# ACCAN Grants Program 2023 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 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 July 2023

**End Date \***

Must end before 30 May 2025

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.*

Address Suburb State Postcode

**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 Contact Details

**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**, name the other organisations or individuals (if not associated with an organisation) directly involved with the project. Add more rows if 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. 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, Outcomes & Accessibility

\* indicates a required field

**Outputs**

**Outputs** are the tangible items that the project will produce.

A project may have multiple outputs, and all are expected to be produced according to [ACCAN’s accessibility guidance](https://accan.org.au/grants/eligibility-how-to-apply#Accessibility1)

If any outputs will not be produced in an accessible format, please comment below the reasoning for this.

Add more rows if necessary.

List outputs in the order in which they’ll be produced.

|  |  |  |
| --- | --- | --- |
| **Outputs (List the tangible resources produced by the project)** | **Completion Date** | **Comments (optional)** |
| e.g 'training workshop'; 'report'; 'infographic'; 'journal  article'; 'consumer tip sheet';  'video' |  | e.g Who will be involved/how many |
| (Your answer) **\*** | (Your answer) **\*** | (Your answer) |

**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

How do you plan to complete this project?

List the specific activities that will occur to achieve the outputs and timeframes you listed earlier.

Demonstrate that provision for accessibility of ALL outputs is accounted for in your budget and project planning. eg. captioning and audio description for videos, written work is screenreader compatible. See the [Accessibility Guidance](https://accan.org.au/grants/eligibility-how-to-apply#Accessibility1) on the ACCAN website, and speak with the Grants Team.

**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.

**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. Explain your dissemination strategy that will help you achieve your objectives.

**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. \***

(This question may not be applicable depending on your response to the question: "Does this project require formal ethics approval from your or another organisation?")

**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 wellbeing 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?\***

Word count:

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?\***

Word count:

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 applicable) bring to the project?\***

**List the project’s team members?**

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 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** |
| e.g. If your organisation  is providing support, list  your organisation's name  here | What are they providing?  e.g. 'Salary'; 'Venue';  'Catering'; 'Software'; etc | Must be a whole dollar  amount (no cents). |  |
| (Your answer) **\*** | (Your answer) **\*** | (Your answer) **\*** | (Your answer) **\*** |

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

Word count:

Must be no more than 300 words.

## Expenditure

Describe the specific project elements and associated costs.

Add more rows if necessary.

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

## 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 should equal** **Total Expenditure**.

If they don't, go back and adjust your Income and/or Expenditure until they do.

***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**  Who have you asked for this funding? Is it a grant? | **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? \***

Word count:

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? \***

○ Communications privacy and security e.g., cyber-security

○ Digital exclusion e.g., policy issues; practical responses; economic cost

○ Communications affordability e.g., Obstacles to device and service upgrades; mis-selling; sales tactics; financial hardship

○ Solutions to communications issues for remote consumers

○ Other:

*All Research Stream applications must demonstrate alignment with one of the above priority areas. See the Guidelines for more information.*

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

○ Communications privacy and security e.g., cyber-security

○ Digital exclusion e.g., policy issues; practical responses; economic cost

○ Communications affordability e.g., Obstacles to device and service upgrades; mis-selling; sales tactics; financial hardship

○ Solutions to communications issues for remote consumers

○ Other:

## ACCAN Classifications

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

[ ] Consumers generally

[ ] Small business

[ ] Aboriginal and Torres Strait Islanders

[ ] 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 Islanders

[ ] 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

[ ] University

[ ] Research organisation (private or government-funded)

[ ] Telecommunications Industry

[ ] Small business

[ ] Local government

[ ] 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

[ ] 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

[ ] If applying under the Education and Representation Stream, the applicant is from the community sector, or demonstrates a strong community sector partnership

[ ] If applying under the Research Stream, the project addresses one or more of the 2023 Priority Themes

[ ] The application is for a project that starts and finishes between 1 July 2023 and 30 June 2025

[ ] 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 (i.e. retroactive funding for work already undertaken)

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

[ ] Operational or ongoing activities normally funded through other arrangements

[ ] University or other administration levies

[ ] 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, including Accessibility requirements

[ ] 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*](https://accan.org.au/privacy-policy) *and* [*Grants Guidelines*](https://accan.org.au/grants/grants-program-overview#guidelines)

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

**End**

Grant Information Technical Information:

Contact ACCAN Contact SmartyGrants

Phone: 02 9288 4000 or via the [NRS](https://www.communications.gov.au/what-we-do/phone/services-people-disability/accesshub) Phone: 03 9320 6888

Email: [grants@accan.org.au](mailto:grants@accan.org.au) Email: service@smartygrants.com.au