

Truth, Healing and Reconciliation Grants Program - Application form

Form Preview

Completing the application form

Applicants: please note

Before completing this form, make sure you have read the:

- 2020/21 Grant Application Guidelines available at: <https://www.csyw.qld.gov.au/about-us/funding-grants/funding-available>
- Department of Children, Youth Justice and Multicultural Affairs - Short Form Particulars for Non-Service Provision available from: <https://www.csyw.qld.gov.au/about-us/funding-grants/streamlined-agreements>

Eligibility

To be eligible for the Truth, Healing and Reconciliation Grants Program, you must make sure you meet the eligibility criteria set out in the Application Guidelines (Individual and/or Joint Applications).

Activities must:

- support the overarching purpose of the grants program as outlined in the Application Guidelines
- be undertaken in a way that is supportive, sensitive and inclusive of people with lived experience of institutional child abuse
- be fully delivered by 31 December 2021.

Applicants must:

- be a not-for-profit, legal entity or
- be a local government entity or
- be a Parents and Citizens Association or
- have an auspice agreement with any of the above entities.

Additionally, applicants must:

- hold, or commit to obtain, insurance appropriate to the activity that includes cover for the duration of the proposed activity. At a minimum, applicants must hold public liability insurance to the value of at least \$10 million and
- have no outstanding financial liability, service delivery or performance issues for any funding previously provided by the Department of Children, Youth Justice and Multicultural Affairs.

Organisations are encouraged to support people with lived experience of institutional child abuse to apply for a grant through an auspicing arrangement. An organisation may apply for a grant in their own right, as well as submit an application under an auspicing arrangement on behalf of a person with lived experience.

How to apply

- Unless a late application has been approved, Applications must be submitted electronically through SmartyGrants by **5pm, Wednesday, 14 April 2021.**

Please note

- A separate application must be submitted for each proposed activity.
- In some circumstances, late applications may be considered but you must contact Department of Children, Youth Justice and Multicultural Affairs to seek approval.

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- Email applications will not be accepted.
- Applications under an auspice arrangement must be submitted by the auspice organisation.
- Applications that are incomplete after the closing date will not be assessed, unless approval has been provided for a late submission.

Enquiries

All enquiries regarding the 2020/21 Truth, Healing and Reconciliation Grants Programs must be in writing and directed to the Redress Coordination/Secretariat Unit, Department of Children, Youth Justice and Multicultural Affairs via email: taskforce.secretariat@csyw.qld.gov.au.

Contact officers cannot provide advice on individual applications.

Closing date

Unless otherwise approved, applications for the Truth, Healing and Reconciliation Grants Program close on **5pm, Wednesday, 14 April 2021.**

Applicant Details

* indicates a required field

Privacy notice

The Department of Children, Youth Justice and Multicultural Affairs is collecting information, including personal information, on this form for the purpose of assessing your application. Your personal information will only be accessed by authorised departmental officers for purposes directly related to assessing this application.

Your personal information will be managed in accordance with the Information Privacy Principles outlined in the [Information Privacy Act 2009](#).

The Department of Children, Youth Justice and Multicultural Affairs may provide local Members of Parliament with the contact details of organisations approved for funding.

Your personal information will not be disclosed to any other third party or used for any other purpose without your consent, unless required by law or for other authorised purposes described in the [Information Privacy Act 2009](#).

Is your application submitted on behalf of:

- ☐ a not-for-profit entity
- ☐ a local government entity
- ☐ a Parents & Citizens' Association
- ☐ an auspice agreement

Important note: if your activity is being auspiced, the auspicing organisation must complete this form.

The applicant details below should be those of the auspicing organisation. If relevant, please provide information on the auspicing arrangement in the assessment criteria.

Organisation name *

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Please use your organisation's full name as listed in official documentation such as with the Australian Business Register or Australian Tax Office.

Primary (physical) address *

Address

Suburb State Postcode

*Organisation address

Postal address *

Address

Suburb State Postcode

Must be an Australian postcode

Applicant organisation website

Primary contact person *

Title

First Name

Last Name

This is the person we will talk to about this application/grant.

Position held in organisation *

Contact person's email address *

This is the email we will use to correspond with you about this application.

Phone number *

Type of application

Is this application for an individual or joint project?

- ☐ Individual (delivered by one organisation)
- ☐ Joint application (delivered by two or more organisations together)

Joint applicant details

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Please provide information on the other organisation(s) that are involved in delivering the activity. We may contact all organisations listed to verify their participation.

Organisation #2 name

Contact person

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number

Must be an Australian phone number.

Email address

Must be an email address.

Organisation #3 name

Contact person

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number

Must be an Australian phone number.

Email address

Must be an email address.

Organisation #4 name

Contact person

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number

Must be an Australian phone number.

Email address

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Must be an email address.

Eligibility Criteria

* indicates a required field

Confirmation of Eligibility

Activities must:

- support the overarching purpose of the grants program as outlined in the Application Guidelines
- be undertaken in a way that is supportive, sensitive and inclusive of people with lived experience of institutional child abuse
- be fully delivered by 31 December 2021
- be delivered in Queensland.

Applicants must:

- be a not for profit, legal entity; or
- be a local government entity; or
- be a Parents & Citizens Association; or
- have an auspice agreement with one of the above.

Additionally, applicants must:

- hold, or commit to obtain, insurance appropriate to the activity that includes cover for the duration of the proposed activity. At a minimum, applicants must hold public liability insurance to the value of at least \$10 million and
- have no outstanding financial liability, service delivery or performance issues for funding previously provided by the Department of Children, Youth Justice and Multicultural Affairs.

Evidence of your organisation's eligibility is required and includes:

- evidence of your organisation's legal status, for example, an Australian Business Number or a copy of your government issued certification of incorporation or other incorporation documentation
- evidence your organisation is not-for-profit, for example, your constitution; registration with the Australian Charities and Not-for-Profits Commission; or a copy of your model rules or governing documents that prohibit your organisation from making any distribution to its members
- a copy of your certificate of currency or details regarding your plans to obtain appropriate insurance cover.

If this evidence is not provided, your application may not be assessed.

The Department of Children, Youth Justice and Multicultural Affairs may liaise with relevant departmental officers to assess any outstanding financial accountability, service delivery or performance issues based on any current or previous service agreements.

Funding will not be provided for activities that fall within an organisation's funded everyday business as per their service agreement with the Department of Children, Youth Justice and Multicultural Affairs.

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I confirm that my organisation meets the above eligibility criteria *

☐ Yes

☐ No

You must confirm that all statements above are true and correct before proceeding.

Australian Business Number (ABN)

Do you have an ABN? *

☐ Yes

☐ No

ABN (please only provide the lead organisation ABN number)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Certificate of Incorporation

Please attach a copy of your organisation **Australian/State Government issued** Certificate of Incorporation to this application.

If you do not have a government-issued Certificate of Incorporation, you will need to upload a copy of your organisation's constitution so we can confirm your not-for-profit status.

Local Government Councils and Parents & Citizens Associations are not required to submit a Certificate of Incorporation.

Attach a file:

Public Liability Insurance cover

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Do you hold a minimum of \$10 million Public Liability Insurance cover for the full duration of the project? *

☐ Yes

☐ No

When does your current insurance expire?

Must be a date and no earlier than the proposed end date for your activity.

Proposed Public Liability Insurance details

Please provide details on your plans to obtain Public Liability Insurance, including the name of the insurer, amount of insurance, proposed sum and expiration date.

Public Liability Policy

Please attach a copy of your organisation or auspicing organisation Public Liability Certificate of Currency.

Attach a file:

Other insurance relevant to proposed event, project or activity

Are you required to hold any other insurance for the proposed activity?

☐ Yes - provide detail below

☐ No

Type of insurance

Name of insurance company

Details

Receipt of other Department of Children, Youth Justice and Multicultural Affairs funding

Is your organisation currently receiving, or have you received in the last two years, funding from the Department of Children, Youth Justice and Multicultural Affairs? *

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☐ Yes - provide service name(s) and number(s) below

☐ No

Detail of other Department of Children, Youth Justice and Multicultural Affairs funding

Service name

Service number

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Activity information

* indicates a required field

Activity name *

What geographical area will the proposed activity target? *

Provide a brief list of key suburbs or towns targeted, or write 'statewide.'

Activity timeframes

Anticipated start date

Must be a date.

Anticipated end date

Must be a date.

☐ Unknown

☐ Unknown

Funding requested

What is the total amount of funding you are requesting? *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Other funding sources for the proposed event, project or activity

Are you applying for, or receiving, money from other sources for the proposed activity? *

☐ Yes - details provided below

☐ No

Examples of other sources include Commonwealth, State, Local Government; a private company; a non-government organisation, a charity; or a church

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Funding Source

Details of funding

Assessment Criteria

* indicates a required field

You must respond to all sections of the assessment criteria.

In completing this section, make sure you:

- Address each criterion on its own. Do not refer to other sections of this form.
- Do not use attachments as part of your responses to the criteria (letters from collaborative partners are accepted). You may quote from other documents or summarise documents within assessment criteria responses, but please do not attach the full document.
- Please keep to the word limit.

Provide a description of your proposed activity *

Word count:

Weighting 30% Word limit: Maximum 1000 words

Outline how your activity contributes to truth, healing and reconciliation and supports the purpose and objective of the grants program *

Word count:

Weighting 30% Word limit: Maximum 1000 words

Explain how your activity will partner with people with lived experience in an inclusive, collaborative and respectful way. *

Word count:

Weighting 30% Word limit: Maximum 1000 words

In your budget, explain how you will use the money. *

Word count:

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Weighting 10% Word limit: Maximum 200 words

Total Project Cost

This section must be answered *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of the project?

Supporting documentation

Attach a file:

Certification

* indicates a required field

Applicant certification

The signatory must be a person within the applicant organisation who has the authority to sign on behalf of the organisation.

I declare that:

- I am authorised by the applicant organisation to submit this application.
- The details in this application are true and correct.
- Control mechanisms are in place to ensure that all monies can be managed and accounted for appropriately.
- I understand that this is an application only and may not necessarily result in funding approval.

I have read and agree to the above: *

☐ Yes, I have read and agree

☐ No, I do not agree

Name of person submitting the application *

Title

First Name

Last Name

Phone number *

Please include area code

Email address *

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Application submission date *

Must be a date

Feedback - OPTIONAL

Before you submit your application, please consider providing feedback on the grant application form.

How did you find the application process?

- ☐ Very easy ☐ Easy ☐ Neither easy or difficult ☐ Difficult ☐ Very difficult

What can we do to improve this application process?

Response optional

Submitting your application

Closing date

- All applications must be submitted by **5pm, Wednesday, 14 April, 2021.**

Submitting applications

- A separate application must be submitted for **each** proposed activity.
- Late applications may be accepted under **exceptional circumstances** only.
- Applications that are incomplete after the closing date will not be assessed.
- Please ensure you review your application and attached documents before submitting it.
- When the application has been successfully submitted an **email receipt will be sent.**
- An application is not considered to have been received until an email receipt has been received.
- If you do not receive an email receipt and you have submitted your application, please contact the department on the contact details provided earlier.
- The email receipt does not provide any assurance of funding.
- It is suggested you forward a copy of the **email receipt** and the **application** to your Authorised Officer.