

FNQ and NQ Monsoon Trough - FFG, Round 2, Small Application Form

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About the FNQ and NQ Monsoon Trough - Category C Flexible Funding Grants Program - Small Grants

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About this program

FNQ and NQ Monsoon Trough - Category C Flexible Funding Grants Program - Small Grants

An initiative jointly funded under the Commonwealth/State Disaster Recovery Funding Arrangements.

Information specific to FNQ and NQ Monsoon Trough - Category C Flexible Funding Grants Program, Round 2, including Funding Information Paper, Fact Sheet and forms, are available at [FNQ and NQ Monsoon Trough - Round 2](#).

It is strongly recommended that you read the Funding Information Paper ([download Word version](#)) and Fact Sheet ([download Word version](#)) prior to commencing this application.

Over two years from 2019 to 2021, a total of \$15.5M (GST exclusive) has been made available through two open funding rounds to provide flexible grants to Queensland-based non-government organisations, research bodies, industry groups and peak bodies, community groups, Local Governments, and for-profit businesses in the 39 disaster affected local government areas of **Aurukun, Barcoo, Boulia, Burdekin, Burke, Cairns, Carpentaria, Cassowary Coast, Charters Towers, Cloncurry, Cook, Croydon, Diamantina, Douglas, Etheridge, Flinders, Hinchinbrook, Hope Vale, Kowanyama, Lockhart River, Longreach, Mackay, Mapoon, Mareeba, McKinlay, Mornington, Mount Isa, Napranum, Northern Peninsula, Palm Island, Pormpuraaw, Richmond, Torres Shire, Torres Strait Island, Townsville, Whitsunday, Winton, Wujal Wujal, and Yarrabah.**

This funding will assist in implementing projects aimed at driving recovery and building awareness to:

- reduce future risks and minimise community dependence on government assistance
- enhance self-efficacy and community efficacy
- minimise negative impacts and embrace opportunities
- promote connectedness, encourage support networks and social inclusion
- support and promote opportunities for sustainable economic recovery
- support business and service provider continuity
- promote preparedness and resilience to future disasters.

Funded projects will need to contribute to one or more of the following Disaster Recovery Outcomes:

- the needs of vulnerable groups are addressed in disaster recovery
- the community is aware of the disaster recovery processes
- the community can express its changing disaster recovery needs
- community members are aware of the risks of future disasters
- the community has improved capacity and capability to respond to future disasters

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- business and not for profits have in place adequate mitigation practices for risks and threats
- government, private sector, civil society and organisations are engaged in plans for mitigation and management of the recovery.

Two types of grants are available:

- **Small Grants: (Min. \$2,500 up to \$50,000) (This application form)**
- Large Grants: (Min. \$50,001 up to \$150,000)

Projects must align with national disaster recovery outcomes (not limited to human and social recovery) and the [National Disaster Recovery Principles](#) as outlined in the [Queensland State Recovery Plan](#) and the [Community Recovery Handbook 2](#):

- understanding the context
- recognising *complexity*
- using local, *community-led* approaches
- ensuring *coordination* of all activities
- employing effective *communication*
- acknowledging and building local *capacity*
- identifying lessons and building resilience.

Closing date

A completed SmartyGrants online application form must be received by the Department of Communities, Disability Services and Seniors with all required documents by **2pm AEST, Monday 6 April 2020**. Online applications **only** will be accepted.

Late applications

An application submitted after the closing date will be considered a late application. Late applications *may* be accepted at the discretion of the assessment panel. Incomplete applications and those that do not directly address the required criteria will not be accepted.

Funding priorities

Using this form, applications are invited from eligible organisations to fund projects between \$2,500 up to \$50,000.

Applicants are expected to address all criteria.

All approved Grant projects will be required to provide a detailed project plan, listing specific deliverables, milestones and timelines to be submitted within the first quarterly funded period.

The higher the amount of funding an applicant seeks, the higher the expectation is for the project to provide:

- evidence of partnerships and collaboration, including letters of support from local disaster management agencies and project partners detailing how the project is linking within the community
- rigorous supporting documents, including supporting research and development
- clear evidence of broader project scope, application and impact.

Successful projects will receive funds for one-off, non-recurrent funding to implement projects aimed at driving recovery, building awareness and resilience and preferably involve partnerships with local government and other organisations and/or groups.

The Flexible Funding Grants funds innovative projects that promote:

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- planning for the community's future
- disaster preparedness and building community capacity
- community education and information
- community connectedness and identity
- recovery from the impact of the disaster
- healing and self-expression
- capturing of stories.

Eligibility

Successful applicants must provide evidence of incorporation or evidence of having applied for incorporation. Alternatively if you are an Approved Service Provider (ASP) for the Department of Communities, Disability Services and Seniors, you may provide your ASP details.

If an applicant agency is not incorporated, or has not applied for incorporation, the application must be auspiced by an agency who is incorporated. Evidence of incorporation will be required for the auspicing agency.

The following types of groups and agencies can apply for funding under the FNQ and NQ Monsoon Trough - Category C Flexible Funding Grants Program:

- groups and agencies based in Queensland or have a Queensland-based auspicing entity
- agencies such as: community groups, local councils, non-government agencies, industry groups, research bodies and for-profit organisations within the private sector
- groups and agencies with no outstanding financial liability, service delivery or performance issues for funding previously and currently provided by the Queensland Government
- groups and agencies who hold the appropriate public liability insurance required to undertake their project and all related activities, consisting of a minimum value of \$10 million
- groups and agencies with a registered Australian Business Number (ABN)
- groups and agencies who do not have an ABN will be required to submit a completed Statement-by-a-supplier form with their application ([Statement by Supplier - non ABN](#)). This form is required even if you are auspicing delivery through an agency who does hold an ABN.

Applicants can apply for more than one grant but must submit each grant on a separate application form. Applications from non-government organisations from within the 39 designated local government areas, and applications from those 39 affected councils, are strongly encouraged. Non-government organisations and services external to these 39 designated Councils can apply for funds for projects within the affected councils if they clearly identify how they would deliver appropriately to the affected communities.

Only the 39 designated councils can apply - no other councils are eligible to apply unless in partnership with one or more of the eligible councils and the lead council is one of the 39 designated councils.

Further details of eligible and ineligible items can be found in the Funding Information Paper ([download Word version](#)).

Assessment criteria - Small grants \$2,500 up to \$50,000

This application is for Round Two.

Projects will need to meet the following criteria:

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- **the project contributes to the recovery of the community from the impact of the disaster and contributes to the future disaster preparedness of the community**
- **evidence of significant community support for the project**
- **evidence of inclusive processes used to identify and prioritise the project/s such as community engagement or community development plans; and endorsement by the Local Recovery Groups and/or Local Disaster Management Group.**
- **evidence of community participation in the development and implementation of the project**
- **confirmation of alternative funding sources detailing any ongoing costs (e.g. maintenance of facilities) is required. Unconfirmed grant funding from other sources is not sufficient to assess eligibility.**

Successful applicants

Successful applicants will enter into an agreement with DCDSS, outlining the obligations of both parties, including, but not limited to, funding and payment details, reporting requirements, agreed outcomes and acquittal conditions. The panel may decline certain components of an application, or limit the amount of funds approved for individual items.

Unsuccessful applicants will be given the opportunity to seek feedback by email to grantqueries@communities.qld.gov.au.

All applicants are requested to attach to their application an Agreement to Issue Recipient Created Tax Invoices form ([download pdf version](#)) and EFT Application Form ([download pdf version](#)) in an effort to assist with processing payments in a timely manner to successful applicants.

Verification of Financial Status

Applicants groups and agencies are required to verify they have no outstanding financial liability, service delivery or performance issues for funding previously and currently provided by the Queensland Government. This includes previous Flexible Funding Grant rounds.

Does your organisation have any outstanding financial liability, service delivery or performance issues in relation to any Queensland Government funding? *

Yes

No

If yes, please explain the nature of the outstanding matters *

Must be between 10 and 100 words.

Did your organisation receive grant funding from FNQ and NQ Monsoons Trough - Category C Flexible Funding Grants Program, Round 1?

New Question *

Yes

No

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Details of Grant Funding received under Round 1

Application number	Round 1 - Project title	Grant Amount \$	Have all required reports been submitted?
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Total of Grant Funding Received under Round 1

\$

This number/amount is calculated.

About the Applicant

* indicates a required field

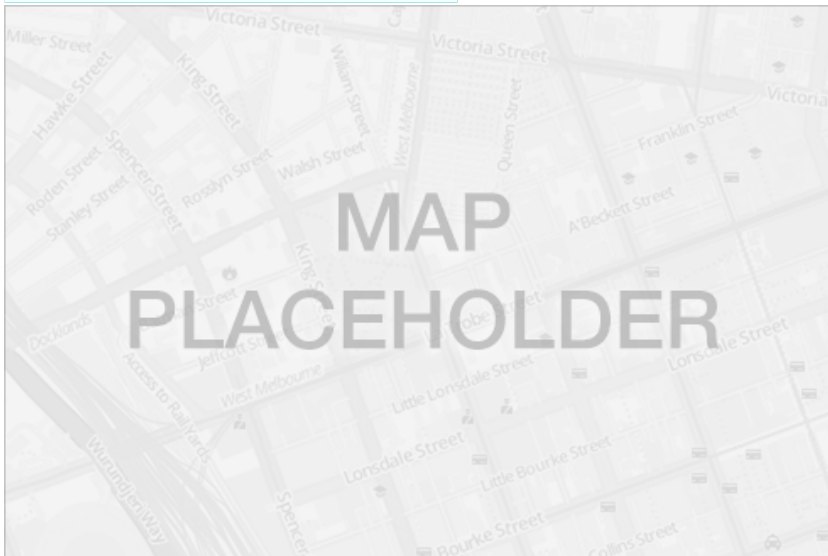
Applicant organisation name *

Organisation Name

Must be as shown in the ABN lookup below

Primary physical address of applicant *

Address



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Address Line 1, Suburb/Town, State/Province, and Postcode are required. Coordinates Required.
Country must be Australia
Applicant must be Queensland based.

Postal address (if different to above)

Address

What address will the project be delivered from?

Address

Enter address if different to the above physical address of applicant.

Website

Must be a URL.

Applicant social media

What is your 'State Electorate'?

This is the electorate where your organisation is based. This field auto calculates.

What type of organisation are you? *

Other:

For 'Other' provide detail.

Does your organisation or agency have an ABN? *

Yes

No

I have recently applied for an ABN

ABN Applicant Lookup *

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

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Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

As your organisation or agency does not have an ABN, please print, complete and sign a [Statement by Supplier - non ABN](#) form and upload to this application.

Upload the signed Statement by Supplier - non ABN form. *

Attach a file:

Click 'Choose Files' to upload documents

Please confirm the date your organisation or agency applied for an ABN *

Must be a date.

Does your organisation have Deductible Gift Recipient (DGR) status? *

Yes No Don't know

Is your organisation registered with the Australian Charities and Non-Profit Commission (ACNC)? *

Yes No Other:

Please enter your registered Incorporation number (ACNC) *

Government agency applicants and Councils do not need to provide an Incorporation number.

Upload Incorporation Certificate here.

Attach a file:

NOTE: Councils and Government agency applicants do not need to provide this document.

Will you be auspicing delivery of the project to another agency?

Does your application require the project to be auspiced by another entity? *

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Yes

No

If auspicing delivery of the project to another entity, evidence and supporting documentation will be required to be uploaded.

Approved Service Provider

Is your organisation or agency an Approved Service Provider (ASP) with the Department of Communities, Disability Services and Seniors? *

Yes

No

Note: Only organisations with a current agreement with the department will have an ASP number.

If yes, please enter your Approved Service Provider (ASP) Number.

Registered Vendor

Is your organisation or agency a registered Vendor with the Department of Communities, Disability Services and Seniors?

Yes

No

Unsure

If you are not a Registered Vendor with Department of Communities, Disability Services and Seniors or are unsure.

Please download, complete and sign both the ([EFT Form](#)) and ([Agreement to Recipient Created Tax Invoices](#)) forms.

Please upload your signed EFT Form and Agreement to Recipient Created Tax Invoices Forms here.

Attach a file:

Click 'Choose Files' to upload documents. Please refer to the Department's Privacy Statement on page 7 of this application form.

Organisation Details

What is your organisation's purpose or mission? *

Must be between 10 and 100 words.

Please refer to your strategic plan or other documents such as annual reports

Project Contact Details

* indicates a required field

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Project Contact *

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

This person will be the first point of contact and noted on the funding agreement.

Project Contact Position *

eg. CEO, Secretary

Project Contact Phone Number *

Must be an Australian phone number.

Other Phone Number

Must be an Australian phone number.

Project Contact Primary Email *

Must be an email address.

Project Overview

* indicates a required field

Project Title *

Must be between 1 and 40 words.

Provide a brief description of your project *

Must be no more than 50 words.

Project Start Date *

Must be a date and between 1/7/2020 and 30/6/2021.

Project End Date *

Must be a date and no later than 30/6/2021.

Is this a targeted project relevant to one or more of these specific groups? *

- | | |
|--|---|
| <input type="checkbox"/> children and families | <input type="checkbox"/> seniors |
| <input type="checkbox"/> young people | <input type="checkbox"/> small businesses |

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- Aboriginal and Torres Strait Islanders
 culturally and linguistically diverse (CALD) communities
 people with Disability
- primary producers
 service providers
- No, this is not a targeted project

Which Local Government areas will the project be delivered to? *

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Aurukun | <input type="checkbox"/> Cook | <input type="checkbox"/> Longreach | <input type="checkbox"/> Pormpuraaw |
| <input type="checkbox"/> Barcoo | <input type="checkbox"/> Croydon | <input type="checkbox"/> Mackay | <input type="checkbox"/> Richmond |
| <input type="checkbox"/> Boulia | <input type="checkbox"/> Diamantina | <input type="checkbox"/> Mapoon | <input type="checkbox"/> Torres Shire |
| <input type="checkbox"/> Burdekin | <input type="checkbox"/> Douglas | <input type="checkbox"/> Mareeba | <input type="checkbox"/> Torres Strait Island |
| <input type="checkbox"/> Burke | <input type="checkbox"/> Etheridge | <input type="checkbox"/> McKinlay | <input type="checkbox"/> Townsville |
| <input type="checkbox"/> Cairns | <input type="checkbox"/> Flinders | <input type="checkbox"/> Mornington | <input type="checkbox"/> Whitsunday |
| <input type="checkbox"/> Carpentaria | <input type="checkbox"/> Hinchinbrook | <input type="checkbox"/> Mount Isa | <input type="checkbox"/> Winton |
| <input type="checkbox"/> Cassowary Coast | <input type="checkbox"/> Hope Vale | <input type="checkbox"/> Napranum | <input type="checkbox"/> Wujal Wujal |
| <input type="checkbox"/> Charters Towers | <input type="checkbox"/> Kowanyama | <input type="checkbox"/> Northern Peninsula | <input type="checkbox"/> Yarrabah |
| <input type="checkbox"/> Cloncurry | <input type="checkbox"/> Lockhart River | <input type="checkbox"/> Palm Island | |

At least 1 choice must be selected.

Post Code of delivery address *

Address

Please provide a postcode for each LGA your project will be delivered to. Press the 'Add More' button located to the right. Then enter 'suburb name, Qld' (eg. Croydon, Qld) to populate the postcode.

Project Overview *

Must be between 20 and 200 words.

This must be reflective of your broad project plan

Who are your project stakeholders and how will they be engaged in the planning and delivery of the project?

Must be between 10 and 200 words.

Attach on the upload page evidence of partnerships and what they bring to the project including letters of support, planning meeting minutes etc.

Upload confirmation of project partnerships. *

Attach a file:

A minimum of one upload is required (a maximum of 5 files may be attached). Examples include letters or emails confirming your partnerships

Upload Letters of Support *

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Attach a file:

A minimum of one Letter of Support is required (a maximum of 5 files may be attached). It is strongly suggested that at least one support letter is from a local or district disaster management agency such as the Local or District Disaster Management Groups.

How do you intend to sustain your project beyond the grant funding period? *

Must be between 10 and 200 words.

Unconfirmed funding applications through other grant funding rounds is not sufficient.

Which national disaster resilience and recovery outcomes does this project support? *

- | | | |
|--|--|--|
| <input type="checkbox"/> understanding the context | <input type="checkbox"/> ensuring coordination of all activities | <input type="checkbox"/> acknowledging and building local capacity |
| <input type="checkbox"/> recognising complexity | <input type="checkbox"/> employing effective communication | <input type="checkbox"/> identifying lessons and building resilience |
| <input type="checkbox"/> using local, community-led approaches | | |

A minimum of one must be chosen. Your choices from this section need to be addressed below and clearly detail how project delivery supports these outcomes.

Queensland State Recovery Plan

Describe how your project aligns with the Queensland State Recovery Plan objectives. *

Must be between 20 and 200 words.

Please refer to the Queensland State Recovery Plan here: <https://www.qra.qld.gov.au/our-work-recovery/state-recovery-plans>

Which Queensland State Recovery Plan objectives does your project address? *

- | | |
|--|--|
| <input type="checkbox"/> Emergency Housing | <input type="checkbox"/> Psycho-Social support |
| <input type="checkbox"/> Psychological First Aid Hardship Assistance | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Increased Mental Health Services | <input type="checkbox"/> People feel safe and secure to engage in community events |

A minimum of one is required.

Describe how your project will address Emergency Housing objectives. *

Must be between 10 and 100 words.

Describe how your project will address Psychological First Aid Hardship Assistance objectives. *

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Must be between 10 and 100 words.

Describe how your project will address Increased Mental Health Services objectives. *

Must be between 10 and 100 words.

Describe how your project will address Psycho-Social support objectives. *

Must be between 10 and 100 words.

Describe how your project will address Community Development objectives. *

Must be between 10 and 100 words.

Describe how your project will address People feel safe and secure to engage in community events objectives. *

Must be between 10 and 100 words.

Disaster Recovery outcomes

Detail the Disaster Recovery outcomes your project addresses and will contribute to.

The needs of vulnerable groups are addressed in disaster recovery *

Yes

No

Provide a rationale as to how your project will achieve this outcome. *

Must be between 10 and 100 words.

The community is aware of the disaster recovery processes. *

Yes

No

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Provide a rationale as to how your project will achieve this outcome. *

Must be between 10 and 100 words.

The community can express its changing disaster recovery needs. *

Yes

No

Provide a rationale as to how your project will achieve this outcome. *

Must be between 10 and 100 words.

Community members are aware of the risks of future disasters. *

Yes

No

Provide a rationale as to how your project will achieve this outcome. *

Must be between 10 and 100 words.

The community has improved capacity and capability to respond to future disasters. *

Yes

No

Provide a rationale as to how your project will achieve this outcome. *

Must be between 10 and 100 words.

Business and not for profits have in place adequate mitigation practices for risks and threats. *

Yes

No

Provide a rationale as to how your project will achieve this outcome. *

Must be between 10 and 100 words.

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Government, private sector, civil society and organisations are engaged in plans for mitigation and management of the recovery. *

Yes

No

Provide a rationale as to how your project will achieve this outcome. *

Must be between 10 and 100 words.

Disaster Resilience outcomes

Detail which Disaster Resilience outcomes your project addresses and contributes to.

Will this project reduce future risks and minimise community dependence on government assistance? *

Yes

No

Provide a rationale as to how your project will achieve this *

Must be between 10 and 100 words.

Will this project enhance self-efficacy and community efficacy? *

Yes

No

Provide a rationale as to how your project will achieve this *

Must be between 10 and 100 words.

Will the project minimise negative impacts and embrace opportunities? *

Yes

No

Provide a rationale as to how your project will achieve this *

Must be between 10 and 100 words.

Will the project promote connectedness, encourage support networks and social inclusion? *

Yes

No

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Provide a rationale as to how your project will achieve this *

Must be between 10 and 100 words.

Will the project support and promote opportunities for sustainable economic recovery? *

Yes No

Provide a rationale as to how your project will achieve this *

Must be between 10 and 100 words.

Will the project support business and service provider continuity? *

Yes No

Provide a rationale as to how your project will achieve this *

Must be between 10 and 100 words.

Will the project promote preparedness and resilience to future disasters? *

Yes No

Provide a rationale as to how your project will achieve this *

Must be between 10 and 100 words.

Budget

* indicates a required field

Budget

Total Amount Requested from this grant (FNQ and NQ Monsoon Trough - Category C Flexible Funding Program, Round 2) *

\$

Ensure amount requested is between \$2,500 and \$50,000

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Budget - Expenditure

Consult the Funding Information Paper for a list of eligible expenses ([download Word version](#))

List all items of expenditure for your project **\$ Dollar value (estimate if required)** **Funded from this grant?**

	\$		

Expenditure Total

\$

This number/amount is calculated.

Budget- Income

Income - detail by line item all sources of income **\$** **Financial or in kind support?** **Confirmed?**

FNQ and NQ Monsoon Trough FFG R2Small Grant	\$	Financial In Kind	Yes No
		Financial In Kind	Yes No
		Financial In Kind	Yes No
		Financial In Kind	Yes No
		Financial In Kind	Yes No
		Financial In Kind	Yes No
		Financial In Kind	Yes No
		Financial In Kind	Yes No

Total Project Budget

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\$

This number/amount is calculated.

Total income and total expenditure amounts must match.

Auspecting Organisation Details

* indicates a required field

Auspecting Organisation Details

Only organisations that require an incorporated entity to manage grant funds need to provide this item.

Auspecting Organisation Name *

Organisation Name

Auspecting Organisation's ABN *

Must be an ABN.

Auspecting Organisation Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Auspecting Organisation's Project Contact *

Title First Name Last Name

Position held in auspecting organisation *

Auspecting Primary Phone Number *

Must be an Australian phone number.

Auspecting Contact Email *

Must be an email address.

Upload a letter from your auspecting body confirming that they will auspice your grant. *

Attach a file:

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A maximum of 1 file may be attached.

Support Materials and Certification Documentation

* indicates a required field

To complete your application, you will need to provide a number of supporting documents. These will vary depending on the nature of your project. Forms and templates can be located at [FNQ and NQ Trough - Flexible Funding Grant, Round 2](#)

Upload formats are Word, Excel, and PDF. Files in other formats may not upload and may need to be converted to one of the three formats used by SmartyGrants. Files larger than 25 MB will not upload. File sizes of up to 10MB work best. If you have any problems uploading files [Contact SmartyGrants](#) for support.

Upload surveys, reports or needs assessments (if relevant)

Attach a file:

A maximum of 4 files may be attached.

These are documents to support your application which are directly related to the targeted community eg. community engagement and development plans, excerpts from relevant strategies or plans.

Upload any other materials to support your application (if relevant)

Attach a file:

A maximum of 5 files may be attached.

These may include media coverage, testimonials and references

Applicant Feedback

Please take the time to provide us with feedback and suggestions for improving the grant making experience.

How long (in minutes) did it take to complete your application?

Must be a number.

How easy or difficult did you find the application process?

Very easy Easy Neutral Difficult Very Difficult

Can you provide us with any suggestions on how to improve the grant making process?

Must be between 10 and 100 words.

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Privacy Notice

The Department of Communities, Disability Services and Seniors is collecting information, including personal information, on this form for the purpose of assessing your application to the FNQ and NQ Monsoon Trough - Category C Flexible Funding Grants Program. Your personal information will only be accessed by authorised departmental officers for the purposes directly related to assessment of your application. Your personal information will be managed in accordance with the Information Privacy Principles outlined in the [Information Privacy Act 2009](#). The department may provide local Members of Parliament with the contact details of organisations approved for funding.

Privacy Notice Acceptance *

By clicking this option, I agree to the terms and conditions of the Department of Communities, Disability Services and Seniors Information Privacy Principles outlined in the Information Privacy Act 2009.

Certification

This certification must be completed by an appropriately authorised person on behalf of the applicant organisation.

This person may be different to the project contact person.

Certification Clause *

By clicking this option, I certify that to the best of my knowledge that the statements made in this application are true and correct, and I understand that, if the grant is approved, we will be required to accept the terms and conditions of the grant as outlined in the Executed Short Form Particulars Agreement and the associated Whole Of Government Terms and Conditions.

Authorised Person *

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

Position *

Contact Phone Number *

Must be an Australian phone number.

Contact Email *

Must be an email address.

Date *

Must be a date.

