

2021 Australia Post Community Grants Application Form Preview

2021 Australia Post Community Grants

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Connecting communities for better mental health and wellbeing

The 2021 Australia Post Community Grants is accepting applications for community-led, local projects that connect individuals and communities to improve mental health and wellbeing.

We are looking for projects that meet ALL of the following criteria:

- 1.The primary purpose of the project is to **improve mental health and wellbeing outcomes** of a community.
- 2.The project will **help people meaningfully connect** in their local community.
- 3.The project is a **locally-led and locally-delivered** project that benefits a community.

Incorporated not-for-profit Australian organisations that provide community benefit are encouraged to apply. See the [2021 Australia Post Community Grants Guidelines](#) for full eligibility.

Before you start ...

Make sure you have read the following documents to ensure your application is as strong as possible:

- [2021 Australia Post Community Grants Guidelines](#)
- [Frequently Asked Questions](#)

All fields marked with an asterisk (*) must be completed.

Answer the following questions to begin your application.

Is my organisation an incorporated not-for-profit organisation? *

- Yes
 No

Grants can only be made to incorporated not-for-profit organisations. Australia Post refers to the [Australian Business Register](#) when assessing compliance with eligibility criteria. It is your responsibility to ensure your organisation's details, including its incorporated status, are correct and up-to-date on the Australian Business Register at the time of application, if you wish to be considered.

Is my organisation located in, and does it provide services in, Australia? *

- Yes
 No

Does my organisation have an ABN? *

- Yes
 No

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Does my organisation have Australian bank account that corresponds to the ABN?

*

- Yes
 No

Is the total cost of my project less than \$50,000? *

- Yes
 No

Is my project driven at a local level? *

- Yes
 No

Your project may be ineligible

Your answers have indicated that your organisation or project may be ineligible for a 2021 Australia Post Community Grant.

To be eligible for a 2021 Australia Post Community Grant, your organisation must:

- Be an incorporated not-for-profit
- Be located in, and provide services in ,Australia
- Have an ABN
- Have an Australian bank account that corresponds to the ABN.

Your project must:

- Be locally-led and locally-delivered
- Have a total cost of less than \$50,000.

If you'd like to review your answers, select <Previous> from the top or bottom of this page to go back.

Review the [2021 Australia Post Community Grants Guidelines](#) to confirm eligibility requirements.

Need some help with your application?

You can get in touch with us via:

Email: grants@auspost.com.au

Phone: 1300 765 772 (Monday to Friday, 9am to 5pm AEST, excluding public holidays)

To exit this form, close this window.

Section 1 - Organisation details

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1.1 About your organisation

Organisation name *

Name of the organisation applying for a grant.

Trading Name

If different to organisation name.

Please tell us about your organisation *

Word count:

Must be no more than 100 words.

What is your organisation's mission or purpose? What are your programs? How many staff or volunteers do you employ?

What is the main focus of your organisation? *

Other:

Select ONE category as the most relevant.

1.2 Your organisation's details

Street address *

Address

Start typing your address and select from the options. If you can't find your address, click 'Can't find your address'

Postal address (if different to street address)

Address

Start typing your address and select from the options. If you can't find your address, click 'Can't find your address'

Please list your organisation's website

Must be URL.

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Please list your organisation's social media addresses (URL)

Please include the URL of any social media that you use. You can add a new line by selecting '+' from the right hand side.

1.3 Your organisation's ABN

Australia Post refers to the [Australian Business Register](#) when assessing compliance with eligibility criteria.

- Organisation details **must** be correct and up-to-date on the Australian Business Register on the date the application was submitted, **including their incorporation status**.
- It is the applicant's responsibility to ensure its details are correct and up-to-date when the application is submitted.
- **Organisations will be deemed ineligible if their ABN status on the Australian Business Register does not demonstrate incorporated not-for-profit status on the date the application was submitted.**

Please tell us your organisation's ABN *

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	

The ABN Lookup Tool will import your current details from the Australia Business Register. Don't know your ABN? Go to <https://abr.business.gov.au>

Section 2 - Contact Details

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2.1 Primary contact details

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This person is the day to day contact for queries relating to this application.

Primary contact name *

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

Position held *

Phone *

Must be an Australian phone number. Please include the area code (i.e 0391000000).

Mobile

Must be an Australian mobile phone number (i.e. 0400000000).

Email *

Please make sure as the email is correct as it is the primary way we will contact the Primary contact regarding the application. The Primary contact will only receive information regarding the 2021 Australia Post Community Grants program, unless authorisation is given to sign up to the Community e-Newsletter in Section 10.2.

2.2 Authorised officer contact details

This person is accountable for the use of funds relating to this application; e.g. head of organisation, treasurer, committee officer, or other person authorised to represent the financial and legal interests of the organisation.

Authorised Officer *

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

Position held *

Phone *

Must be an Australian phone number. Please include the area code (i.e 0391000000).

Email *

Please make sure as the email is correct as it is the primary way we will contact the Authorised Officer regarding the application. The Authorised Officer will only receive information regarding the 2021 Australia Post Community Grants program, unless authorisation is given to sign up to the Community e-Newsletter in Section 10.2.

Section 3 - About the Project

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3.1 Project Summary

Project Title *

Must be no more than 15 words.

What would you like the project to be called? The project title should clearly describe the purpose of the grant.

Summarise your project in one to two sentences *

Must be no more than 30 words.

What are the project's objectives?

3.2 Project Approach

Describe the project *

Word count:

Must be no more than 100 words.

What are your project's objectives, and activities? What do you want to achieve? What change do you want to see as a result of your project?

Why is the project needed in your community? *

Word count:

Must be no more than 100 words.

Why is mental health and wellbeing important to your community? What community need is the project addressing?

How is the project locally-led, or locally-embedded? *

Word count:

Must be no more than 100 words.

How is the project a locally-led and locally-delivered project that benefits a community? How will the project build on local knowledge or make use of local resources? Have you consulted with community members to design or implement the project?

Why is the project best placed to improve mental health outcomes for your community? *

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Must be no more than 100 words.

What is it about the project's approach that makes it likely to improve connection and mental health and wellbeing of individuals? Have community needs and perspectives been considered throughout the project design?

3.3 Supporting Documentation

Please upload evidence that demonstrates the issue you're addressing resonates in your community, and that the project is community-led and locally-delivered.

This can be council plans, pilot program studies, meeting minutes or news articles. For example, if the project involves excluded or vulnerable groups, please demonstrate how members of that group have been consulted in project planning.

Only add attachments that are relevant to your application. Please don't attach general brochures, letters of support or annual reports.

Document Name / Type	Please summarise the key information in this document	Website or Hyperlink	Document Upload
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e.g. Local newspaper article. Must be no more than 10 words.	Include page numbers where possible. e.g. Article in The Weekly Times (page 3) describing need for youth mental health services. Must be no more than 30 words.	If available.	If available.

Section 4 - Project Details

* indicates a required field

4.1 Project Focus

What is the project's primary focus area? *

Other:

Select ONE category as the most relevant.

4.2 Project Beneficiaries

Which parts of the community primarily benefit from this project? *

All of Community

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Aboriginal and Torres Strait Islander Australians
Economically disadvantaged
The Lesbian, Gay, Bisexual, Trans* and Intersex Plus (LGBTI+) community
People with disabilities and care commitments
Those from culturally or linguistically diverse backgrounds
Other:

Select ONE category as the most relevant.

Which age group primarily benefits from this project? *

Select ONE category as the most relevant.

Which gender primarily benefits from this project? *

Select ONE category as the most relevant.

4.3 Project Location

Where is the primary location where the project will take place?

Town / Suburb *

Include ONE location as the most relevant

State *

Postcode *

Section 5 - Project Collaboration

* indicates a required field

5.1 Project Collaboration

We encourage collaborations and partnerships between different types of organisations, where the lead partner is an incorporated not-for-profit organisation.

Have you engaged with another organisation to develop and implement your project? *

- Yes
 No

Please list any groups or organisations you are working with to deliver this project. e.g. a disability organisation, sporting club, school, cultural group, local council.

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You can add more rows to this table by selecting '+' from the right hand side.

Name of partner	Description of partner organisation	Role
Please include the organisation's name.	Must be no more than 50 words.	i.e. advisory, planning, implementation.

Section 6 - Project Planning

* indicates a required field

6.1 Project Dates

Please note the timing of your project is important. It'll need to commence after 1 October 2021 and be completed no later than 30 September 2022.

Start Date *

Must be no earlier than 1/10/2021

End Date *

Must be no later than 30/09/2022

6.2 Project Plan

In the table below please detail the key activities and results you hope to achieve.

You can add more rows to this table by selecting '+' from the right hand side.

Key Milestone/ Activity	Expected date	What is your desired result?	Who will complete the task?
e.g. Launch of e-newsletter.	e.g. March 2021	e.g. Update community members regularly. Must be no more than 25 words.	Include their job title (and organisation if partner).

6.3 Project Risks

What risks have you identified in your project planning and how would you address them?

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How have you planned for anticipated risks, such as funding shortfall, loss of staff/volunteers and other external factors?

You can add more rows to this table by selecting '+' from the right hand side.

Project Risk	Planned Mitigation	Likelihood
e.g. Loss of staff / volunteers Must be no more than 25 words.	e.g. Maintain written procedures and documentation of work in progress Must be no more than 50 words.	e.g. Medium

Section 7 - Budget

* indicates a required field

7.1 Funding Request

Total Amount Requested *

\$

Must be a dollar amount and no more than \$10,000. What is the total financial support you are requesting from Australia Post?

Total Project Cost *

\$

What is the total budgeted cost of your project? This must match your expenses amount listed in Section 7.3. Total project cost must not exceed \$50,000.

7.2 Project Income (sources of funding)

Please outline your project budget in the income table below, including details of other funding that you have applied for, whether confirmed or not. All amounts should be GST inclusive.

Your project's income may include funding from sponsorships, contributions from project partners, indirect cash contributions (i.e. donations from individuals), cash from other organisations (i.e. grants) and your own organisation's funding allocations.

You can add more rows to this table by selecting '+' from the right hand side.

Income	Income amount \$	Is this source of funding confirmed?
Australia Post Grant (request)		Applied for / pending Confirmed Received
		Applied for / pending Confirmed

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		Received
		Applied for / pending Confirmed Received
		Applied for / pending Confirmed Received
		Applied for / pending Confirmed Received
		Applied for / pending Confirmed Received
		Applied for / pending Confirmed Received
		Applied for / pending Confirmed Received
e.g. Sponsorship from local radio station.	e.g. 3000 (please enter whole numbers only).	e.g. Applied for / pending.

7.3 Project Expenses

What costs (cash) will be incurred for your project? **Please provide a description of all expected costs.**

Your project expenses may include the printing and design of newsletters, refreshments for events or venue hire. Reasonable administration support can be included (must be itemised).

You can add more rows to this table by selecting '+' from the right hand side.

Expense	Expense amount \$	Will the Australia Post grant fund this activity?
e.g. Website design.	e.g. 1500 (please enter whole numbers only).	e.g. Yes.

Describe how the Australia Post funds will be used and where *

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Must be no more than 100 words.

7.4 Project Budget Totals

Please note, these totals are calculated automatically from your responses in Section 7.

Your income amount and your expenses amount must match.

Income amount

\$

This number/amount is automatically calculated.

Expenses amount

\$

This number/amount is automatically calculated.

7.5 In-Kind Support

In-Kind support includes goods or services that your organisation receives (not a cash contribution).

This could be venue hire, equipment, tools or volunteer labour.

Will you be receiving In-Kind support? *

- Yes
 No

Please list all In-Kind Support your project will receive, whether confirmed or not. This amount won't be included in your Total Project Cost.

You can add more rows to this table by selecting '+' from the right hand side.

Who	Goods / Services to be provided	Is this In-Kind Support confirmed?	Estimated cash equivalent \$
e.g. Local Community Hall.	e.g. Venue hire - 6 x \$100	e.g. Confirmed	e.g. 600 (please enter whole numbers only).

In-Kind Support Total

\$

This number/amount is automatically calculated.

Section 8 - Measuring Success

* indicates a required field

8.1 Evaluation

How will you know your project has been successful? *

Must be no more than 100 words.

Please list your measures of success.

1.
2.
3.
Please provide tangible and measurable numbers where possible, e.g. train 25 young people, etc.

Section 9 - Alternative Funding Opportunity

* indicates a required field

9.1 Alternative Funding Opportunity

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

A small number of projects that are unsuccessful for a grant of up to \$10,000 may be considered for a partial grant of \$2,000.

If your application is not successful for the full amount requested, would you like to be considered for a partial grant of \$2000? *

- Yes
- No

A small number of applications may be awarded a partial grant of \$2000 where the project (or project component) is still considered viable.

Please describe a component of your project that could be implemented for \$2,000. *

Must be no more than 100 words.

How would you use this amount? E.g. initial engagement to start a project, community consultation, etc. Projects must meet the same eligibility criteria.

What do you expect to achieve with this amount of funding? *

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Must be no more than 100 words.

Section 10 - Communication

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10.1 Communications

How did you hear about the Australia Post Community Grants program? *

- Australia Post Office
- Australia Post Community eNewsletter
- Website
- Local newspaper
- Local radio
- Social media
- Professional networks
- Industry newsletter
- Other:

Please specify which Australia Post Office referred you to the 2021 Australia Post Community Grants.

Australia Post Office name:

Please specify which website(s) referred you to the 2021 Australia Post Community Grants.

Website / URL

Please separate with a comma.

Please specify which social media platform(s) referred you to the 2021 Australia Post Community Grants.

Social media platform(s)

Please separate with a comma.

Please specify which industry newsletter referred you to the 2021 Australia Post Community Grants.

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Industry newsletter

Please separate with a comma.

10.2 Australia Post Community e-Newsletter

Would the Primary Contact like to subscribe to our community e-Newsletter? *

- Yes
 No

By ticking 'Yes' the Primary Contact agree to receive information about offers, products and services from Australia Post (optional) and acknowledges that they have read and understood Australia Post's [privacy policy](#).

Would the Authorised Officer like to subscribe to our community e-Newsletter? *

- Yes
 No

By ticking 'Yes' the Authorised Officer agree to receive information about offers, products and services from Australia Post (optional) and acknowledges that they have read and understood Australia Post's [privacy policy](#).

Section 11 - Authorisation Details

* indicates a required field

Authorisation Details

Note: This section must be completed by the Authorised Officer, as identified in Section 2.2.

Authorisation *

By placing a tick in this box I confirm that I have read, understood and accepted the Terms and Conditions as stated in the 2021 Australia Post Community Grants Guidelines available online at <https://auspost.com.au/grants>; and the below terms are agreed to.

1. I am the person named in this form as the person (the Authorised Officer) responsible for submitting the Application.
2. I have been authorised by the Organisation named in this form to submit this Application.
3. I acknowledge the information provided to be true and correct.
4. I acknowledge Australia Post may rely on the completion of the authority below as conclusive evidence of that person's authority to execute this agreement on behalf of the Organisation.

Authorised Officer e-signature *

Please state your name as your e-signature.

Date of authorisation *

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To submit this 2021 Australia Post Community Grant application, please select from the bottom and follow the instructions.