

Festivals Australia Application Form - September 2021

Form Preview

Applicant Eligibility Information

* indicates a required field

Before starting this application you should ensure you have read and understood the [Festivals Australia Guidelines](#).

We also recommend reading the [Frequently Asked Questions](#) for helpful advice on completing this application and on the Festivals Australia program.

Privacy Statement

The Department of Infrastructure, Transport, Regional Development and Communications will treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to

We will use the information collected in this form to administer this grant under the Festivals Australia program. Your information will be provided to external advisors as part of the assessment process. The contact details you provide in this form may also be disclosed to the Minister and other Members of Parliament. Your name, contact details and other personal information will not be provided to any other person or organisation unless it is required by law.

For further information about our privacy obligations, (including in relation to how to access or collect personal information or make a complaint) and our contact details for privacy matters, see our [Privacy Policy](#).

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department, would breach an Australian Privacy Principle as defined in the Act.

Important dates

This funding application is for projects that take place from 1 February 2022.

This funding round of the Festivals Australia program cannot fund any activity that has occurred before 1 February 2022.

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This round is open from 1 September 2021 to midnight 29 September 2021 AEST.

Funding outcomes are expected to be advised within three months of the round closing date.

Project eligibility

Festivals Australia will only fund **discrete projects at festivals or significant one-off community celebrations**.

Note: in this funding round you can apply for **up to three projects** per organisation per festival, but separate applications must be made for each project.

Festivals Australia will not fund:

- projects which will be delivered in a major city or metropolitan location
- operating costs for the festival or significant one-off community celebration

Refer to the **Festivals Australia Guidelines** to ensure your project meets the program eligibility requirements.

Location

Festivals Australia will not fund projects to be delivered in a major city or metropolitan location. To check if your project is in an eligible location visit the Health Workforce Locator [here](#).

Will your project be held in a regional or remote location? *

Yes

No

Your answer has indicated that you are ineligible under the program

You have indicated that your project will **not** be held in a regional or remote location. This makes you ineligible under the Festivals Australia grant program.

For more information about eligibility, refer to the **Festivals Australia Guidelines**.

Activity

Festivals Australia will only fund a single discrete activity, not a range of unrelated activities across the festival or significant one-off community celebration program.

Is your project a single discrete activity at the festival or significant one-off community celebration? *

Yes

No

Your answer has indicated that you are ineligible under the program

You have indicated that your activity is **not** a single discrete project. This makes you ineligible under the Festivals Australia grant program.

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For more information about eligibility, please refer to the **Festivals Australia Guidelines**.

Costs

Operating costs for the festival or significant one-off community celebration are ineligible.

Does your project include operating costs for the festival or significant one-off community celebration? *

Yes

No

Your answer has indicated that you are ineligible under the program

You have indicated that your project includes operating costs for the festival or significant one-off community celebration. This makes you ineligible under the Festivals Australia grant program.

For more information about eligibility, refer to the **Festivals Australia Guidelines**.

Who Festivals Australia will fund

To be eligible for funding applicants must:

- *be an Australian incorporated organisation*
- *have an active Australian Business Number (ABN)*
- *be registered for the Goods and Services Tax (GST), if required by the Australian Taxation Office*
- *not have any outstanding reports, acquittals or serious breaches relating to any Australian Government funding*

Unincorporated groups are eligible for funding but must be auspiced by an organisation that meets the above criteria.

For the purpose of this application "the Applicant" is the organisation undertaking the project. Details about the auspicing body (if relevant) will be requested later in the application.

Applicant Organisation Name: *

Organisation Name

Must be the full legal name of the applicant organisation

Provide a brief outline of your organisation or group's history:

Word count:

Must be no more than 80 words

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Are you applying as: *

- an incorporated organisation applying in your own right
- an unincorporated group applying through an auspicing body

Reporting compliance

Do you have any outstanding reports, acquittals, or serious breaches relating to any Australian Government funding? *

- Yes
- No

Outline which program you have an outstanding report for and why: *

Word count:

Must be no more than 100 words

Does your auspicing organisation have any outstanding reports, acquittals, or serious breaches relating to any Australian Government funding? *

- Yes
- No

Outline which program your auspicing organisation has an outstanding report for and why: *

Word count:

Must be no more than 100 words

Applicant Details

* indicates a required field

In this section please provide the details of the organisation undertaking the project.

- Please note that if you are not incorporated and are applying through an auspicing body, relevant details including the ABN should be provided in the next section.
- Please note that if you receive funding, your contact details will be made available to the Minister and other Members of Parliament.

Applicant Contact *

Title

First Name

Last Name

Position *

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Office Phone Number *

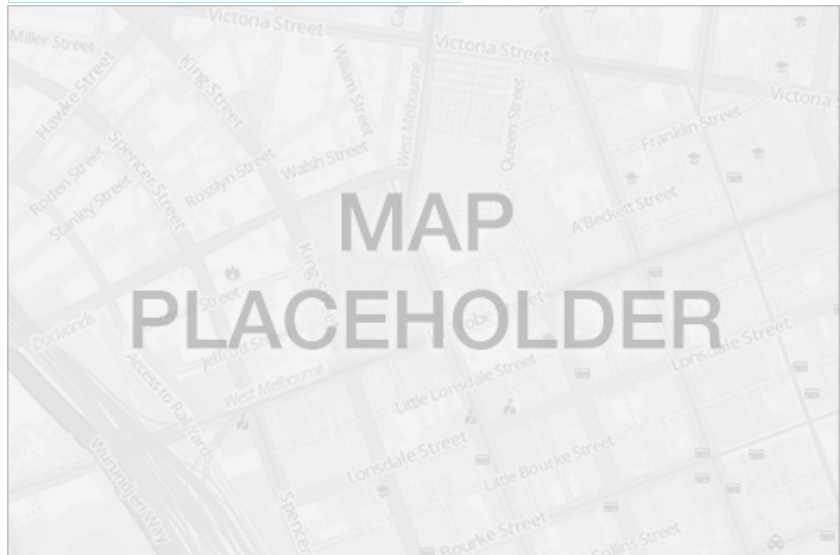
Mobile Phone Number

Office Email *

Website

Applicant Primary Address *

Address



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

Postal Address *

Address

Suburb State Postcode

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.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

If, on the Australian Business Register (ABN Look Up) the auspicing body identifies as an 'Other Unincorporated Entity' please upload evidence of its status as a legal entity. This could be a certification of association in a particular state or territory.

Attach a file:

How many paid staff does your organisation employ? (expressed as full-time equivalent): *

E.g. someone who works full time would be represented as 1. Someone working two days per week would be represented as 0.4.

What is your organisation's annual turnover? (to the nearest \$10,000): *

\$

Annual turnover is defined as the total income you receive in the financial year in the course of running your business.

Auspicing body details

In this section please enter the details of the auspicing body you are applying through.

- Please note that if you receive funding these contact details will be made available to the Minister and other Members of Parliament.

An [Auspice Arrangement Confirmation form](#) must be attached in Section 15.

Auspicing Body *

Organisation Name

Auspice Contact *

Title

First Name

Last Name

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Contact Position

Office Phone Number *

Mobile Phone Number

Office Email *

Website

Primary Address *

Address

Suburb State Postcode

Postal Address

Address

Suburb State Postcode

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

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If, on the Australian Business Register (ABN Look Up) you identify as an 'Other Unincorporated Entity' please upload evidence of your status as a legal entity. This could be a certification of association in a particular state or territory.

Attach a file:

What are you applying for?

* indicates a required field

Festivals Australia will offer funding to support individual art projects that allow community members living in regional or remote Australia to participate in or appreciate an arts driven experience at:

- **A festival** - which is defined by Festivals Australia as a regularly presented program of events (for example annually, biennially or triennially) that is open to the public and provides an opportunity to gather and celebrate; or
- **A significant one-off community celebration** - which is defined by Festivals Australia as a schedule of events that is open to the public and is focused on an anniversary or launch of great significance to the community. For example, a special celebration of the town or the area's culture and history, a significant anniversary of a major local event or the opening of a major new community resource could be the basis for an eligible significant one-off community celebration.

Festivals **will not fund** an entire festival or significant one-off community celebration. In this funding round you can apply for **up to three discrete projects** per organisation per festival. You must submit a separate application for each project.

For examples of a single discrete activity see Attachment A of the Festivals Australia Guidelines.

What type of event will your project be part of? *

- A festival
- A significant one-off community celebration

Are you applying for more than one project in this funding round? *

- Yes
- No

Please list the application reference numbers. If multiple, select 'Add More' for each additional number.

Application number

Festival / Significant One-off Community Celebration Information

This section is about the festival / significant one-off community celebration. Do not include information about your project.

What is the name of the festival or significant one-off community celebration? *

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Provide a brief description of the festival or significant one-off community celebration. *

Word count:

Must be no more than 300 words

What year was the festival first held?

Must be a number

How often is the festival held?

Annually Biennially Triennially Other:

Biennially refers to every second year, Triennially refers to every three years.

What was the attendance at the last festival?

Must be a number

What is the projected attendance for this festival or significant one-off community celebration?

Must be a number

Project Information

This part is about your project only. Do not include information about the festival / significant one-off community celebration.

Project title. This is different to the festival or significant one-off community celebration title. *

Provide a short description of your project. *

Word count:

Must be no more than 100 words.

Provide a detailed description of your project. Clearly state what you aim to achieve and how. It should reflect your budget items in Section 10. *

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Word count:

Must be no more than 400 words.

Does your project specifically engage with vulnerable people including children? *

Yes No

A vulnerable person means: A child, being an individual under the age of 18; or an individual aged 18 years and above who is or may be unable to take care of themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

What is the primary artform of your project? *

Which artforms does your project incorporate? *

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Circus | <input type="checkbox"/> Design | <input type="checkbox"/> Music |
| <input type="checkbox"/> Community Arts | <input type="checkbox"/> Digital Arts | <input type="checkbox"/> Puppetry |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Film | <input type="checkbox"/> Screen based art |
| <input type="checkbox"/> Cross artform | <input type="checkbox"/> Literature | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Dance/Physical Theatre | <input type="checkbox"/> Multimedia | <input type="checkbox"/> Visual arts |

Select all that apply.

Who is involved in your project?

* indicates a required field

Key personnel and artist details

Provide information on the key personnel and artists in your project team.

You will be able to attach evidence of confirmation for key personnel or artists in the Supporting Documentation section.

Name	Role in the project	Confirmation	Evidence of confirmation attached	Brief description of experience/skills
				Must be no more than 100 words Must be no more than 100 words.

Employment Statistics

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Please provide employment statistics for your project. When selecting the employment status, please note:

- A short-term employee includes those whose employment includes entitlements.
- An independent contractor includes owners and managers of incorporated and unincorporated businesses, including sole-traders.

Example Job-type categories are:

- **Arts professionals** (artists, performers)
- **Project administrators**
- **Technicians and trades workers**

Job type category	Employment status	Number of people employed
		Must be a number.

Total number employees

This number/amount is calculated.

Volunteers

Does your project involve volunteers? *

Yes

No

Number of volunteers? *

Must be a number.

Provide a brief outline of how the volunteers will contribute to your project. *

Project Team Gender Identity

Tell us about the gender identity for your project team, including artists and other personnel.

Artists gender identity

Number of female artists: *

Number of male artists: *

Number of Gender X/non-binary artists: *

Personnel gender identity

Number of female personnel: *

Number of male personnel: *

Number of Gender X/non-binary personnel: *

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Your project team size:

This number is calculated by adding female, male and gender X artists and personnel

Project Team Diversity

The involvement of people in your project team from culturally and linguistically diverse backgrounds or with disability may be considered in the assessment of your application.

Provide some statistical information on the diversity of your project team, including artists and personnel.

The percentages must not be more than 100%. Refer to the project team size above.

Enter '0' for any fields that are not relevant.

Artists

Number of artists that identify as Aboriginal and/or Torres Strait Islander: *

Number of artists that identify as Culturally And Linguistically Diverse: *

Personnel

Number of personnel that identify as Aboriginal and/or Torres Strait Islander: *

Number of personnel that identify as Culturally And Linguistically Diverse: *

ATSI Project team percentage

This number is calculated and uses the total team size above. It must not be more than 100%.

CALD Project team percentage

This number is calculated and uses the total team size above. It must not be more than 100%.

Project team disability

Artists

Number of artists that identify as persons with disability: *

Personnel

Number of personnel that identify as persons with disability: *

People with disability project team percentage

This number is calculated and uses the total team size above. It must not be more than 100%.

Is your project disability-led? A disability-led project is defined as one in which people with disability themselves are leading the creative development process. *

Yes

No

Provide a brief outline explaining how your project is disability led. *

Benefits and relevance for participants, audiences and the community

Describe the benefits and relevance of your project to participants, audiences and the community. Include how the project will enhance the festival / significant one-off community celebration. *

Word count:

Must be no more than 100 words

Describe how your project promotes a sense of community and/or celebrates a sense of place: *

Word count:

Must be no more than 100 words

Support and Partnerships

* indicates a required field

Provide information about the community support and creative partnerships your project has.

Information on your financial partners will be captured in the Budget (section 9).

Community support

Provide a brief overview of the community support your project has: *

Word count:

Must be no more than 150 words. Attach evidence of your community support in the Supporting Documentation in section 11 to strengthen your application.

Creative partners

Does your project have creative partners? *

Yes

No

These can be creative, community, or professional partnerships. Information on your financial partnerships will be captured in the Budget (section 9).

Outline the creative partners which will contribute to your project.

You can add as many creative partners as you need by clicking the + button to the right of the 'Brief partnership description' column below.

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Partner Name	Outcomes	Partner Type	Is this a new creative partnership?	What will be achieved through this partnership?
	<input type="checkbox"/> Collaboration <input type="checkbox"/> Mentoring <input type="checkbox"/> Skills transfer <input type="checkbox"/> Training <input type="checkbox"/> Co-creation <input type="checkbox"/> Curatorial <input type="checkbox"/> Project management <input type="checkbox"/> Other: <input type="text"/>			

Access

* indicates a required field

Growing audiences

Festivals Australia seeks to celebrate the intrinsic capacity of the arts to engage, inspire and make meaning for all Australians, while supporting the celebration of place and promoting a sense of community identity. It also aims to grow audiences at festivals across regional and remote Australia.

Tell us how the project will widen audience access to art forms, styles, innovative or experimental works. Also tell us why your project will appeal to audiences: *

Word count:

Must be no more than 150 words.

Tell us about the benefits of this project to the artists involved in terms of their likely exposure to wider audiences and opportunity for wider artistic expression: *

Word count:

Must be no more than 150 words.

Will your project attract non-local visitors to the Festival? *

Yes

No

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What percentage of visitors to your project do you expect to be non-local? *

%

What actions will you take to attract non-local visitors to your project? *

Word count:

Must be no more than 150 words.

For example, promotion, nature of the project, market research.

Risk management

Briefly identify the risks (including COVID-safe protocols) associated with the project and how you will manage and minimise those risks.

Please address how your activity will be adapted to respond to COVID-19 public health requirements? Please consider both innovations and structural adjustments.

Risk	Consequence of risk occurring	Likelihood of risk occurring	Management approach
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Accessibility

It is important to us that Australia's high quality arts experiences are accessible to the whole community. One in every five Australians has a disability. Many more do not identify but still experience barriers to access. Parents with prams often experience the same access barriers as wheelchair users. Older people with sight or hearing loss often experience the same barriers as people who are deaf and/or blind/vision impaired.

For tips on how to increase the accessibility of your project or to assist you in thinking about this, visit [Arts Access Australia](#)

How will you make your project accessible, including for people with disability?

Consider people with physical conditions, hearing or vision impairment, mental health conditions, intellectual disability, or neurodivergence.

Complete the [Arts Access Australia Project Accessibility template](#) or provide a written response below.

Which of these actions will you complete? *

- (a) Upload a completed version of the Arts Access Australia Project Accessibility template.
- (b) Type your response below.

Arts Access Australia Project Accessibility Plan *

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Attach a file:

Describe how you will make your project accessible *

Word count:

Consider people with physical conditions, hearing or vision impairment, mental health conditions, intellectual disability, or neurodivergence. Must be no more than 300 words.

Access - continued

* indicates a required field

Projected audience statistics

Gathering statistics about who will access, participate in or benefit from your project, helps us to measure the success of your project and the value of funding for the arts.

The actual numbers will be requested as part of your final project report.

Access and Participation

List the locations where the project will take place.

- **Attendance** means the number of people who will attend, visit or be in the audience of the project (not the festival / celebration).
- **Participation** means the number of people that will actively participate in the project (other than the project artists and personnel) for example workshop participants or active audience participants.

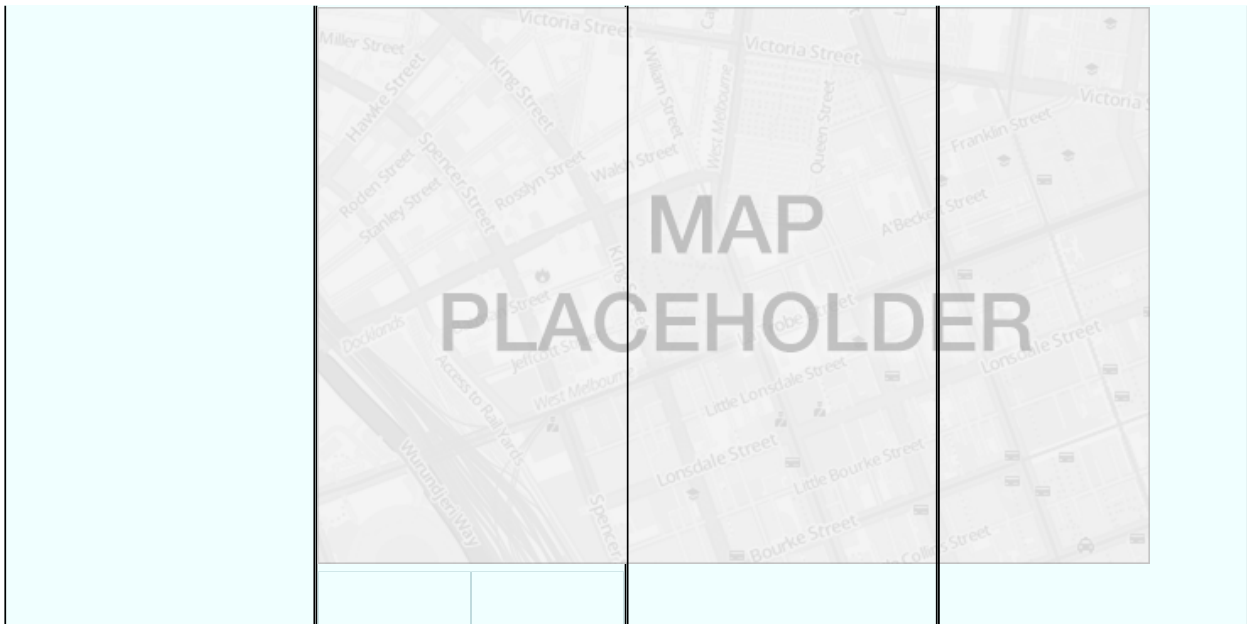
Put '0' in any fields that are not relevant and a short comment why in the '**Reason for not including numbers**' box below the table.

Evidence of venue confirmation (e.g. letters) can be attached in Section 15.

Location name	Address	Projected Attendance	Projected Participation
	Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.	Must be a number.	Must be a number.

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Reason for not providing numbers, for example participation is not relevant to the project as it is a performance.

Word count:

Must be no more than 50 words.

Total projected attendance at your project:

This number/amount is calculated.

Total projected participation in your project:

This number/amount is calculated.

Demographics for the project

Provide a brief description of your target audience. *

Word count:

Must be no more than 100 words

If your project targets specific groups, age groups or genders, select from the following:

Group

Aboriginal or Torres Strait Islander people Culturally and linguistically diverse communities

Age Group

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0 - 11 years 12 - 15 years 16 - 26 years 27 - 40 years 40 - 60 years 60 - 80 years Over 80 years

Gender Identity

Female Male Gender X

Key Dates and Deliverables

* indicates a required field

Key Dates

When do you expect to start working on your project? *

Must be a date.

When do you expect to finish working on your project? *

Must be a date.

When does the festival/celebration start? *

Must be a date.

When does the festival/celebration finish? *

Must be a date

When does your project start during the festival/celebration? *

Must be a date.

When does your project end during the festival/celebration? *

Must be a date.

Project Work Plan

The project work plan below should set out the key deliverables/milestones for your project.

If approved, the work plan will form part of your grant agreement. Milestones may have payments linked to the successful achievement of these outcomes.

This funding round of the Festivals Australia program cannot fund any activity that has occurred before **1 February 2022**.

List deliverables chronologically - in order from earliest to latest. Ensure you allocate sufficient time to establish and conclude your project to fulfil administrative requirements.

Category	Key Deliverables - task/activity to be undertaken	Outcome - What will be achieved by this activity?	Planned date of completion
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Category	Key Deliverables - task/activity to be undertaken	Outcome - What will be achieved by this activity?	Planned date of completion
			Must be a date. Order from earliest to latest.

Budget

* indicates a required field

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- If you are registered for GST, you should **exclude** GST from both your income and expenditure budget.
- If you are NOT registered for GST, you should **include** GST in your expenditure amounts as this is part of the cost of the project.

Select the month by which the grant funds are required:

Select the financial year *

Refers to the month in the financial year selected.

Income

Festivals Australia grant request

Amount requested *

Must be a dollar amount.

Income from other sources (excluding Festivals Australia funding)

List the income your project will receive, excluding the amount of Festivals Australia funding requested. Include your own funds, funds being contributed by financial partners, in-kind support and funds from other grant programs.

Festivals Australia encourages private sector support and partnership funding for the arts. Financial partnerships help with obtaining financial support for the project and may include in-kind support.

Financial support is not compulsory but will strengthen your application. Partnership funding does not have to be finalised at the time of application. You can attach evidence of your financial partnerships in Section 15.

Don't forget items such your volunteer in-kind support and your artists co-contributions

Source or Financial Partner name	New or existing partnership	Source category	Amount	Cash or In-kind	Confirmation
			Must be a dollar amount.		
			\$		

Total other income

This number/amount is calculated.

Describe the benefits of your financial partnerships for this project, including ongoing benefits, development opportunities, or organisational sustainability:

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Word count:

Must be no more than 150 words.
Include real and potential benefits.

Expenditure

Festivals Australia grant expenditure

The *Expenditure of grant funds* table below should list the items the Festivals Australia grant funding will be spent on. If your application is successful, this budget will form part of the grant agreement.

Ensure these expenditure items are for the project only, not the festival/significant one-off community celebration.

List below only those items that will be paid for with the grant (refer to the Festivals Australia Guidelines for examples of eligible and ineligible items).

For a breakdown of expenditure categories, click [here](#).

If successful you cannot change how you spend your grant money without getting our prior formal approval.

Expenditure of grant funds

Expenditure Item	Expenditure Category	Amount
		Must be a dollar amount.
		\$
		\$

Please ensure the two figures below match. These figures will be balanced at the bottom of this page.

Total amount requested

\$

This number/amount is calculated.

Total grant expenditure

\$

This number/amount is calculated.

Other expenditure (not including Festivals Australia funding)

List below any expenditure that will be paid for with funds **other than the Festivals Australia funding** for your project:

For a breakdown of expenditure categories, click [here](#).

Expenditure of other income

Other Expenditure Item	Other Expenditure Category	Amount
		Must be a dollar amount.
		\$

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Total other expenditure

\$

This number/amount is calculated.

Balance

The following figures are calculated. The balances **must equal 0** before you can submit your application.

Grant balance

\$

Amount requested - grant expenditure = grant balance

Other balance

\$

Other income - other expenditure = other balance

Financial Summary

* indicates a required field

Project financials

Check the figures below are accurate for the project. They are automatically calculated from responses you provided in previous pages.

Total amount requested

*

\$

This number/amount is calculated.

Total project value *

\$

This amount is calculated automatically from the project income.

What is the percentage of requested grant funding?

This percentage is calculated automatically.

Festival / significant on-off community celebration financials

This application is for a single discrete project. The value of this project should not be equal to the total festival value.

What is the total festival or significant one-off community celebration value? *

\$

Provide an estimate of the total value. This figure should be larger than the project value

What financial proportion of the festival or significant one-off community celebration is the project?

This percentage is calculated automatically. It should not be 100%.

Supporting Documentation

* indicates a required field

You can provide additional supporting information by uploading documents or providing links to web based material.

- PDF files are the preferred type of document.
- URL links are the preferred way to submit images or videos.

Links to cloud storage sites (such as Dropbox, Google Drive or OneDrive) are not accepted.

Please **only** include supporting documentation for the project, not for the festival/significant community celebration (except for the festival/celebration programs).

Uploads

Evidence of confirmation for key personnel or artists

Attach a file:

Evidence of community support (e.g. letters)

Attach a file:

Evidence of financial support

Attach a file:

Evidence of venue confirmation (e.g. letters)

Attach a file:

Community consultation plan

Attach a file:

Previous and/or proposed festival/celebration program

Attach a file:

Other

Attach a file:

If you require an additional upload section.

If you are applying through an auspicing body please attach an [Auspice Arrangement Confirmation form](#).

Auspicing body certification *

Attach a file:

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Links to Other Support Material

You may wish to provide links to other supporting documentation. Examples include a website, media coverage, an education kit, a video or images. Either provide URLs or social media handles.

Provide links or social media handles here: **Description**

Provide links or social media handles here:	Description

Certification

All criteria below must be confirmed.

I, the Applicant Contact, am authorised by my group/organisation to complete this application and certify that: *

- I acknowledge that the Department of Infrastructure, Transport, Regional Development and Communications may refer this application to external Independent Assessors or other government departments/agencies for assessment, reporting, advice or comment.
- I acknowledge that contact details and project information provided in this application may be disclosed to the Minister and other Members of Parliament.
- To the best of my knowledge the statements made in this application are true.
- If my application is approved, I will be required to accept the terms of the funding agreement.
- If successful, I will only spend the grant funds in accordance with the approved budget.
- If successful, I will undertake the project as described in this application.
- I acknowledge that I cannot change the approved project or budget without prior approval and I will notify the Department as early as possible to seek approval for a variation if required.
- If successful, I will provide reports to the Department in accordance with the requirements of the grant agreement.
- If successful, I understand that project information may be published for reporting or promotional purposes.
- I do not have any perceived or actual conflicts of interest with this project to declare.

Date of Certification: *

Must be a date.