

# APPLICATION FORM

Version 09 October 2023

## Instructions for completing this form

This grant opportunity provides funding to communities who have been impacted by the October 2022 Victorian Floods.

Applicants must have read the **Aboriginal Culture and Healing Flood Recovery Grant Program for the October 2022 Victorian Floods, Funding Guidelines** to ensure they have reviewed the eligibility and selection criteria, eligible activities and application requirements.

Applicants are also advised to familiarise themselves with the template Grant Agreement before completing the application form.

Applicants must complete all sections of this form.

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

All documents are available on the Federation of Victorian Traditional Owner Corporations (Federation) website: <https://fvtoc.com.au/sections/flood-recovery-grant-program/>

For assistance with application enquiries, please contact the Federation at [recovery@fvtoc.com.au](mailto:recovery@fvtoc.com.au) or contact:

- Jack Price, Partnerships and Engagement Officer, on 0478 842 146; or
- Samitha Rao, Policy and Legal Officer, on 0411 128 028.

## Submission

Please submit your application form and any supporting documentation by email to [recovery@fvtoc.com.au](mailto:recovery@fvtoc.com.au)

Completed Application Forms must be received by the Federation at the above email address by **5.00pm, Sunday 19 November 2023**.

## A. Applicant Details

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### A.1 Organisation Details

Provide details of the main applicant organisation.

*If you will be auspiced for this grant, the relevant auspice contact details will be captured in section 2.5 below.*

Organisation - Basic Details		
<b>Registered organisation name</b>		
<b>Primary contact</b>	<b>Name</b>	
	<b>Position in organisation</b>	
	<b>Phone number</b>	
	<b>Email address</b>	
<b>Authorised representative</b> <i>This is a person delegated with the authority to apply on the organisation's behalf, i.e., Chief Executive Officer, Director or Secretary.</i>	<b>Name</b>	
	<b>Position in organisation</b>	
<b>Organisation address details</b>	Registered street address	Registered postal address
<b>What does your organisation do?</b>		

## B. Eligibility

Applications are open to all organisations that meet the eligibility criteria as outlined on page 5 of the Aboriginal Culture and Healing Flood Recovery Grant Program for the October 2022 Victorian floods, Funding Guidelines (**Funding Guidelines**).

### B.1 Aboriginal organisation

*Applicants must be an Aboriginal organisation.*

Aboriginal Organisation	
Is your organisation Aboriginal-owned*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation Aboriginal-controlled**?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*An organisation is considered Aboriginal owned where 50% or more of the organisation's members or proprietors are Aboriginal.

\*\* An organisation is considered Aboriginal controlled where 50% or more of the organisation's board or management committee is Aboriginal.

### B.2 Legal entity status

*Applicants must possess an Australian Business Number (ABN) and be a legal entity, which is incorporated.*

Organisation - Australian Business Number (ABN)	
Do you have an ABN?	<input type="checkbox"/> Yes Provide ABN:
	<input type="checkbox"/> No You must apply with an Auspice organisation and provide their details in section 2.5 below.

Organisation – Legal Entity Status	
What is the legal status of your organisation?	<input type="checkbox"/> Incorporated under the <i>Corporations Act 2001(Cth)</i>
	<input type="checkbox"/> Incorporated under the <i>Associations Incorporation Reform Act 2012 (Vic)</i>
	<input type="checkbox"/> Incorporated under the <i>Corporation (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i>
	<input type="checkbox"/> Not an incorporated legal entity You must apply with an Auspice organisation and provide their details in section 2.5 below.
Incorporation number/Indigenous Corporation Number (ICN)	

<b>Are you a Social Enterprise?</b>	<input type="checkbox"/> <b>Yes</b>
	You must attach to this application the stated purpose or mission statement of the enterprise which is related specifically to supporting Aboriginal communities in disaster recovery.
	<input type="checkbox"/> <b>No</b>
<b>Are you registered to collect Goods and Services Tax (GST)?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

*If you do not have an ABN and/or are not incorporated, you must apply with an Auspice organisation and provide details for your Auspice in section B.5 below.*

### B.3 Location

Is your organisation based in one or more of the eligible Local Government Areas (LGAs) listed on page 6 of the Funding Guidelines?

**Yes**  **No**

Will your project support the recovery needs of communities in eligible LGAs affected by the October 2022 Victorian Floods?

**Yes**  **No**

### B.4 Other funding grants

Do you have any outstanding acquittals for previous government grant programs?

**Yes** (complete details below)  **No** (skip this section)

Provide details of any outstanding acquittals for previous government grant programs.

### B.5 Auspice details

*If your organisation does not have an ABN and/or is not an incorporated legal entity, you must be supported by an eligible Auspice organisation that has agreed to manage the grant for you.*

Are you being supported by an Auspice organisation?

**Yes** (complete details below)  **No** (skip this section)

Do you have an Auspice agreement in place with the auspicing organisation?

**Yes** (please attach to this application)  **No**

Provide details for the Auspice organisation that has agreed to support your proposed grant activity.

Auspice - Basic Details		
<b>Registered organisation name</b>		
<b>Primary contact</b>	<b>Name</b>	
	<b>Position in organisation</b>	
	<b>Phone number</b>	
	<b>Email address</b>	
<b>Authorised representative</b> <i>This is a person delegated with the authority to apply on the organisation's behalf, i.e., Chief Executive Officer, Director or Secretary.</i>	<b>Name</b>	
	<b>Position in organisation</b>	
<b>Organisation address details</b>	Registered street address	Registered postal address
<b>What does your organisation do?</b>		

Auspice - Australian Business Number (ABN)	
<b>Provide ABN</b>	

Auspice – Legal Entity Status	
<b>What is the legal status of your organisation?</b>	<input type="checkbox"/> Incorporated under the <i>Corporations Act 2001(Cth)</i>
	<input type="checkbox"/> Incorporated under the <i>Associations Incorporation Reform Act 2012 (Vic)</i>
	<input type="checkbox"/> Incorporated under the <i>Corporation (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i>
<b>Incorporation number/Indigenous Corporation Number (ICN)</b>	

## B.6 Partnership arrangements

*Applications will be considered from multiple eligible groups working together in partnership to develop and deliver a project.*

Is this a partnership grant application?

**Yes** (complete details below)       **No** (skip this section)

Provide details of all organisations and community groups partnering. All partnering applicants must meet the eligibility criteria.

Partner 1 - Aboriginal Organisation		
Is your organisation Aboriginal owned?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
Is your organisation Aboriginal controlled?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

Partner 1 - Basic Details		
<b>Registered organisation name</b>		
<b>Primary contact</b>	<b>Name</b>	
	<b>Position in organisation</b>	
	<b>Phone number</b>	
	<b>Email address</b>	
<b>Authorised representative</b> <i>This is a person delegated with the authority to apply on the organisation's behalf, i.e., Chief Executive Officer, Director or Secretary.</i>	<b>Name</b>	
	<b>Position in organisation</b>	
<b>Organisation address details</b>	Registered street address	Registered postal address
<b>What does your organisation do?</b>		

Partner 1 – Legal Entity Status	
What is the legal status of your organisation?	<input type="checkbox"/> Incorporated under the <i>Corporations Act 2001(Cth)</i>
	<input type="checkbox"/> Incorporated under the <i>Associations Incorporation Reform Act 2012 (Vic)</i>
	<input type="checkbox"/> Incorporated under the <i>Corporation (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i>
	<input type="checkbox"/> Not an incorporated legal entity  You must apply with an Auspice organisation and provide their details in section 2.5 above.
Incorporation number/Indigenous Corporation Number (ICN)	
Are you a Social Enterprise?	<input type="checkbox"/> <b>Yes</b>  You must attach to this application the stated purpose or mission statement of the enterprise which is related specifically to supporting Aboriginal communities in disaster recovery.
	<input type="checkbox"/> <b>No</b>
Are you registered to collect Goods and Services Tax (GST)?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

Partner 2 - Aboriginal Organisation	
Is your organisation Aboriginal owned?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Is your organisation Aboriginal controlled?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

Partner 2 - Basic Details		
Registered organisation name		
Primary contact	Name	
	Position in organisation	
	Phone number	
	Email address	
<b>Authorised representative</b> <i>This is a person delegated with the authority to apply on the organisation's</i>	Name	
	Position in organisation	

<i>behalf, i.e., Chief Executive Officer, Director or Secretary.</i>		
<b>Organisation address details</b>	Registered street address	Registered postal address
<b>What does your organisation do?</b>		

<b>Partner 2 – Legal Entity Status</b>	
<b>What is the legal status of your organisation?</b>	<input type="checkbox"/> Incorporated under the <i>Corporations Act 2001(Cth)</i>
	<input type="checkbox"/> Incorporated under the <i>Associations Incorporation Reform Act 2012 (Vic)</i>
	<input type="checkbox"/> Incorporated under the <i>Corporation (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i>
	<input type="checkbox"/> Not an incorporated legal entity You must apply with an Auspice organisation and provide their details in section 2.5 above.
<b>Incorporation number/Indigenous Corporation Number (ICN)</b>	
<b>Are you a Social Enterprise?</b>	<input type="checkbox"/> <b>Yes</b> You must attach to this application the stated purpose or mission statement of the enterprise which is related specifically to supporting Aboriginal communities in disaster recovery.
	<input type="checkbox"/> <b>No</b>
<b>Are you registered to collect Goods and Services Tax (GST)?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

You may wish to provide further information by way of separate attachment, if required.



## C. Project Information

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In this section you must provide the detailed information about your proposed project.

*If your application is successful, we will publish some grant details on our website. Published details include name of the grant recipient; a project title; a brief description and its intended outcome; and the amount of funding awarded.*

### C.1 Project title and description

Provide a project title.

Provide a brief project description.

### C.2 Amount of grant funding

How much are you applying for? (amount \$, excluding GST)

*A total grant pool of \$800,000 (excl. GST) has been allocated. Note that grants of up to a maximum of \$160,000 (excl. GST) will be made available.*

### C.3 Detailed project description and key activities

Provide a detailed description of your project including the project scope and key activities.

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

*You must also provide a project plan including a risk assessment matrix which you should attach to your application.*

#### **C.4 Project Purpose**

*Applicants must provide an explanation of how their project will deliver direct benefit to a flood affected community and support one or more of the objectives of the funding as outlined on page 6 of the Funding Guidelines.*

Identify one or more program objectives and direct benefit (s) your project will deliver to a flood affected community:

- Aboriginal people's unique experiences of trauma are addressed, and healing supported.
- Recovery and resilience are strengthened through Aboriginal culture, knowledge and connection between Country and healing.
- Aboriginal communities have increased capability to lead recovery and healing.

Describe **how** your project will support the program objectives and deliver direct benefit (s) to flood affected community.

#### **C.5 Aboriginal Community Participation, strengthening and preparedness for emergency**

Describe how your project will be led by Aboriginal community or Traditional Owners and ensure Aboriginal community participation and engagement.

*For example, identify how Aboriginal communities have been engaged in the development of your application, specifically Traditional Owner corporations and/or Aboriginal community-controlled organisations in the area, or collaborative efforts in delivering your project.*

Identify one or more of the criteria below that best describes your eligible project activities.

- Promote and support healing and cultural immersion for recovery.
- Improve Aboriginal community-led or Traditional Owner-led emergency recovery planning and coordination.
- Increase planning and capacity to implement culturally safe surge workplace practices.

Describe **how** your project will support the above criteria.

## C.6 Project outcomes

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

Provide a summary of expected project outcomes.

## C.7 Eligible Local Government Areas (LGAs)

*Applicants must demonstrate that their project will occur in a flood affected area and describe how the floods directly impacted on their community. Refer to page 6 of the Funding Guidelines for more information on flood affected areas in scope.*

Describe how the October 2022 Victorian floods directly impacted your community.




You may wish to provide your responses by way of separate attachment.

**Project governance**

Describe how your project will be managed?

**Compliance with State and Federal Legislation**

*Applicants must include information on how the proposed project will comply with legal requirements including under the Aboriginal Heritage Act 2006 (Vic), any agreement or equivalent made under the Traditional owner Settlement Act 2010 (Vic) or Native Title Act 1983 (Cth) and local planning laws.*

Describe how your project will comply with the requirements under any relevant state and federal legislation.

*The Federation may contact you to request additional information to support the assessment of your application.*

## D. Project budget

### D.1 Project budget summary

Provide a summary of your eligible project income and expenditure over the life of the project, disclosing all sources of income and costs relating to the project, including in-kind contributions. If you have obtained additional sources of funding including any in-kind contributions as part of the project, you will also need to provide details in the Additional Sources of Funding table at section D.2 below.

Summary of Income and Expenditure		
Type of income/expenditure	Financial Year	Amount (\$) (excluding GST)
<b>Total project expenditure</b>		

You may wish to provide your responses by way of separate attachment.

### D.2 Additional sources of funding

Provide details of any additional sources of funding you have obtained to fund the project, other than the grant funding sought.

*The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.*

*Your own contribution to the project is also considered a source of funding and must be provided.*

<b>Name of contributor</b>	
<b>Type of contributor (your contribution, other government grants, other non-government contribution)</b>	
<b>Value of contribution</b>	
<b>Date due of contribution</b>	
<b>Description</b>	

<b>Name of contributor</b>	
<b>Type of contributor (your contribution, other government grants, other non-government contribution)</b>	
<b>Value of contribution</b>	
<b>Date due of contribution</b>	
<b>Description</b>	

## E. Project Finalisation

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### E.1 Additional information

You must attach any supporting documentation required.

- Project Plan including detailed Project Budget

A detailed project plan that includes: the objectives of the project, a project budget, project timeline, key project milestones and any identified project risks and how these will be managed.

- Evidence of land ownership (where applicable)

Where the proposed project site/s are not owned or managed by you, written consent is required from the property owner and/or property manager that allows for the implementation of the proposed project on each project site.

- Evidence of support from Auspice (where applicable)

Where you are being supported by an auspice organisation, written agreement of the auspice arrangement.

Evidence of Social Enterprise mission (where applicable)

If your organisation is a social enterprise, a statement of your purpose or mission which is related specifically to supporting Aboriginal communities in disaster recovery.

- Evidence of community support (where applicable)

Letters of support for your project, this can include testimonials.

*The Federation may contact you to request additional information to support the assessment of your application.*



## F. Application declaration

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You are required to agree to the following declaration.

### F.1 Applicant declaration

I declare and acknowledge the following to be true and correct.

- I have read and understood the **Aboriginal Culture and Healing Flood Recovery Grant Program for the October 2022 Victorian Floods, Funding Guidelines**, including the privacy and confidentiality provisions.
- To the best of my knowledge the information in this application is correct and that I will contact the Federation if there are any inaccuracies or changes.
- The proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/management committee or person with authority to commit the applicant to this project.
- I acknowledge that the Federation may seek additional information from the grant applicant organisation or other parties listed to clarify information provided, including any attached supporting documentation, as part of the assessment and review process.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### F.2 Endorsement by authorised representative

If applicable, please confirm that this application is endorsed by an authorised representative of your organisation.

Name of authorised representative \_\_\_\_\_

Signature of authorised representative \_\_\_\_\_

Date \_\_\_\_\_