



# APPLICATION GUIDELINES

## Carer Recognition Grants Program

### 2007-08 Funding Round

#### INTRODUCTION

The Carer Recognition Grants Program is an ACT Government program to enhance the recognition and support of the Territory's carers. The Department of Disability, Housing and Community Services administers the grant program on behalf of the Minister for Disability and Community Services.

#### Sustainable Outcomes for Canberrans

Projects should also take account of the Government's broader sustainability commitment by aiming to reduce energy and water consumption, generate less waste and minimise resource use. For more information about the ACT Government's commitment to sustainability, you can visit the ACT Office of Sustainability website, at: <http://www.tams.act.gov.au/live/sustainability> or telephone the Office for Sustainability on: 6205 3021.

#### ELIGIBILITY

All ACT not-for-profit community groups or organisations that are either incorporated or in the process of becoming incorporated are welcome to apply under the Carer Recognition Grants Program. Generally if applicants are not incorporated, they are advised to seek an incorporated organisation to auspice the project.

#### Eligibility Criteria

To be eligible for assessment applications must:

- be an incorporated community group / organisation or auspiced by an incorporated group or organisation;
- be applying for funding to run activities or projects in the ACT for Canberrans; and
- complete and submit the application form and provide all required information before the closing date of **Monday 26 May 2008**.

#### ADMINISTRATIVE REQUIREMENTS

All **successful applicants** (or the Auspice organisation in the case of non-incorporated groups) will be required to:

- sign a Deed of Grant;
- be responsible for the reporting and acquitting of the grant;
- provide proof of appropriate insurance cover; and
- appropriately acknowledge the ACT Government for the assistance provided for the project.

#### Deed of Grant

Successful applicants will be required to enter into a Deed of Grant with the ACT Government, which outlines in detail the requirements of the grant and the conditions under which the funding is awarded.

#### Insurance

For information on obtaining Public Liability Insurance contact the ACT Legal & Insurance Policy Branch on telephone 6207 0318 or visit [www.insuranceriskadvice.act.gov.au](http://www.insuranceriskadvice.act.gov.au).

While the ACT Government does not require public liability insurance for every contract or agreement, it is the policy of the ACT Government to strongly recommend that you have adequate public liability insurance for (yourself/ your business/your volunteer organisation) at all times.

### **Acquittal of Funds**

Successful applicants must expend the funds within twelve months of receipt. At the end of the grant period the recipient is required to complete a project report including a breakdown of the grant expenditure.

## **HOW MUCH FUNDING IS AVAILABLE**

An allocation of \$200,000 (excluding GST) is available for the 2007-08 funding round. Projects will be funded up to \$60,000 (plus GST) for up to 12 months.

### **Extra Costs**

Should the project cost exceed the amount awarded, the ACT Government will not be responsible nor obliged to pay any monies additional to the notified amount awarded. Any remaining funds are to be repaid at the time of acquitting the grant.

### **Funding will not be made available for the following:**

- capital equipment involved with the ongoing operation of your organisation;
- ongoing commitments such as contracts, employment obligations, hire purchases or rental agreements beyond the period funded;
- retrospective costs — projects or activities which have already taken place;
- services or programs already funded by the ACT Government or Australian Government;
- filling existing but vacant staff positions; and
- purchase or leasing of real estate.

## **ASSESSMENT CRITERIA**

**Applications are invited from community organisations for the 2007/08 Carer Recognition Grant Program, taking into consideration the following target areas in the development of grant submissions:**

- **Early intervention projects to support carers during transitional periods of care recipients and carers lives.**  
*Examples include projects that support carers:*
  - *when their caring role begins;*
  - *during times of crisis;*
  - *when there is a change in living, work, education arrangements;*
  - *due to their own personal or health needs; and/or*
  - *at the end of their caring role.*
- **Investigate and develop strategies to reduce social isolation and financial hardship for carers.**  
*Project examples include those that provide opportunities for carers to:*
  - *meet other carers;*
  - *participate in social activities; and /or*
  - *be supported in their role such as home assistance, transportation, respite, financial management advice.*
- **Projects that raise awareness of the role of carers.**  
*Examples include projects that target:*
  - *the health and wellbeing of carers;*
  - *occupational health and safety issues for carers;*
  - *emerging carer groups such as those in the workforce, young carers, older carers; and/or*
  - *promoting and increasing the recognition of carers in the community.*

- **Develop culturally and linguistically appropriate information and provide opportunities for carers from diverse backgrounds to participate in activities.**

*Examples of projects include those that:*

- *develop fact sheets, publications that provide information on appropriate supports and services available; and/or*
- *provide opportunities for carers to meet and mentor other carers from their own country of origin.*

- **Projects that develop strong networks that will have a positive impact on the lives of carers in everyday life.**

*Examples include projects that:*

- *develop strategies that engage businesses in sponsorship activities; and/or*
- *develop partnerships within the community and with non-government agencies that support carers.*

**Applications are sought for two types of projects that address one or more of the following:**

- **Carer Support Projects:** projects that improve the capacities, skills, knowledge and networks of carers and former carers; or
- **Strategic Projects:** projects that inform the future development of innovative and responsive supports for carers.

Applications will **also** be assessed against the following criteria (not listed in preferential order):

- 1 Represents value for money.
- 2 Demonstrates capacity to deliver project and manage funding.
- 3 Demonstrates sustainability.

Agencies are encouraged to demonstrate sustainability. This may include submitting partnership applications with established community organisations and how the project will contribute to the continuation and viability of the group/ organisations, their future activities and outcomes for stakeholders.

## ASSESSMENT OF APPLICATIONS

Applications will be assessed by a panel by members of the Carer Implementation Partnership (excluding community agency representatives). The Minister for Disability and Community Services makes the final decision on the grants funded, based on advice from the assessment panel.

## COMPLETING APPLICATIONS

For assessment to take place, all questions in the application form should be completed as fully and accurately as possible. The President or equivalent must endorse all applications being submitted on behalf of an organisation or group.

If you would like assistance with your application please contact the Carer Recognition Grants contact officer prior to the closing date.

Please make a copy of your application for your records and ensure that if emailing applications, that it is received before the closing date.

If emailing your application please send a hard copy within a week of your email and ensure that your application has been acknowledged prior to the closing date with an email from the Secretariat of the relevant grants program (Women, Ageing and Carers)

## SUBMITTING YOUR APPLICATION

Applications must be received by close of business at **5pm on Monday 26 May 2008**. All applications will be acknowledged

Please follow these easy steps when submitting your application:

- **Please do not bind or staple your application.** It is best to provide the completed application form held together with a paper clip so that we can photocopy easily for each member of the Assessment Panel.
- For the same reason, **please leave your application single sided.**
- **Faxed applications will not be accepted.** Only hard copies of the application form (either posted or hand delivered) will be accepted for assessment.

Applications lodged after the application due date has closed will not be considered, unless under exceptional circumstances and prior negotiations with the contact officer.

Applications may be submitted:

by mail: Strategic Policy and Community Engagement  
Governance, Advocacy and Community Policy  
Department of Disability, Housing and Community Services  
GPO Box 158  
Canberra ACT 2601

by hand: Department of Disability, Housing and Community Services  
Ground Floor Lobby  
11 Moore Street  
Canberra City

by email: [communitypolicy@act.gov.au](mailto:communitypolicy@act.gov.au)

## NEED INFORMATION OR ASSISTANCE?

For further advice please contact the Carer Recognition Grant Program contact officer:

Phone: 13DHCS (13 3427)

Email: [communitypolicy@act.gov.au](mailto:communitypolicy@act.gov.au)

This package and application forms are also available on the Department of Disability, Housing and Community Services Website at <http://www.grants.act.gov>

## IMPORTANT DATES

- 14 April 2008 – Applications open
- 26 May 2008 – Grants close 5pm
- May – June 2008 – Assessment of applications and recommendations made to Minister
- June 2008– Funding will be provided to successful applicants
- June 2009 – Projects completed and acquitted

# APPLICATION FORM

## Carer Recognition Grants Program

### 2007-08 Funding Round

Applications close at 5 pm on Monday 26 May 2008

In completing your application form you are asked to provide the following details. Attachments can be included where necessary or useful for the project's assessment.

#### APPLICANT DETAILS

<b>Name of Organisation:</b>		
<b>ABN</b>		
<b>Is the organisation GST registered?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Date of incorporation or registration of business:</b> (Please attach a copy of Incorporation Certificate or Business Registration form).		
<b>Insurance details</b> (please attach certificates of currency)	Types:	Amounts:
<b>Contact Person:</b>		
<b>Position held:</b>		
<b>Postal Address:</b>		
<b>Telephone No:</b>		
<b>Facsimile:</b>		
<b>Email:</b>		
<b>Website:</b>		

#### PROJECT DETAILS

Please complete this section for each project applied for

1. **Project name**

2. **Project Description:**  
(no more than 100 words)

3. **Which priority funding area does your project meet?**  
(please tick one)

<input type="checkbox"/>	a) Early intervention projects
<input type="checkbox"/>	b) Strategies to reduce social isolation and financial hardship
<input type="checkbox"/>	c) Raising awareness of the role of carers
<input type="checkbox"/>	d) Culturally and linguistically appropriate resources and activities
<input type="checkbox"/>	e) Developing strong networks
<input type="checkbox"/>	f) Other carer support project or strategic project

**4. Will your project benefit any of the following target groups?**

<input type="checkbox"/>	Young carers
<input type="checkbox"/>	Culturally and Linguistically Diverse Background Carers
<input type="checkbox"/>	Aboriginal and Torres Strait Islander Carers
<input type="checkbox"/>	Carers over 65
<input type="checkbox"/>	Other carer group (please specify):

**5. How will carers benefit from your project?**  
(please describe)

**6. How will you undertake the project?**

**7. How will you engage relevant stakeholders in your project?**

**8. How will the project be managed?**

**9. If you are applying for a carer support project, how will your project be sustained?**

**10. Has your organisation delivered similar types of projects before?**  
(If yes, please give brief description)

Question repeated

**11. Timetable**  
(Outline the timetable for your grant project, breaking it up into logical stages and giving time frames for each)

<b>Stage:</b>	<b>Milestone (date)</b>

**12. Total funding sought**  
(excluding GST)

\$

**13. Estimated project costs**  
(excluding GST)

Salary Expenditure	
Administration (please specify)	
Communications	
Materials	
Publicity and advertising	
Equipment hire	
Site amenities	
Fees (Please specify)	
Evaluation costs	
Other (please specify)	
Total cost	

**APPLICATION CHECK LIST**

Have you included?

- Incorporation Certificate or Business Registration form
- Useful attachments for the project's assessment (if necessary)
- Has the application been signed off by an appropriate office holder?

*[This section must be signed by the Chair, President or Executive Officer of the organisation submitting the application.]*

**DECLARATION BY PRESIDENT OR EQUIVALENT**

I certify that the information given in this application is true and correct to the best of my knowledge, and that I am authorised by the organisation named below to submit this application.

I accept that the information in this application may be shared with other government agencies for the purposes of assessment.

I agree that information included in this application and subsequent reports may be used for the purposes of publicity regarding this grant's program:

- if the application is successful                      Yes/No
- if the application is unsuccessful                      Yes/No

**Applicant Declaration:**

**Name**

**Position**

**Signature**

**Date**

/

/

**President (or equivalent) Declaration:**

**Name**

**Position**

**Signature**

**Date**

/

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