



Australian Government

Department of Industry, Science and Resources

**Department of Infrastructure, Transport,
Regional Development, Communications and the Arts**

Sample application form

Stronger Communities Programme Round 9

This document shows the questions included in the online application form for this program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Do not use this document as your application form. You will need to submit an application using the online application form link received via an invitation email from your local Federal Member for Parliament once the Stronger Communities Programme is open to applications.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to your participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

You will start your application form via a hyperlink we send you. By using this hyperlink, the page will be populated with your organisation details.

If all the details are correct, select 'Continue' on the bottom of the page. If your details are not correct contact us on 13 28 46.

Field 1: **Stronger Communities Programme Round 9**

Field 2: **Stronger Communities Programme Round 9 Application**

The Stronger Communities Programme supports the Australian Government's commitment to deliver social benefits across Australia by funding small capital projects in each of the 151 federal electorates.

It is important to note that being invited to submit an application by your MP, does not guarantee that your application will be successful.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 28 March 2025. Please take account of time zone differences when submitting your application.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Stronger Communities Programme Round 9 grant opportunity.

Questions marked with an asterisk are mandatory.

Does your project deliver social benefits to your local community?

- Yes
- No

You must answer yes to proceed to next question.

Select which type of entity your organisation is:

- an incorporated not for profit entity as provided in the grant opportunity guidelines:
- non-distributing co-operative
- company limited by guarantee
- Australian Indigenous corporation
- religious organisation incorporated under legislation
- an incorporated trustee on behalf of a trust with responsibility for a community asset or property
- a local governing body as defined by the Local Government (Financial Assistance) Act 1995
- none of the above.

You must select one of the eligible options from a drop down menu to proceed to next question.

For local governing bodies, total Commonwealth grant percentage cannot exceed 50%. You can fund your share of eligible project costs from any source including from state and local government. Your matching funds must be a cash contribution.

If you are a local governing body qualifier question:

Are you able to meet your share of the matching funding contribution for the project (at least 50 per cent)

- Yes
- No

You must answer yes to proceed to next question

Does your project have the required minimum eligible expenditure as defined in the grant opportunity guidelines?

- Yes
- No

You must answer yes to proceed to next question.

Does your project involve portable equipment?

- Yes
- No

If Yes, Will this equipment be used and held in your MP's electorate?

You must answer yes or no to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. Key contacts

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

- Title
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

Authorised signatory

- Title
- Given name
- Family name
- Phone number
- Email address

E. About your organisation

We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.

E.1. Indigenous organisations

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

Sample

F. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

F.1. Project title and description

Provide a project title.

Example project title: Local war service history website

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description for publication.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your area. If the application is successful this project description will be used by the Australian Government in published material. Example project description: Design and deliver a new website which commemorates local residents who served in the Defence Forces. This will be a valuable information resource which recognises local history and encourages community pride in the achievements of others

F.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities including the social benefits delivered to your community.

Example of project description and key activities: This project will commemorate Australians killed or injured in war or who contributed to Australia's war efforts through the commission of a new website telling the stories of local residents who have served in the various branches of the Defence Forces. This project will deliver social benefits to our community by recognising local history via a publicly available resource which will ensure the ongoing retention of information that engenders community pride in the commitment and sacrifice of others. Your response is limited to 2000 characters including spaces and does not support formatting.

F.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Example of project outcomes: The project to design and deliver a new website which commemorates local residents who served in the Defence Forces will be managed by the local RSL Club. The project, which will be widely publicised in the region, will encourage community

interest in the RSL and assist amateur and professional historians through the provision of the information which could be used for research, family history or other purposes. It is important to the community that the RSL continues to offer its services within the area and this project will spark renewed interest in and engagement with the organisation. This in turn will promote social interaction within the community.

Your response is limited to 2000 characters including spaces and does not support formatting.

F.4. Project objectives

Select one or more of the following objectives:

- support or encourage interstate or international tourism
- support or celebrate Indigenous Australians
- commemorate Australians killed or injured in war or who contributed to Australia's war efforts
- support veterans and defence force members and their families and communities
- support the participation and settlement of newly arrived (i.e. within the last 5 years) immigrants who are not citizens
- support the acquisition or deployment of greenhouse gas emissions mitigation measures
- support the dignity of persons (including children) with disabilities by enhancing their access to public infrastructure
- support access for children to public infrastructure which enables interstate or overseas travel, accommodation, or education or health care infrastructure or services
- address gender inequality or discrimination in access to public infrastructure or sport
- provide medical services or facilities, or services or facilities incidental to the provision of medical services
- provide benefits to a specific cohort or cohorts of students
- enable or foster the use of electronic communications.

F.5. Project activities

Select one or more of the following eligible activities (drop down) Your project must be one or more of these activities:

- build fit out alterations and/or extensions to a tourism premise available to interstate or overseas tourists
- information signage of people, places, of natural local significance
- establish new or update to a website/social media presence that supports or encourages interstate or international tourism
- establish new or update to a website/social media presence to support newly arrived immigrants who are not citizens
- support towards NAIDOC week celebrations
- information signage for places of First Nations significance
- purchase of First Nation themed uniforms
- installation of First Nations art in public spaces

- construction of or upgrade to a First Nations cultural space
- build fit out alterations and/or extensions to a premise for the specific purpose of providing services to First Nations persons
- installation or upgrade to a native garden
- upgrades to existing or installation of new war memorials
- signage or flags (information themed and or national) that commemorate Australians killed or injured war or who contributed to Australia's war efforts
- build, fit out, alterations and/or extensions to a premise specifically available to support Veterans and/or Defence Force members and their families
- establish new or update to a website/social media presence to support and/or commemorate veterans and Defence Force members and their families and communities
- localised welcoming and/or information events for newly arrived immigrants who are not citizens
- establish new or update to a website/social media presence to support newly arrived immigrants who are not citizens
- acquisition and installation of the highest energy efficient appliances/systems available and relevant to your requirements/available funding
- acquisition and installation of renewable energy sources
- acquisition and installation of renewable energy storage
- acquisition and installation of native or drought tolerant vegetation suitable to local conditions
- acquisition and installation of energy efficient windows and or window attachments relevant to your localised requirements/available funding
- new or upgrades to disability access and or amenities in public buildings or facilities
- construction of or upgrade to child friendly spaces/facilities at airports
- construction of or upgrade to child friendly spaces/facilities at community supported accommodation
- construction of or upgrade to child friendly spaces/facilities at child-care/education/health care services
- provision of women's facilities at sporting grounds/buildings
- provision of gender-neutral facilities for public access
- construction of or upgrade to parent rooms at sporting grounds/buildings and or public spaces
- construction of or upgrade to breastfeeding rooms at sporting grounds/buildings and or public spaces
- purchase and installation of defibrillator/s and or other first aid equipment, including first aid kits
- upgrade to or construction of first aid rooms/spaces
- upgrades to public libraries and/or community facilities to benefit pre-school, school and university students
- purchase and installation of ICT equipment and or software in public libraries and/or community facilities to benefit pre-school, school and university students
- establish new or update to a website/social media presence for a public library and/or community facility to benefit pre-school school and university students
- purchase, establish new or update to a website/social media presence

- purchase of applications (apps) that deliver social benefits to your community
- purchase of customer relationship management (CRM) systems and/or software that deliver social benefits to your community
- purchase and or installation of audio-visual equipment that deliver social benefits to your community
- purchase and or installation of ICT equipment that deliver social benefits to your community
- installation of or upgrades to electrical works to allow or enhance the use of ICT equipment that deliver social benefits to your community.

If your project includes modifications to leased buildings or grounds, requires any development or building approvals, is located on school grounds or involves upgrades to school property or equipment, you must get consent from the owner and keep it a record of this as we may ask you for this evidence.

F.6. Project duration

Your project must be completed by 31 December 2025.

To ensure you have sufficient time to complete your project, your project end date must be after 1 August 2025.

When calculating the duration of the project, you should factor in additional time for product sourcing and purchasing delays, obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

The start and end dates you enter here will drive the visible financial years in the project budget on the next page.

The project length will be calculated by the start and end dates you enter.

- Estimated project start date
- Estimated project end date

F.7. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

Federal electorate boundaries for the purposes of Round 9 of the program are as at the 2022 Federal election.

A project location must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site
- Electorate

G. Project partners

Provide details about all project partners.

For details about project partner contributions and sponsorship arrangements refer to the grant opportunity guidelines

If you are carrying out a joint project you should provide details of your project partner here. If you are applying on behalf of another organisation as a sponsor, you must provide details about the sponsored organisation here.

For details about project partner contributions and sponsorship arrangements refer to the grant opportunity guidelines. Letters of support are required from project partners only. If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

You must provide:

- Australian Business Number (ABN)
- Other registration number where applicable
- Project partner name
- Project partner letter of support attached. Letter to include details of partner contributions as detailed in the Guidelines.

Is this a project partner or a sponsored organisation? (drop down)

H. Project budget

Provide a summary of your eligible project expenditure over the life of the project. Your grant amount should not exceed the amount nominated by your MP as outlined in the notification email.

- Registered for GST - enter amounts exclusive of GST.
- Not registered for GST - enter amounts inclusive of GST.

The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.

The minimum project expenditure for this grant opportunity is \$2,500 or for local governing bodies \$5,000.

The maximum cost of your project cannot exceed \$50,000

As outlined in the grant opportunity guidelines, 'in kind' expenditure is not eligible.

H.1. Eligible expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Suppliers, consultants and contracted labour		\$
		2024/25	\$
		2025/26	\$
	Planning, environment or other regulatory approvals		\$
		2024/25	\$
		2025/26	\$
	Websites or software		\$
		2024/25	\$
		2025/26	\$
	ICT systems		\$
		2024/25	\$
		2025/26	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Materials		\$
		2024/25	\$
		2025/26	\$
	Assets and equipment		\$
		2024/25	\$
		2025/26	\$
	Other		\$
		2024/25	\$
		2025/26	\$
Total			

Provide details of 'Other eligible expenditure.'

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Source of funding

In this section you must provide details of how you will fund the project.

If you are registered for GST, enter GST exclusive amounts. If you are not registered for GST, enter GST inclusive amounts. The program grant amount you may apply for is detailed in the application invitation from your MP. The Applicant's contribution to include any partner contribution.

The total of all sources of funding should be equal to your total project expenditure in the section above. Sources of funding include:

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

H.3. Grant amount sought

Enter the grant amount sought. We will add GST to this where applicable.

The minimum grant amount under this grant opportunity is \$2,500

The maximum grant amount under this grant opportunity is \$20,000

For local governing bodies, total Commonwealth grant percentage cannot exceed 50%. You can fund your share of eligible project costs from any source including from state and local government. Your matching funds must be a cash contribution.

H.4. Contributions

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contribution

Contributors are divided into the following types

- *Your contribution*
- *Other non-government contribution*
- *Other non-Commonwealth government contribution*

- Type of contribution

Contributions are divided into the following types

- *Cash*

- Value of contribution
- Due date of contribution
- Description

Provide details of the contribution.

Where you are receiving other government funding you will need to provide details.

For local governing bodies, the total Commonwealth grant percentage cannot exceed 50%. Other non-Commonwealth government funding means funding contribution from your local or state government towards your share of project costs.

If you are receiving other government funding for this project as indicated in the table above, provide details of the other government grant funding.

I. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

I.1. Assessment criterion 1 (100 points)

Your response is limited to 1500 characters including spaces and does not support formatting.

Project alignment with program objectives

You must demonstrate this by identifying

- the benefit of your project to the community, for example, describe how it will encourage and support participation in local projects, improve local community participation and/or contribute to vibrant and viable communities (50 points)
- how you plan to manage your project (50 points).

J. Bank account details

J.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

J.2. Account details

All payments are in AU\$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

J.3. Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

Given name

Family name

Email address

Phone number

K. Application finalisation

You must answer the following questions and add any supporting documentation required.

K.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

K.2. Additional information

The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

You should attach additional supporting documentation here. You should only attach documents that we have requested

Individual files must be smaller than 2.0MB, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Evidence of your not for profit status (where applicable)

You must include evidence such as incorporated association registration number or certificate of incorporation; current Australian Charities and Not for profits Commission's (ACNC) registration; constitution or legislation e.g. religious organisations incorporated under legislation.

Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

K.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

You must select from a drop-down menu.

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

Your response is limited to 750 characters including spaces and does not support formatting.

Sample

L. Declaration

In order to submit your application you will be required to agree to the following declaration.

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by providing a letter of agreement with annexed Grant Terms and Conditions a copy of which is available on business.gov.au. On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

- this application
- the grant opportunity guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true