# ACCAN Grants Program 2020 Round

## Full Application Form

\*\*Please use this word version to help you draft and share your application, but all applications MUST be submitted using the online application form in [SmartyGrants](https://accan.smartygrants.com.au/)\*\*

Project Overview

\*indicates a required field

**Are you applying as an individual or as an organisation? \***

○ Individual ○ Organisation

Organisation Name

Title First Name Last Name

If applying as an individual, you must have an ABN in your own name. If you have formed partnerships

for this application, one party must be nominated as the 'Applicant' (the auspicing body with which

ACCAN will enter into a contract).

*If applying as an individual, the ABN you provide must be in your own name.*

**Project Title \***

**Brief Project Description \***

Word count:

Must be no more than 100 words.

Provide a concise summary of the project.

**When will your project start and finish?**

**Start Date \***

Must start after 1 August 2020

**End Date \***

Must end before 30 May 2022

Applicant Details

\* indicates a required field

## Organisational Applicant

**Applicant Business Address:\***

*Must be an Australian postcode.*

*This is the official address of the organisation for which you work.*

**Applicant Website:\***

*This is the official address of the organisation for which you work*

**Project Lead:\***

Title First Name Last Name

**Project Lead Department (if applicable):**

**Project Lead Position:\***  *This is your role at the organisation listed as the Applicant*

**Project Lead Primary Email:\***

*What’s the best email address for us to contact you on?*

**Project Lead Primary Phone Number\***

**Project Lead Other Phone Number:**

**Project Lead Accessibility\***Does ACCAN need to take into account any accessibility requirements when contacting you? (E.g. NRS)

## Individual Applicant

**Individual Applicant Primary Email:\***

**Individual Applicant Primary Phone Number:\***

**Individual Applicant Other Phone Number:**

**Individual Applicant Accessibility:\***Does ACCAN need to take into account any accessibility requirements when contacting you? (E.g. NRS)

## Applicant 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:**

**ACNC Registration:**

**Tax Concessions:**

**Main business location:**

## Partners

**Are you partnering with any other organisations or individuals for this project?\***

[ ] Yes
[ ] No

If **yes**, please enter the partner details below. Add more rows as needed.

| **Partner Organisation** | **Key Contact** |
| --- | --- |
| (Your answer) | (Your answer) |

# Objectives

\*indicates a required field

**Objectives: What is the project aiming to achieve, and who will benefit?\***

Word count: Must be no more than 300 words.

Objectives are what you want to achieve through the project, and there may be more than one. Make

your objectives concrete and specific and indicate exactly who will benefit from them. For example,

an objective might be that 50 low-income consumers become aware of their consumer rights, or that

results of research on a particular consumer issue are distributed to regulators.

Outputs and Outcomes

\* indicates a required field

**Outputs**

**Outputs** are the tangible items that the project will produce, such as a report, article,

workshop, or consumer resources such as Fact Sheet, podcast, infographic or training

package. A project may have multiple outputs.

Add more rows if necessary.

|  |  |  |
| --- | --- | --- |
| **Outputs (List the tangible resources produced by the project)** | **Completion Date** | **Comments (optional)**e.g 'workshop'; 'report'; 'journalarticle'; 'consumer tip sheet';'video'; etc. |
| (Your answer) | (Your answer) | (Your answer) |
| e.g 'workshop'; 'report'; 'journalarticle'; 'consumer tip sheet';'video'; etc. |  |  |

**Outcomes**

**What is the potential impact of your project? \***

Word count:

Must be no more than 200 words.

What changes or benefits for consumers, or other stakeholders, will result from your Outputs? e.g.

Increased understanding of consumer phone rights; Reduced incidence of scams; Improved services

for remote regions.

# Project Planning

\*indicates a required field

**Detail how you plan to complete this project.\***

What are the planned activities? List the specific activities that will occur to achieve the Outputs and timeframes you listed earlier. No word limit.

**If you would like to attach your project plan as a Gantt chart, do so here.**

Attach a file:

## One A4 page maximum. PDF, Jpeg, Gif or BMP only.

**Briefly explain any adjustments to methodology, timeline, scope or activities that**

**you have factored into this application due to current Covid-19 restrictions.**

**How will you engage with the relevant consumers, advocacy groups or research**

**communities needed to complete this work? \***

Word count:

Must be no more than 300 words.

How will you ensure the project has sufficient numbers (attendees, research participants etc) to be valid?

How will you ensure the right groups are involved?

**How will you engage with the relevant consumers, advocacy groups or research**

**communities needed to complete this work? \***

Word count:

Must be no more than 300 words.

How will you ensure the project has sufficient numbers (attendees, research participants etc) to be

valid? How will you ensure the right groups are involved?

**Evaluation: How will you evaluate the project along the way? \***

Word count:

Must be no more than 300 words.

What will be the indicators of success during the project? How will you measure your achievements?

## **How will you distribute the outputs and promote the results of the project? \***

Word count:

Must be no more than 300 words.

**Outline any plans you have for sustaining or building on the work of this project**

**once the ACCAN-funded portion is finished. \***

Word count:

Must be no more than 300 words.

Eg. Will the work live on in any way? Is the current proposal a part of a larger body of work you are

doing in this area? If you are developing resources such as websites or apps, what are your plans for

maintaining these beyond the life of ACCAN funding?

Methodology

## \* indicates a required field

**Project Type**

**Primarily, what type of project is this? \***

○ Consumer Research

○ Consumer Education

○ Consumer Representation

Your response here will determine under which Stream your application is assessed. Be sure you are

still compliant with the Guidelines for your chosen Stream.

**If your project also covers another project type, indicate here.**

☐ Consumer Research

☐ Consumer Education

☐ Consumer Representation

**What research methodology do you propose to use and what is the rationale for**

**it? \***

Word count:

Must be no more than 300 words.

**Ethics**

**Does this project require formal ethics approval from your or another**

**organisation? \***

○ Yes ○ No

**Please state the name of the organisation(s) and the expected timeframe for**

**notification. \***

**If the project does not require formal ethics approval from your or another**

**organisation, what ethical considerations are being made to ensure the safety**

**and well-being of any people involved in your work? \***

Word count: Must be no more than 250 words.

## Justification

\*indicates a required field

**Why is this issue of strategic importance at this time?\***

Must be no more than 200 words.

Describe the specific issue or need this project will address. If you are applying under the Research

Stream, you should also take into account the Priority Themes listed in the Guidelines.

**What are the shortcomings in the existing materials, programs, research and/or regulation that your project is addressing?\***

Must be no more than 400 words*.* Demonstrate that you have a broad understanding of the field within

which you are working and can state the significance of your project in meeting a knowledge gap or

resource need.

**What capacity and experience do you (and your team, if any) bring to the project?\***

Word count: Must be no more than 400 words.

# Budget

\*indicates a required field

## ACCAN Grant

**Total Amount Requested from ACCAN:\***

$

*Must be a whole dollar amount (no cents).*

*What is the total financial support you are requesting from ACCAN?*

## Other Income

**Have you confirmed income or support for this project from somewhere other**

**than ACCAN?\***

[ ] Yes
[ ] No

*This might include in-kind contributions of salary; free (in-kind) use of a venue; or other grant money that has already been awarded.*

List the other sources of funding here.

In the **Source** column, specify where the funding is coming from. This might be your organisation, a grant from another organisation, or a benefactor.

Add more rows if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source (organisation name)** | **Brief Description** | **Amount $** | **Type of Income** |
| (Your answer) | (Your answer) | (Your answer) | (Your answer) |
| e.g. If your organisationis providing support, listyour organisation's namehere | What are they providing?e.g. 'Salary'; 'Venue';'Catering'; 'Software'; etc | Must be a whole dollaramount (no cents). |  |

**Describe expected in-kind contributions (if any).**

Word count: Must be no more than 300 words.

## Expenditure

In the **Description** column, describe the specific project elements and associated costs.

Add more rows if necessary.

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount $** | **Justification** |
| (Your answer) | (Your answer) | (Your answer) |
| e.g. 'research assistant', 'travelto meet participants', or, 'graphicdesign for posters'. | Must be a whole dollar amount(no cents). |  |

## Total Income

$

This is automatically calculated from the amount you have requested from ACCAN, plus Other Income

(if any) listed above.

## Total Expenditure

$

*In the SmartyGrants online form this will be automatically calculated from the amounts you have listed in the Expenditure table. Make sure it equals Total Income (above).*

**IMPORTANT:**

**Total Income** and **Total Expenditure** should match. If they don't, go back and adjust your amounts until **Total Income** equals **Total Expenditure**.

***If your budget does not balance, your application may be considered INELIGIBLE and not be assessed.***

If you need any help with this, please contact the ACCAN Grants Team.

**Additional information on the project budget (optional):**

Must be no more than 200 words.

**In addition to the ACCAN Grants Program, has, or will, funding be sought from other sources?\***

[ ] Yes
[ ] No

This refers to any funding that is not yet confirmed. E.g. Another grant application.

Add more rows if necessary

|  |  |  |
| --- | --- | --- |
| **Source** | **Amount Requested** | **When do you expect to know the result?** |
| (Your answer) | (Your answer) | (Your answer) |

**If the above additional funding is not successful what impact will it have on the**

**ACCAN project you are applying for? \***

Must be no more than 200 words.

List any changes to the project scope and budget if your additional funding is not available.

# Additional Information

\*indicates a required field

**Primarily, which Priority Theme does your project address? \***

○ Issues for particular communities (e.g. Small Business, remote indigenous, access

issues)

○ Embedded networks (e.g. Aged care facilities; apartment blocks; consumer experience)

○ Emerging technology (e.g. Automated decision making; Artificial Intelligence for people

with disability or rural, regional, remote consumers)

○ Fixed line voice services (e.g. Affordability, reliability)

○ Non-price factors and their effect on purchasing decisions

○ Consumer privacy and security (e.g. E-safety and parental controls (usage, uptake,

consumer behaviour)

○ Other:

**If your project also covers another Priority Theme, indicate here.**

○ Issues for particular communities (e.g. Small Business, remote indigenous, access

issues)

○ Embedded networks (e.g. Aged care facilities; apartment blocks; consumer experience)

○ Emerging technology (e.g. Automated decision making; Artificial Intelligence for people

with disability or rural, regional, remote consumers)

○ Fixed line voice services (e.g. Affordability, reliability)

○ Non-price factors and their effect on purchasing decisions

○ Consumer privacy and security (e.g. E-safety and parental controls (usage, uptake,

consumer behaviour)

○ Other:

## ACCAN Classifications

**Primarily, which group of consumers will benefit from this project? \***

[ ] Consumers generally

[ ] Small business

[ ] Aboriginal and Torres Strait Islands

[ ] Low income

[ ] People with disability

[ ] Culturally and linguistically diverse

[ ] Youth

[ ] Seniors

[ ] Women

[ ] Rural, regional and remote

*If your project covers more than one, choose the main one.*

**If other groups are also targeted, indicate here.**

[ ] Consumers generally

[ ] Small business

[ ] Aboriginal and Torres Strait Islands

[ ] Low income

[ ] People with disability

[ ] Culturally and linguistically diverse

[ ] Youth

[ ] Seniors

[ ] Women

[ ] Rural, regional and remote

[ ] Other:

**Of the following, which best describes the ‘Applicant’**

[ ] Individual (not associated with an organisation)

[ ] Not for Profit organisation

[ ] Small business

[ ] Local government

[ ] Telecommunications Industry

[ ] Research organisation (private or government-funded)

[ ] University

[ ] Other, please specify:

*Choose ‘individual’ if you have applied with an ABN in your own name.*

# Declarations

\*indicates a required field

## Eligibility

**I agree to the following eligibility criteria: \***

[ ] The project applied for is consistent with ACCAN's scope

[ ] The application provides a valid ABN for the organisation or individual applying

[ ] The application is for a project that starts and finishes within the timeframes indicated in the Guidelines

[ ] Public Liability Insurance with coverage up to $5 million is in place to cover this project, or I agree to obtain this coverage before the project begins

[ ] The applicant has successfully acquitted any previous funding under the ACCAN Grants Program

[ ] Should this application be successful, I may be asked to provide details of referees

[ ] This application does not request funding for any of the ineligible activities listed below

*If your project does not comply with all of the above, your application will be deemed ineligible and will not be assessed. Contact the ACCAN grants team if you have any questions around eligibility.*

**I understand the ACCAN Grants Program does not provide funding for the following INELIGIBLE activities: \***

[ ] Activities that contradict ACCAN’s values

[ ] Activities primarily related to commercial product or service development

[ ] Activities of a partisan (party) political nature

[ ] Projects that have already been completed

[ ] Operational or ongoing activities normally funded through other arrangements

[ ] Travel costs (unless directly necessary for the project)

[ ] General operating costs not directly attributable to the project

*If your project includes any of the above activities, please contact the ACCAN grants team before applying.*

## Declarations

**I declare that: \***

[ ] The information contained in this form is true and correct

[ ] I have read, understood and agree to abide by the ACCAN Grants Program Guidelines

[ ] I have read, understood and agree to ACCAN's Privacy Policy

[ ] I give consent to ACCAN to make public the details of the Applicant and the funding received, should this application be successful

[ ] I am authorised to complete this application and it has been submitted with the full knowledge and agreement of the management of my organisation/group

*See the ACCAN website for our Privacy Policy and Grants Guidelines*

**Name and position of person submitting this application \***