



Australian Government

Attorney-General's Department

GRANTS TO AUSTRALIAN ORGANISATIONS PROGRAM

APPLICATION FORM

INSTRUCTIONS FOR COMPLETING THIS FORM

Pdf version: Please complete all relevant fields in this form by hand. If you need more space than is provided, please attach the relevant information on a separate page clearly identifying which section the information relates to and noting that the information has been attached in the relevant section.

Alternatively, the MS Word version of the application form can be completed electronically.

Further information about the program, including the program guidelines can be obtained from the Grants to Australian Organisations Program website: www.ag.gov.au/gaop. If you have any further questions related to the completion of this form, please email the GAOP mailbox at gaop@ag.gov.au.

PART 1 APPLICANT DETAILS

Name of Organisation	
ABN / ACN Number	
Type of Organisation (eg. community organisation, educational institution, etc)	
Legal Status (eg. Company, incorporated association, and the State/Territory registered)	
Registered for GST? (Yes or No)	
Street Address	
Postal Address (If different from above—otherwise enter N/A)	

Contact person	
Position within Organisation	
Email address	
Telephone Number(s)	
Fax	

Project Title	
Funding Amount Requested	
Summary of Project	

PART 2 ORGANISATION DETAILS

2.1 Organisation’s aims and objectives	
2.2 Activities undertaken by organisation	
2.3 Organisation’s Membership Structure	

PART 3 PROPOSED PROJECT

3.1 What is the project you propose to undertake?

3.2 What is the purpose of the project?

3.3 Who is the target group for the project?

3.4 What are the expected benefits of the project?

3.5 How will the project contribute to an equitable and accessible system of federal civil justice?

(This is the main objective of the Grants to Australian Organisations Program, and applicants must demonstrate how the project contributes to this objective to be eligible for funding under this program.)

PART 4 TIMEFRAME FOR PROPOSED PROJECT

Please identify the proposed activities within the following timeframes:

Time period	Project activity i.e. What activities will be completed in the corresponding time periods (if any) in preparation for, or completion of, the project.
September 2011	
October 2011	
November 2011	
December 2011	
January 2012	
February 2012	
March 2012	
April 2012	
May 2012	
June 2012	

PART 6 RISK MANAGEMENT

6.1 Please identify any potential risks or sensitivities (including actual or potential conflicts of interest) associated with the project and how these will be managed:

Potential risk or conflict	Management of this risk

6.2 Please describe what would happen to this project if funding was not received from the Grants to Australian Organisations Program.

(eg. Will this project be able to proceed, either as described or modified? If the project would need to be modified, how would this be done?)

6.3 Please provide details of any previous failures by the organisation to adhere to grant requirements or occasions when the organisation has had allocated funding withdrawn:

Date	Details

PART 7 PRIVACY AND FREEDOM OF INFORMATION

Full lists of grant recipients will be published on our website and in the Department’s Annual Report. We may also publicise grant recipients in other publications. If your organisation is successful in obtaining a grant, the organisation will be required to acknowledge the support from the Department in all organisational publicity.

In accordance with the Freedom of Information Act 1992 (Cth), any information held by us, including your application is accessible by you. Whilst the information you present to us is treated as confidential, staff and individuals who help us to assess and monitor grants may see it. The information you supply may also be made available to those assessing any other grant applications that your organisation makes.

Data held in the Department’s system may be used for statistical reporting, application assessment, media inquiries, accounting purposes and for contacting you. The details of all successful grants will be public information. However, any personal details will only be accessible by our staff, appointed auditors and individuals or organisations that may help us assess or monitor grants.

PART 8 DECLARATION

I, the undersigned on behalf of the organisation listed below, certify that:

- i. I have read the Grants to Australian Organisations Program 2011–2012 Applicant Program Guidelines
- ii. The information in this application is true to the best of my knowledge and any supporting material is my own work or the work of employees of the organisation, and
- iii. I have read and understood the section on Privacy and Freedom of Information and accept these terms.

Organisation	
Full name of signatory	
Signature	
Position	
Date	