Nationally recognised courses, usually leading to a Statement of Attainment, Certificate or Diploma.

#### ***Not eligible training costs include:***

- Venue hire
- Travel to and from training
- Already funded from other sources
- Not reasonably costed
- Training materials and books, other than those included as part of the funded course(s).

### Contribution to costs of undertaking background screening checks for volunteers

A contribution to background screening costs for volunteers is available to assist organisations with the costs of undertaking checks such as, police checks and working with children or vulnerable people checks. These checks are often mandatory and/or desirable when engaging volunteers, particularly when the volunteers are working with children or vulnerable people.

#### ***Eligible background screening checks include:***

- Criminal record checks
- Police checks and Police Certificates
- Working with children checks
- Working with vulnerable people checks

#### ***Not eligible background check costs include:***

- Already funded from other sources
- Not reasonably costed.

### Small equipment

Small equipment items must be **portable, tangible and for the primary benefit of the volunteers**. Equipment items should not be for the exclusive benefit of the organisation, clients and participants, or for private purposes.

#### ***Eligible small equipment items may include:***

- Small equipment items, such as computers, air conditioners and barbeques
- A set or package of small, individually low-cost closely related items, such as a range of gardening equipment
- Set-up items essential to the initial use of the main equipment item (e.g. if purchasing a barbeque, a gas bottle can be included)
- Part funding of an eligible small equipment item that costs up to \$10,000
- Installation costs for eligible items
- Delivery/freight for eligible items.

#### ***A consolidated list of not eligible items (but not limited to) is provided to help organisations with the selection of items:***

- Already funded from other sources
- Primarily for the benefit of the organisation, clients or participants and not the volunteers (e.g. mobile phones, sporting equipment for participants, travel, toys, tents, backpacks)
- Already purchased
- Not reasonably costed
- Vehicles and powered boats, including motors (ride-on mowers are acceptable), for example cars, tractors, speed boats
- Buildings, permanent fixtures and renovations including: plumbing, kitchens, hot water systems, shipping containers and fencing (Exceptions: air conditioners, stoves, small demountable garden sheds, and water tanks)
- Conference and function costs

- ▶ Consumables including food, books, paper, sunscreen, maps, cleaning products, toners, soil and the refilling of gas bottles
- ▶ Service charges, including additional or extended warranties, maintenance, plumbing and other labour costs except on approved purpose-built items such as a trailer for lifting wheelchairs
- ▶ Subscription fees (e.g. magazine), internet connection fees, mobile phone charges or registration costs
- ▶ Advertising, logos and banners, or sign-writing or branding costs for items
- ▶ Heart rate monitors
- ▶ Bedding, sleeping bags and blankets (other than fire blankets), backpacks, hydration packs
- ▶ Clothing, uniforms and hats
- ▶ Public transport; including train, taxi and bus fare
- ▶ Administrative costs and staff costs
- ▶ Hire; including venue, transport and equipment
- ▶ ‘Pooling’ of grant funds between organisations to purchase an item
- ▶ Items not permitted in your local area under local council rules and regulations. For example, tree planters, weed sprayers and seed collection kits are restricted in some areas.

### **Contribution to the reimbursement of fuel costs**

A contribution towards the reimbursement of fuel/petrol costs is available for **volunteers who incur these costs directly when undertaking their volunteering activities.**

#### ***Eligible fuel costs include:***

- ▶ All motor vehicle fuels, including petrol, diesel and gas.

#### ***Not-eligible fuel costs include:***

- ▶ Already funded from other sources
- ▶ Not reasonably costed
- ▶ Travel that is not part of the volunteers’ work
- ▶ Fuel to operate the organisation’s equipment, vehicles or machinery
- ▶ Fuel for buses or tractors
- ▶ Taxi fares or public transport costs.

## **Further Information about Eligibility**

If you are unsure about the eligibility of your organisation or requested equipment item(s), call the toll free Hotline on **1800 183 374** or email your query to [vg2010@fahcsia.gov.au](mailto:vg2010@fahcsia.gov.au).

# How to Apply

The Volunteer Grants 2010 Application Form is available electronically from the FaHCSIA website at [www.fahcsia.gov.au](http://www.fahcsia.gov.au). The electronic form is quick and easy to use, and submits directly to the Department. Paper-based copies of the form can be requested on the toll-free Volunteer Grants Hotline on 1800 183 374.

## Online/electronic Applications

The Volunteer Grants 2010 **online/electronic Application Form** and **Application Guidelines** are available on the Department of Families, Housing, Community Services and Indigenous Affairs' (FaHCSIA) website at [www.fahcsia.gov.au](http://www.fahcsia.gov.au). All completed online applications must be received by **2 pm AEST on Friday 16 April 2010**.

Please telephone the toll-free Volunteer Grants hotline on **1800 183 374** for assistance should you have any technical issues while applying online. During the application period there may be short, scheduled outages to the online application facility. Notification of these system outages will be on the FaHCSIA website.

**Please note:** Online applications should **not** be printed and submitted in hard copy because important information may not appear on the printed copy and the application may not be able to be assessed.

Applicants using Apple Mac computers or applicants experiencing technical difficulties in using the electronic Volunteer Grants 2010 Application Form, please call the hotline on **1800 183 374**.

## Paper-based Applications

A **paper application form** for Volunteer Grants 2010 can be requested by phoning the toll-free hotline on **1800 183 374** or **by email at [vg2010@fahcsia.gov.au](mailto:vg2010@fahcsia.gov.au)**. A typeable PDF or Word version of the paper application form is also available. You can type your information into this form, and then print a copy.

To be included in the Volunteer Grants 2010 assessment process, completed paper application forms must be postmarked no later than **Friday 16 April 2010**.

Please sign and post your completed paper-based application to:

**Volunteer Grants 2010**  
**Department of Families, Housing, Community Services and Indigenous Affairs**  
**Locked Bag 5001**  
**TUGGERANONG BC ACT 2901**

### Note:

- ▶ Volunteer Grants 2010 funding is limited to \$21 million and applications will be prioritised according to how strongly they meet the selection criteria.
- ▶ Only one application can be submitted on behalf of an organisation. If more than one application is submitted, only one application will be considered for funding.
- ▶ A sponsor organisation may also apply in their own right.
- ▶ An organisation may sponsor a maximum of 50 Volunteer Grants 2010 Applications.
- ▶ Only Volunteer Grants 2010 online/electronic applications, submitted via the Department's website or emailed to [vg2010applications@fahcsia.gov.au](mailto:vg2010applications@fahcsia.gov.au), or Volunteer Grants 2010 paper applications submitted by post, will be accepted.

- ▶ Online/electronic Volunteer Grants 2010 Application Forms will not be accepted after **2 pm AEST Friday 16 April 2010**.
- ▶ Paper-based application forms postmarked after **Friday 16 April 2010** or sent to an alternative address may not be accepted.
- ▶ Do not send additional documents, attachments or equipment quotes with your application.
- ▶ The Department reserves the right to request further information, if required.
- ▶ Faxed applications will **not** be accepted.

## Questions and Answers

A questions and answers facility for Volunteer Grants 2010 is available. You can email questions to the Volunteer Grants Team at [vg2010@fahcsia.gov.au](mailto:vg2010@fahcsia.gov.au) or call the Hotline toll-free on **1800 183 374**. FaHCSIA will respond to questions within five working days.

**Note:** There is a list of **frequently asked questions and answers** on the Department's website. Responses to questions of interest to applicants may be added to the list during the application period, as necessary.

## Further Information

A help facility in the form of hover boxes also provides useful information to assist applicants complete the online/electronic form. Section 2 of these Guidelines provides information on how to complete the Volunteer Grants 2010 Application Form.

Paper copies of the Volunteer Grants 2010 Application Forms and Application Guidelines can be emailed or posted to applicants on request.

The toll-free hotline number **1800 183 374** is available if you require further information about the Volunteer Grants 2010.

# How Will Applications be Assessed?

## The Selection Criteria

Funding is limited and applications will be assessed and prioritised according to how strongly they meet the selection criteria. Applications will be ranked on the following selection criteria:

- *The level of disadvantage of the community, based on the Socio-Economic Indexes for Areas (SEIFA).* Organisations volunteering in disadvantaged communities will be rated more highly.
- *Whether the organisation contributes to social inclusion (see below) by assisting disadvantaged and vulnerable, individuals, families and communities, and by including people with little previous involvement in volunteering, or from disadvantaged backgrounds, as volunteers in their organisations.* Organisations that contribute to social inclusion and assist the disadvantaged will be rated highly.
- *The size of your organisation's budget.* Organisations with a smaller budget will be rated highly.
- *The volunteer-to-paid staff ratio and the number of volunteers.* The more volunteer staff the organisation has in comparison to paid staff, the higher the application will be rated.
- *The cost of the requested item/s.* The smaller the requested amount, the higher the application will be rated.
- *The number of volunteers who will benefit from training, background checks, items, and/or fuel.* The higher the number of volunteers to directly benefit from the items, the higher the application will be rated.
- *Whether your organisation received funding under Volunteer Grants 2009, in your own right or as a sponsored organisation.* Preference will be given to organisations that did not receive Volunteer Grants 2009 funding.

## Social Inclusion

**Social Inclusion** is a priority of the Commonwealth Government. The Government's vision of a socially inclusive society is one in which all Australians feel valued and have the opportunity to participate fully in the life of our society.

Achieving this vision means that all Australians will have the resources, opportunities and capability to:

- Learn by participating in education and training
- Work by participating in employment, in voluntary work and in family and caring
- Engage by connecting with people and using their local community's resources
- Have a voice so that they can influence decisions that affect them.

The Government has identified six early priority areas in which to focus its work of addressing social exclusion and increasing social inclusion:

- *Supporting children at greatest risk of long term disadvantage* by providing health, education and family relationship services.
- *Helping jobless families with children* by helping the unemployed into sustainable employment and their children into a good start in life.
- *Focusing on the locations of greatest disadvantage* by tailoring place-based approaches in partnerships with the community.
- *Assisting in the employment of people with disability or mental illness* by creating employment opportunities and building community support.
- *Addressing the incidence of homelessness* by providing more housing and support services.

- *Closing the gap for Indigenous Australians* with respect to life expectancy, child mortality, access to early childhood education, educational achievement and employment outcomes.

In developing programs for increasing participation by these priority groups, the Government is also committed to helping vulnerable new arrivals and refugees.

More information is available from the Social Inclusion website at [www.socialinclusion.gov.au](http://www.socialinclusion.gov.au).

**Stolen Generations:** The term ‘Stolen Generations’ generally refers to Aboriginal and Torres Strait Islander Australians who were forcibly removed from their families and communities by government, welfare or church authorities as children and placed into institutional care or with non-Indigenous foster families. The forced removal of Aboriginal and Torres Strait Islander children began as early as the mid-1800s and continued until 1970. This removal occurred as the result of official laws and policies aimed at assimilating the Indigenous population into the wider community.

**Forgotten Australians and former child migrants:** The term ‘Forgotten Australians’ refers to around 500,000 Australians, or ‘care leavers’, who experienced institutional or out of home care as children in the 20th Century. Former child migrants were unaccompanied children brought to Australia from the United Kingdom and Malta under government approved child migrant schemes in the 20th Century. Around 7,000 children were placed in charitable or religious institutional care, and many suffered abuse and neglect during care. The Prime Minister delivered a National Apology to the Forgotten Australians and former child migrants on 16 November 2009.

# What Happens Next?

## Assessment of Applications

The Volunteer Grants 2010 is a competitive process. All eligible applications will be assessed against the selection criteria and rated on merit. A large volume of applications is anticipated and the assessment process will take around three months.

## Successful Applicants

Successful applicants will be emailed (where possible) or posted a Letter of Funding and asked to accept the Terms and Conditions between the organisation and the Department. Funded organisations are responsible for ensuring the Terms and Conditions of the Letter of Funding are met. Funds will be made available once the Letter of Funding has been returned by the organisation and accepted by the Department. The funds can only be paid to the organisation that applied under the Volunteer Grants 2010.

## GST Status of Volunteer Grants

Volunteer Grants' payments are 'GST out-of-scope' and are not subject to GST. Successful organisations will be issued with a remittance advice when the grant payment is made.

## Acquittal

The Department may require you to provide proof of purchase and to allow the Australian Government's auditors to look at your records. **Original receipts** are required as proof of purchase for all items. Receipts must be retained for **five** years. It is the responsibility of the organisation to maintain a complete set of records for acquittal purposes, including receipts for all contributions for the reimbursement of fuel. It is not necessary to send receipts to the Department, unless requested to do so.

## Fuel Acquittal

There are four options that provide the necessary record keeping requirements for fuel cost reimbursement funding:

- i. Volunteers can maintain a log book for all volunteer motor vehicle trips. The log book would be sufficient proof of fuel costs incurred by the volunteer(s). The log book should include details of each trip (date, from/to, reason for trip) and record the kilometres travelled (meter readings).
- ii. An organisation may set up an account at a local service station with authority for volunteers to charge their approved fuel to the account which would be paid direct by the organisation. Account receipts would be sufficient proof of expenditure.
- iii. Copies of actual fuel expenditure receipts.
- iv. Pre-paid petrol cards. Payment receipts would be sufficient proof of expenditure.

## Unsuccessful Applicants

All unsuccessful organisations that submit a Volunteer Grants 2010 application by the closing date will be advised of the outcome in writing and given the opportunity to seek feedback on their application.

# Additional Terms and Conditions

- ▶ **Applicants:** You must provide all information requested and ensure the information is complete and accurate so your application can be assessed. Incomplete applications will not be considered for funding. FaHCSIA will not follow up information that is incomplete, not legible or incorrect. Keep a copy of your application for your own records. If more than one application is submitted, only one application will be considered for funding.
- ▶ **Department:** The Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) will answer requests for assistance about questions on the Volunteer Grants 2010 Application Form or content in the Application Guidelines, but cannot respond to queries about the status of an application.

The Department reserves the right to make all decisions on an application, which is final.

FaHCSIA reserves the right to amend the Volunteer Grants 2010 Application Guidelines by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments. FaHCSIA also reserves the right to mark any application ineligible if it has concerns about the genuineness of the information provided or where the application has **not** been submitted in the spirit of the program.

- ▶ **Late applications:** FaHCSIA may reject any application lodged after the closing date. If an application is late, FaHCSIA may determine that there were exceptional circumstances beyond the applicant's control that meant the deadline could not be met. The applicant will need to supply documentary evidence to support this. Any decision by FaHCSIA to accept or not accept a late application will be final.
- ▶ **Complaints handling for the Volunteer Grants 2010 selection process:** Complaints will be dealt with under the FaHCSIA Complaints Management System. The Complaints Management System ensures that any problems that you have with FaHCSIA's services, decisions or policies are taken seriously and dealt with promptly. In the first instance contact:

Project Manager  
Volunteer Grants 2010  
Community Investment Branch  
Locked Bag 5001  
TUGGERANONG BC ACT 2901

If you still feel your issue or complaint has not been resolved satisfactorily, then you will need to contact the FaHCSIA Complaints Team on 1800 634 035 or by emailing [complaints@fahcsia.gov.au](mailto:complaints@fahcsia.gov.au). The Complaints Team will work with you to satisfactorily resolve the complaint or suggest further action as appropriate.

If you are dissatisfied at any time with the handling of your complaint, you can also contact the Commonwealth Ombudsman. For more information please see:

<http://www.fahcsia.gov.au/contactfahcsia/Pages/ComplaintsManagementSystem.aspx#7>.

- ▶ **Disclaimer:** The Department and its officers, employees, agents and advisors:
  - ▶ 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 2010 Application Guidelines and Application Forms;
  - ▶ 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 2010 Application Guidelines and Application Forms; 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 2010 Application Guidelines and Application Forms, or any other information provided by the Department.
- ▶ **Privacy:** Any personal information you provide is protected under the Privacy Act 1988. The information provided in your application will be used for the purpose of Volunteer Grants 2010 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 upon your consent.

## Section Two

# How to Complete an Application Form

This section provides information on how to complete the Volunteer Grants 2010 Application Form. Organisations interested in applying for Volunteer Grants 2010 are encouraged to use the online application form, which has been developed to simplify and streamline the application process.

### Part 1 – The organisation’s legal entity and status

Part 1 seeks information about the organisation applying for funding.

#### Question 1 – The organisation applying for funding:

Select one option.

If you are an eligible legal entity applying for funding on behalf of your organisation’s volunteers select ‘our organisation is a legal entity and is applying for funding in its own right’.

If you are applying on behalf of another organisation that is not a legal entity select ‘our organisation is sponsoring an organisation that is not a legal entity’.

#### Question 2 – Did your organisation receive funding under Volunteer Grants 2009?

Select one category. If you are not sure if your organisation received funding under Volunteer Grants 2009, select ‘Unsure’. The Volunteer Grants team will check whether your organisation received funding. Preference will be given to organisations that did not receive Volunteer Grants 2009 funding.

#### Question 3 – What is the legal name of the organisation that will enter into a Funding Agreement with the Department?

Provide the legal name of the organisation.

#### Question 4 – What is the trading name of the organisation identified at Q3?

If your organisation has a short, trading or common name, provide it here. Sponsored organisations are required to provide their name and details at Question 12.

#### Question 5 – Is your organisation non-profit?

To be eligible for funding, organisations must be non-profit. For-profit organisations are not eligible for Volunteer Grants 2010 funding.

#### Question 6 – What type of entity is the organisation?

Refer to detailed Eligibility of Organisations information in Section 1 of these Guidelines. Only legal entities can enter into a funding agreement with the Department. Types of eligible legal entities include:

- ▶ Incorporated Associations
- ▶ Incorporated Cooperatives
- ▶ Aboriginal Corporations
- ▶ Australian Private Companies

- ▶ Australian Public Companies
- ▶ Organisations established through a specific piece of Commonwealth or State/Territory legislation
- ▶ Trustees on behalf of a Trust
- ▶ Local Government entities may sponsor non-profit organisation(s) with volunteers in the following circumstances:
  - ▶ where an organisation is not a legal entity in its own right; and
  - ▶ the Local Government entity is the only or most reasonable option to sponsor the organisation in the community.
- ▶ State Government educational institutions may sponsor the local parent and friends/citizens association in the following circumstances:
  - ▶ where a parent association/committee is not a legal entity in its own right; or
  - ▶ on behalf of a school council/board whose legal status is linked to the school's governing body, such as a State Government school.

Organisations that are unsure about their legal status are advised to seek this information from their treasurer, financial controller, accountant or legal area.

**Note:** To be eligible for funding, organisations must also be non-profit Australian organisations whose volunteers' work is aimed at supporting Australian families and/or communities.

#### **Question 7 – Nominate the contact person for this application.**

This is the only person who will be contacted in regard to the application. All correspondence will be directed to the contact person. The contact person should have authority to speak on behalf of the organisation.

For privacy reasons, the Department will only speak or write to the nominated contact person in regard to the application or outcome.

Please advise the Volunteer Grants team in writing if the contact person and/or contact details change.

#### **Question 8 – What is the organisation's physical business address?**

Provide the physical or street address of the organisation here. The postal address should be provided at Question 9.

#### **Question 9 – What is the postal address of the organisation?**

Provide the postal address of your organisation here. If the postal address is the same as the physical address, select 'same as Q8'.

#### **Question 10 – Does the organisation have an Australian Business Number (ABN)?**

If your organisation has an ABN, provide the number here.

An ABN is not required to receive funding, however you must provide the number if your organisation has an ABN.

Should an organisation without an ABN prove successful in receiving funding a Statement by Supplier to declare the reason for not quoting an ABN must be provided, otherwise the Department will be required to withhold 46.5% of funding.

#### **Question 11 – Is the organisation GST registered?**

Select the option which applies to your organisation.

Organisations do not require GST registration to receive funding.

## Part 2 – Details of the sponsored organisation

Part 2 seeks information about the organisation being sponsored by an eligible legal entity. The sponsored organisation is the organisation whose volunteers will benefit from the equipment, receive a contribution towards fuel and/or training and/or undergo background checks requested in the application. The legal entity in Part 1 will be responsible for the funding and will enter into a Funding Agreement with the Department, should the application be successful.

### **Question 12 – Contact details of the sponsored organisation working directly with the volunteers.**

Provide details of the sponsored organisation whose volunteers will benefit from funding. Please provide the physical or street address.

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

All questions in Part 3 must be answered or the application may not be considered for funding. Part 3 seeks information about the organisation working directly with the volunteers at the 'grass roots' level.

If the organisation submitting this application is sponsoring an organisation that is not a legal entity, the responses should be about the sponsored organisation whose volunteers will benefit from the funding.

### **Question 13 – Enter the postcode of where the (or the sponsored) organisation's volunteer work is most active.**

Provide the postcode where the volunteers are generally most active and do the most of their volunteer work, at the service delivery level. This postcode may be different to the organisation's postcode.

### **Question 14 – Does your organisation consider itself to be Indigenous?**

This refers to whether the organisation identifies itself as an Indigenous organisation.

### **Question 15 – Are any of your volunteers: (select as many categories as applicable)**

Select the categories which apply to the volunteers, if applicable. More than one category may be selected. If none apply, leave blank.

### **Question 16 – Is the primary role of your (or the sponsored) organisation to assist any of the following groups or individuals?**

Select the categories which apply to your (or the sponsored) organisation. More than one category can be selected if applicable. If none of the categories apply, leave blank.

### **Question 17 – What is the approximate yearly budget of your (or the sponsored) organisation?**

For Volunteer Grants 2010 purposes, the budget only includes the costs and expenses associated with running the organisation, for example salaries, utilities, rent, office expenses and insurance. The budget should be for the organisation at the service delivery level whose volunteers will benefit from the requested Volunteer Grants 2010 funding.

For example, the charity's head office (budget costs of \$200,000 incorporating salaries, rent, telephone, insurance, office supplies etc) is located in the city. Funding for a new computer is sought to assist the charity's volunteers who work in the clothing shop (budget of \$15,000 for rent, telephone, office supplies etc) in a nearby suburb. In this example, the budget of the clothing shop would be entered at Question 17.

**Question 18 – Please select the option that best describes the type of work of your (or the sponsored) organisation.**

Select one option.

## Part 4 – Nominated bank account

**Question 19 – Please provide details of the account nominated by the legal entity for direct credit of funds, if this application is successful.**

Provide the correct BSB (bank/state/branch) Number, Account Number and Account Name.

It is important that these details are correct, including the case sensitivity, as the nominated account will be used to directly credit the Volunteer Grants 2010 funding, if the application is successful.

**Note:** FaHCSIA cannot make payments to third parties, individuals or personal bank accounts.

## Part 5 – What are the requested items?

Part 5 seeks information about the small equipment item(s), training courses, police/background screening checks, and/or contribution towards reimbursement of volunteers' fuel costs requested as part of the application.

Refer to the detailed eligibility information provided in Section 1 of the Volunteer Grants 2010 Application Guidelines. Small equipment items must be **portable, tangible** and for the **primary benefit of the volunteers**. The contribution towards reimbursement of fuel/petrol costs is available for volunteers who incur these costs directly in undertaking their volunteering activities. All requested items must meet the eligibility criteria to be funded.

**Question 20 – What funding item(s) is your (or the sponsored) organisation requesting in this application?**

### *Items*

Enter the requested training, background checks, item(s), and/or fuel/petrol in the Item column. Show the **retail** cost of all training, background checks, item(s), and/or fuel/petrol (i.e. GST inclusive amount). The total cost of all items must be between **\$1,000 and \$5,000**.

Item(s) may be selected from the list of most commonly requested items at **Attachment A**, or from the drop down list in the online/electronic form. If you wish to apply for items not listed at Attachment A or from the drop down list, enter 'Other' and provide details of the item in the details column.

- It is not necessary to include brand or model details, or to specify the number of items
- Low-cost, closely related items can be requested as a set or package e.g. kitchen utensils/equipment. Select the set or package from the list of most commonly requested items. **Do not** provide detailed information about the individual items included in the set.

### *Applying for computer equipment*

For the purposes of Volunteer Grants 2010, a computer refers to a Central Processing Unit, monitor, keyboard, laptop computers, notebook computers, mouse, external hard drive and operating software. Operating software includes Windows, virus protection, or any other software required to run the PC in a basic sense. Computers should not be listed as a set or package of equipment items.

All other software, such as Office, MYOB or other specialised software is classed as ‘computer software (non-operating)’ and should be requested as a separate item.

Other related items, including printers and scanners should be individually listed and costed.

**Question 21 – Will the requested items/fuel help attract new volunteers to your (or the sponsored) organisation?**

If the items and/or fuel will help attract new volunteers, select ‘yes’ and give the estimated number of new volunteers. Otherwise, select ‘no’.

## **Part 6 – Staff and volunteers of the organisation working directly with the volunteers**

Part 6 seeks information about the number of paid staff and volunteers in the organisation. These answers relate to the organisation at the service delivery level whose volunteers will use and benefit from the training, background checks, small equipment, and/or fuel cost reimbursement.

**Question 22 – How many paid staff work for your (or the sponsored) organisation?**

Provide the number of paid staff in the organisation, equivalent to full-time paid staff. For example, two half-time or part-time staff members would be equivalent to one full-time paid staff member. Round to the nearest whole number.

**Question 23 – How many volunteers are there in your (or the sponsored) organisation?**

Provide the number of volunteers.

## **Part 7 – How many people will the requested items benefit?**

Part 7 seeks information on how many volunteers will use and/or be directly assisted by the training, background checks, item(s), and/or fuel cost reimbursement.

**Question 24 – How many existing volunteers from your (or the sponsored) organisation will use the small equipment items and/or receive a contribution towards fuel/training costs?**

Provide the total number of volunteers who will use the requested items and directly benefit from the funding (e.g. include the number of volunteers who will receive a contribution towards fuel/training costs and/or benefit from background checks and/or use the small equipment items).

**Question 25 – How many current volunteers in your (or the sponsored) organisation will receive a contribution towards fuel costs?**

Provide the number of volunteers who will receive a contribution towards the reimbursement of fuel costs incurred in undertaking their volunteer activities.

## Part 8 — Information about the (or the sponsored) organisation working with the volunteers

Part 8 contains text questions that seek detailed information about the organisation working with the volunteers at the service delivery level.

### **Question 26 – How will the items requested help volunteers in your (or the sponsored) organisation and encourage more people to become volunteers, including the contribution to reimburse volunteers' fuel costs, training and background checks?**

Briefly explain how the training, background checks, item(s), and/or fuel will help the volunteers in their volunteering work. If applicable, explain how the items will encourage new volunteers.

### **Question 27 – Describe the work of the organisation, explaining how it strengthens your local community and helps build social inclusion and community participation.**

Briefly describe the main work and focus of the organisation, including information about how it contributes to social inclusion and community participation, and/or assists disadvantaged people or communities.

### **Question 28 – Please provide a short description of the (or the sponsored) organisation applying for funding.**

Provide a short description of the organisation. This information may be used to provide an organisation description on the FaHCSIA website, if the application is successful.

If this application is sponsoring a non-legal entity, provide a short description of the **sponsored** organisation.

## Part 9 — Terms and Conditions

The Terms and Conditions of applying under Volunteer Grants 2010 are outlined in Part 9. You must agree to these Terms and Conditions at Part 10.

## Part 10 — Declaration

### **Question 29 – Please read and complete the following declaration.**

The declaration confirms the points contained in Part 9 and Part 10 (Question 29), including that all information is true and accurate, and the requested items will not be available for private use.

For online/electronic submission, the declaration is made by electronically accepting the conditions, completing your name, position and date at Question 29, and submitting the Volunteer Grants 2010 Application Form. Paper-based application forms must be signed by a person in the organisation who has the authority to sign, and submitted by post.

If you do not accept the Terms and Conditions or agree with the declaration, the application may not be eligible.

## Part 11 — Application submission

Confirm email address and bank account details in the spaces provided. This information is repeated to reduce the chance of errors.

### Electronic and Email Submission

Keep a copy of the application by clicking the 'Save' button. The 'smart' form will check that all mandatory fields and information has been completed. If anything is missing, errors will be displayed. All information is required to match exactly, including case sensitivity. Go back and include any missing information and resolve the errors, then click the 'Save' button again.

- ▶ For direct electronic submission to the FaHCSIA application website, click the '**Submit Application**' button. A Successful Submission Receipt will appear after the form has been submitted and processed by the FaHCSIA system. This may take several minutes. A confirmation receipt will also be emailed to the email address provided.

Contact the hotline if you do not receive confirmation, as the submission may not have been successful.

- ▶ For email submission, click the '**Email Application**' button once only. A new email will open automatically with the application attached. You do not need to add or attach anything else to the email. Click **Send once only**. A confirmation receipt will be sent to the nominated email address after the application has been entered into the system. This can take up to a week, depending on the volume of applications received. Please do not click Send more than once, as this will result in the application being submitted multiple times.

If you do not receive confirmation within several days of emailing your application, you can call the Volunteer Grants hotline on 1800 183 374 to check that the Department has received your application.

#### Note:

- ▶ Do not post a printed copy of your electronic application
- ▶ Only the 'Submit Application' or 'Email Application' button will be displayed at the end of the electronic form.

### Postal Submission

Paper-based applications only should be posted to:

Volunteer Grants 2010  
Department of Families, Housing, Community Services and Indigenous Affairs  
Locked Bag 5001  
TUGGERANONG BC ACT 2901

Please make sure that paper-based applications are **signed** by a person with the authority to sign.

# Attachment A

Most commonly requested items for Volunteer Grants 2010

The list below includes the most commonly requested items. Please note this list is only a guide to eligible items and further information on eligibility is found in Section 1 of the Volunteer Grants 2010 Application Guidelines or by telephoning the toll-free hotline on 1800 183 374.

A contribution towards the cost of training courses for volunteers is listed broadly as Training Courses. Further information is available in Section One of the Volunteer Grants 2010 Application Guidelines.

A contribution towards the reimbursement of fuel costs is listed broadly as Fuel/Petrol, and includes all motor vehicle fuels. Funding to make a contribution towards fuel reimbursement is only to be used for volunteers who incur the costs in their volunteering work. You do not need to specify the type of fuel.

Items not included on this list can be requested at Question 20, if they meet the eligibility criteria, by including them as 'Other' in the Items column and briefly describing the items in the Details column.

## Most commonly requested items

Air-conditioner/evaporative cooler (incl. installation)	Kitchen utensils/equipment
Barbeque/incl. initial gas bottle only	Ladders
Background Checks for volunteers	Laminator
Backpack sprayer	Microwave
Bain-marie	Mower/ride-on-mower
Binding machine	Outdoor furniture
Bookcase (demountable)	Overhead/projector/screen
Brooms/mops/cleaning etc (not products)	Photocopier
Brush cutter	Printer/multi-function centre/fax/scanner
Camera/digital camera	Public address system (portable)
Cash register (portable)	Pump (portable)
Chairs	Shed (small garden only - demountable)
Computer/Laptop/External hard drive (incl. operating software)	Shelving (demountable)
Computer software (non-operating)	Stereo/CD player (portable small audio equipment)
Cupboard/cabinet (demountable/not structural)	Storage containers/units
Defibrillator	Stove
Desk/workstation	Sunshade/sail/marquee/umbrella
Dishwasher (incl. installation)	Tables
Esky/cooler/thermos/hot and cold pack	Television
Fan	Trailer
Filing cabinet	Training Courses (recognised preferred)
Fire extinguisher/fire blanket	Trolley
First aid kit	Urn
Freezer	Vacuum cleaner
Fridge	Video/DVD player
Fuel/petrol (contribution to motor vehicle only)	Video camera
Gardening/landcare tools/equipment/blower vac	Video/slide/data projector
Generator	Washing machine (incl. installation)
GPS/UHF radio/transceiver	Water cooler
Heater (movable/not structural)	Water tank (incl. installation)
High pressure cleaner	Whipper snipper
	Whiteboard (portable)

