



2021 Australia Post Community Grants Guidelines

Apply now for a grant of up to \$10,000 for eligible projects.

Key dates:

Grant applications open: Monday 31 May 2021
(9.00am AEST)

Grant applications close: Sunday 4 July 2021
(11.59pm AEST)

Successful grant applicants notified: September 2021

Contact us if you need assistance with your grant application

Website: auspost.com.au/grants

Email: grants@auspost.com.au

Phone: 1300 765 772
(Monday to Friday, 9 am – 5 pm AEST, excluding Public Holidays)

Book an interpreter or get 24-hour organisation calling assistance.

Don't speak English?

Contact us via the TIS, tisnational.gov.au

Hearing or speech impaired?

Contact us via the NRS, relayservice.gov.au



When we connect, we feel better.

We know that being connected and being part of a community is vital to maintaining good mental health and wellbeing.

With a presence in more than 4,000 communities Australia-wide, our Post Offices are commonly community hubs, connecting people every day. Our posties often know and watch out for the people they deliver to, and as a postal service, we facilitate millions of connections between Australians each year.

The mental health and wellbeing of Australians is important to us, and that's why we've partnered with Beyond Blue. So far, we've connected more than 1.4 million households in Australia to Beyond Blue's information and services.

The Australia Post Community Grants program is another way we're supporting mental health, by contributing to local community organisations across Australia that are helping people to stay mentally well and that build stronger, more connected communities.

In 2020, we awarded grants to 79 community organisations to support projects that help improve connection and mental health and wellbeing in their community.

The 2021 Australia Post Community Grants is accepting applications for community-led, local projects that connect individuals and communities to improve mental health and wellbeing.

2020 Grant Recipient

Budgerree Hall Reserve Committee

Project: Budger-Tea
Total funded: \$7,200
Project location: Budgerree, Victoria

Budger-Tea is a series of weekly morning teas that seeks to strengthen community connections and provide a safe environment for peer-led support.

Located in Budgerree – a small farming community in Victoria's Latrobe Valley – the project seeks to address isolation and poor mental health amongst community members.

Inspired by the idea that gathering together regularly is the starting point for a change of mindset and positive attitudes, the Budgerree Reserve Hall Committee and local Budgerree community designed 'Budger-Tea'.

“ Like so many rural communities, Budgerree has a culture of self-reliance and there continues to be considerable stigma attached to mental health issues that makes people reluctant to seek help. The idea of Budger-Tea was to create something that the community can own, to bring people together over a cuppa and cake, once a week, in a safe space. We are building a sense of community, of belonging and inclusion in the community again. ”

Leanne Potter, Budgerree Hall Reserve Committee Secretary.



The World Health Organisation (WHO) defines mental health as a state of wellbeing in which every individual realises their potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community.

What we're looking to support.

We recognise that everyone has a role to play in maintaining mental health and wellbeing, however we are specifically looking for projects that meet all of the following criteria:

- the primary purpose of the project is to **improve mental health and wellbeing outcomes** of a community.
- the project will **help people meaningfully connect** in their local community.
- the project is a **locally-led and locally-delivered** project that benefits a community.

We strive for geographic distribution of grant recipients amongst metro and regional remote communities and also look to support projects assisting particularly vulnerable groups.

Funding available

Up to \$10,000 is available per selected project.

Grants are awarded as one-off payments only for the project specified – they are not intended as an ongoing funding source.

We anticipate that we will receive many more grant applications for worthy community projects than we're able to fund.

Some projects that are unsuccessful for a grant of up to \$10,000 may be considered for a smaller grant of \$2,000. Applicants will be asked in the application process if they would like to be considered for this.

2020 Grant Recipient

Monash Men's Shed

Project: Check Mate
Total funded: \$5,000
Project location: Glen Waverley, Victoria

Check Mate is a weekly program for men to check in and let others know how they are feeling and obtain support if necessary. The project engages men in the City of Monash to discuss their issues, seek support from their peers and provide strategies for positive mental health and professional referrals.

“By giving men a place and reason to get involved, the Shed helps to combat the social isolation that many experience. Through this program, men in our community will be able to “Check In” and share their thoughts and experiences.”

Greg Male, Monash Men's Shed Treasurer.



Organisation eligibility.

Who can apply

Organisations will be eligible to apply only if they meet all of the requirements below.

- 1. Are an incorporated not-for-profit organisation**
 - Organisations are not required to have deductible gift recipient (DGR) status to apply.
 - Unincorporated entities, individuals, sole traders, government entities and educational institutions are ineligible for this program.
 - Collaborations and partnerships among different types of organisations are encouraged with the incorporated not-for-profit organisation as the lead partner, however we **do not accept auspice arrangements**.
- 2. Have an ABN** (reflecting the organisation's incorporated not-for-profit status)
 - Organisation details **must** be correct and up-to-date on the Australian Business Register (<https://abr.business.gov.au>) on the date the application is submitted.
 - It is the applicant's responsibility to ensure its details are correct and up-to-date when the application is submitted.
 - Organisations will be deemed ineligible if their ABN status on the Australian Business Register does not demonstrate incorporated not-for-profit status on the date the application was submitted.
- 3. Have an Australian bank account** (corresponding to the ABN)
- 4. Are located and provide services within Australia**

2020 Grant Recipient

SCARF

Project: Fostering Friendship
Total funded: \$10,000
Project location: Wollongong, New South Wales

Fostering Friendship is a befriending program that connects volunteers with vulnerable refugees in the Illawarra. The project helps participants create meaningful connections and build a sense of belonging within their community that helps them to enhance wellbeing and stay mentally well.

“Unless you've experienced building a new life in an unfamiliar place, it's hard to imagine the value of a local friend. A befriender provides the support that friendship offers; a safe person who listens without judgement, is trustworthy and invested in your wellbeing.”

Mrs Pippa Rendel, SCARF CEO.



Project eligibility.

What we may fund

Projects will need to commence after 1 October 2021 and be completed no later than 30 September 2022.

Funds must be spent on activities with the **primary purpose** of directly improving connection and mental wellbeing of individuals within a community.

Items and activities that may be funded include:

- Communications, including website setup, online forums, newsletters and advertising
- Equipment, supplies or materials, including electronic equipment (e.g. tools, computers and tablets)
- Project evaluation
- Outreach and referral support
- Program coordination and facilitation
- Refreshments (excluding alcohol)
- Skills development, training and workshops
- Travel costs for participants
- Venue hire, including furniture hire/purchase

We're willing to fund reasonable project related administrative costs relative to the project, within the grant amount.

Whilst we recognise the valuable role that sport can play in creating positive mental health outcomes, applications relating to sporting activities will only be considered where the project intentionally drives improved mental health and wellbeing that extends beyond regular programming.

What we won't fund

Projects will not be eligible for funding if they involve any of the below activities or project outcomes:

- Capital works or improvements (major improvements to fixed assets, buildings or grounds)
- Clinical medical health interventions, treatment or medical research
- Scholarships, fundraising appeals, or sponsorship activity
- General donations
- Emergency relief or disaster appeals
- High-risk events or activities
- Benefits only an individual
- Damaging or harmful to the environment
- Political, religious, gambling, weaponry or military pursuits
- Alcohol, drug or tobacco use (as a primary activity)
- Discrimination or exclusion of members of the community
- Projects implemented outside of Australia
- Projects with a total cost of \$50,000 or more
- Projects undertaken for commercial gain or benefit

The below expenses can't be funded by a grant*:

- Postage and delivery/courier services
- Expenses that have already been incurred or that will have been incurred before 1 October 2021 or after 30 September 2022
- Budget deficits, bequests, endowments, or loans of business finance
- Ongoing costs associated with running a group or organisation (like rent, power, wages and salaries, staff training costs) which are not directly associated with the project

*Eligible projects may include these expenses, but they must be self-funded or funded by other parties.

Writing a strong application.

As we expect to receive a large number of grant applications, to be considered applications need to be as strong as possible.

We use a comprehensive assessment process to identify the projects that meet our eligibility criteria and will benefit the community. This process includes consideration of organisation and project eligibility, project assessment against key criteria, and validation of shortlisted applications.

To be as strong as possible applications must clearly demonstrate all of the following:

1. Need

What community need is the project addressing? Have community needs and perspectives been considered throughout the project design?

2. Local relevance

How is the project locally-led or locally embedded? How will the project build on local knowledge or make use of local resources?

3. Effectiveness of approach

What is it about the project's approach that makes it likely to improve connection and mental health and wellbeing of individuals? Does the project design match the idea? E.g. is it targeted, thoughtful and well structured?

4. Capacity to deliver

How can the project be achieved within the set time frame, and using the funding requested?

As part of the application, applicants will be asked for evidence (such as statistics, council plans, research, news articles) that demonstrates the issue the project addresses will resonate with the community. E.g. if the project involves excluded or vulnerable groups*, applicants will be asked to demonstrate how members of that group have been consulted in project planning.

*These groups may include Aboriginal and Torres Strait Islanders, people from cultural and linguistically diverse backgrounds, the LGBTIQ+ community, the elderly, at-risk youth, people with a disability, or individuals who have experienced domestic violence.

We expect to receive a large volume of applications, and will only be able to fund a limited number of projects (in 2020, only 6% of applications submitted were successful). Applicants must read these Guidelines (including the Terms and Conditions) carefully and ensure **all** organisation and project eligibility requirements are met. Please contact our Grants Team as early as possible for any questions.

Website: auspost.com.au/grants

Email: grants@auspost.com.au

Phone: 1300 765 772 (Monday to Friday, 9.00am – 5.00pm AEST, excluding public holidays)

How to apply.

Applications are accepted **online only** via SmartyGrants*.

Visit auspost.com.au/grants and follow the link to complete the form.

Applications close Sunday 4 July 2021 (11.59pm AEST).

In order for applications to be considered:

- Both the applicant and the project must meet the respective eligibility criteria, which are outlined on page 4 of these Guidelines (at the time of application and, if successful, for the entire duration of the project).
- Applicants must complete the application as per the instructions. We will not accept:
 - Incomplete or incoherent applications**
 - Multiple applications for the same project
 - Emailed or faxed applications
- Applicants will need to include everything within the application form, including any requested attachments. Grant assessors will not read any information which is not specifically requested. Applicants will be contacted if more information is required.

*If you are unable to complete the online form, contact us at grants@auspost.com.au or call us at 1300 765 772. Special arrangements may be made on a case by case basis.

**We recognise English is not everyone's first language, and as such English proficiency isn't a consideration in our assessment processes. However, responses in the application form must be clear and easily understood in order to be assessed.

Some things to keep in mind about the application and review process:

- We'll contact all applicants via email to inform them of the outcome of their application in September 2021.
- We may consult with external industry experts in order to review some applications.
- Applicants may be contacted about the application.
- By submitting an application, applicants agree to comply with these Guidelines including the Terms and Conditions detailed on page 10.
- By submitting an application, applicants consent to Australia Post using the information disclosed (other than personal information) and other publicly available information, when promoting the Australia Post Community Grants program.

We will receive many applications for great projects but will not be able to fund all of them. Whilst we will not enter into specific correspondence about our decisions, applicants will be able to email us at grants@auspost.com.au or call us on 1300 765 772, (Monday to Friday, 9am–5pm AEST, excluding public holidays) for further feedback.

Successful applicants.

Grant awards and payment

We award grants of up to \$10,000. Grants are awarded through one-off payments for the project specified.

- If successful in receiving a grant, organisations will need to incur all project expenses between 1 October 2021 and 30 September 2022.
- We'll transfer the funds by electronic funds transfer only into an account held by the successful organisation.
- Funds are not transferable and can only be used for the purpose stated in the application.
- The grant is not intended to attract GST. But it's best to check with a taxation adviser to make sure of the rules that apply. If advised to pay GST in connection with the grants, the grant will be considered as inclusive of GST.

If circumstances change, grant recipients will need to let us know as soon as possible, either by emailing grants@auspost.com.au or by calling 1300 765 772 (Monday to Friday, 9.00am–5.00pm AEST, excluding public holidays).

Acquittal

Grant recipients will need to complete an Acquittal Report within one month of project completion. In the report recipients will be asked to demonstrate how they have met and measured the project outcomes, what was achieved, and who benefited.

Recipients will need to include evidence that they used the grant funds as per the application. We may ask recipients to provide original receipts of purchases made – it's the recipient's responsibility to keep a complete set of records.

If recipients don't complete an Acquittal Report, they may be ineligible to apply for Australia Post grants in the future.

We reserve the right to ask recipients to return any unspent funds, in accordance with the Terms and Conditions on page 9.

Media and promotions

In addition to the acquittal requirements, we may ask grant recipients to share with us photos showing the impact the grant has had on the local community - people connecting, volunteers getting involved and the wider community being supported.

We may also ask grant recipients to take part in media activities (such as photo opportunities or media calls), or provide a quote for inclusion in a media release or other publication so we can share some of these stories with our employees, customers, partners and networks.

2020 Grant Recipient

Reclink Australia

Project: Reclink Street Games
Total funded: \$8,300
Project location: Perth and Rockingham, Western Australia

Reclink Street Games is a social inclusion program utilising sport, recreation and coaching programs to improve the lives of people experiencing disadvantage, homelessness and mental health problems. This project implements two new Street Game programs in Perth and Rockingham.

“At Reclink, we support the hardest to reach people in the community. This program uses sport and recreation programs to improve the lives of people experiencing disadvantage by creating opportunities for social connection and helping participants connect to local support services.”

Sarah Kitis, Reclink Australia WA State Manager



Terms and conditions.

The following terms and conditions apply to the 2021 Australia Post Community Grants program.

1. Capitalised terms in these Terms and Conditions have the following meanings:
 - **“Applicant Organisation”** means an organisation that has applied for a Grant;
 - **“Application”** means the online form that an Applicant Organisation must complete and submit in order to be considered for a Grant;
 - **“Australia Post”** means the Australian Postal Corporation (ABN 28 864 970 579);
 - **“Eligibility Criteria”** means any eligibility criteria for Applicant Organisations and/or a Project set out in the Guidelines, these Terms and Conditions and/or as determined by Australia Post from time to time;
 - **“Grant”** means any funds awarded to a successful Applicant Organisation under the Program;
 - **“Guidelines”** means the document titled “2021 Australia Post Community Grants Guidelines” (available at auspost.com.au/grants) that sets out details of the Program including Eligibility Criteria and the application, consideration and awarding process, to which these Terms and Conditions are attached;
 - **“Program”** means the 2021 Australia Post Community Grants Program;
 - **“Project”** means a project, purchase or activity in relation to which an Applicant Organisation submits an Application; and
 - **“Recipient Organisation”** means an Applicant Organisation that is successful in being awarded a Grant.
2. Applications will be considered only from Australian, incorporated, not-for-profit organisations which meet the Eligibility Criteria and in compliance with the Guidelines and these Terms and Conditions.
3. To be eligible for consideration for a Grant, an Applicant Organisation must submit its Application in accordance with the submission instructions, including providing details of the Project and all other requirements set out in these Terms and Conditions, the Guidelines and the Application, between 9.00am (AEST) Monday 31 May 2021 and 11.59pm (AEST) Sunday 4 July 2021.
4. Not every Application that meets the Eligibility Criteria may be awarded a Grant. Decisions as to which Applicant Organisations will receive a Grant and the amount of any such Grant is at the sole discretion of Australia Post and no correspondence will be entered into relating to the decision process or the outcome.
5. A maximum of one (1) Grant per Applicant Organisation may be awarded.
6. By providing information in an Application, Applicant Organisations consent to Australia Post using and disclosing that information for the purposes of conducting the Program, reviewing, processing and awarding the Grants and any other matter connected to or incidental to the Program. All Applications become the property of Australia Post upon submission.
7. Australia Post may consult with and/or engage third parties for the purpose of reviewing Applications and conducting due diligence.
8. Australia Post reserves the right, at any time, to verify the validity of Applications and to disqualify any Application that is not in accordance with the Guidelines and/or these Terms and Conditions.
9. Grant funds will be deposited only into a bank account held by the Recipient Organisation. Recipient Organisations should seek their own advice as to whether they have a GST liability arising in connection with the Grant. Any Grant includes any GST, if applicable.
10. The Grant must be used and applied solely for the purpose of the Project during the period 1 October 2021 to 30 September 2022.
11. Without limitation to clause 12 below, if at any time the Project can no longer be undertaken in the manner described in the Application, the Recipient Organisation must promptly advise Australia Post to discuss alternative options.
12. In the event:
 - a. of payment in error, overpayment and/or misuse of a Grant (in full or in part);
 - b. the Recipient Organisation and/or the Project no longer meets the Eligibility Criteria for any reason;
 - c. the Recipient Organisation’s failure to comply with the Guidelines and/or these Terms and Conditions; or
 - d. the Project cannot be completed in the manner described in the Application,the Recipient Organisation must, if requested in writing by Australia Post, promptly repay the Grant to Australia Post in part or in full as per Australia Post’s direction.
13. Australia Post is not liable for any additional costs incurred by the Recipient Organisation or any other party associated with the Application, the Project and/or the receipt of a Grant. In the event the total Project costs exceed the forecast amount and/or the notified Grant amount, Australia Post is not responsible for or obliged to pay any additional amount.
14. An authorised Australia Post (or nominee) representative may visit the Project site(s) before, during and/or after the funding period, at reasonable times as agreed by both Australia Post and the Recipient Organisation.
15. Recipient Organisations will be required to complete an Acquittal in the form advised by Australia Post detailing how the Grant was applied to the Project.
16. In addition to materials required to be provided as part of the Acquittal, Australia Post may request the Recipient Organisation to provide photos and/or quotes in relation to the Program and/or the Project. In relation to any such materials the Recipient Organisation provides to Australia Post, the Recipient Organisation:
 - a. warrants that its provision to, and use by, Australia Post will not breach any intellectual property or other rights of any third party;
 - b. must obtain and provide a “Talent Release” or similar document, in the form required by Australia Post from time to time, signed by any persons appearing in any such photos; and
 - c. provides an unlimited, irrevocable, royalty free worldwide licence to Australia Post to use the materials for any internal and external marketing and promotional purposes.
17. Australia Post may promote the Program and report on the Project using information in the Application, additional information and media (including photos and quotes) obtained from the Recipient Organisation or otherwise available publicly, to its partners, customers, employees, Australia Post representatives and networks, and the community through internal and external communication channels, including but not limited to online, social media and in Australia Post outlets.
18. Subject to the rest of this clause 18, the Recipient Organisation may acknowledge the Program and Australia Post’s support of the Project in promotional and similar material however is not permitted to use the Australia Post logo or branding unless separate written permission has been obtained. Any proposed publicity (including social media posts, media releases or other promotion) regarding the Program must be submitted to Australia Post for review and approval, which will require a minimum of 10 business days.
19. The Recipient Organisation must not do or say anything or cause anyone to do or say anything that may prejudice or be detrimental to or cause damage to the name and reputation of Australia Post.
20. While Australia Post has taken care in producing the Guidelines, Australia Post makes no representations in respect of (and, to the extent permitted by law excludes all warranties in relation to) the accuracy or completeness of the information contained therein. Australia Post excludes all liability whatsoever for any loss or damage, howsoever arising out of reliance, in whole or in part, on the information.
21. Nothing in these Terms and Conditions limits, excludes or modifies or purports to limit, exclude or modify any applicable statutory consumer guarantees (including those provided under the Competition and Consumer Act 2010 (Cth)). Except for any liability that cannot by law be excluded, Australia Post (and its respective officers, employees and agents) exclude all liability (including for negligence) for any personal injury, loss or damage (including loss of opportunity) whether direct, indirect, special or consequential, resulting from or arising in any way out of the Program.
22. The Recipient Organisation agrees to indemnify (and keep indemnified) Australia Post (including its officers, employees and agents) against any loss or liability incurred by Australia Post (including any loss or damage to their property, or loss or expense incurred by them in dealing with any claim against them) arising from any acts or omissions done by the Recipient Organisation, or its employees or agents in connection with the Program.
23. The Recipient Organisation must obtain and maintain adequate insurance (including public liability insurance) for all activities it carries out in relation to the Project, including against any claims for loss or damage to property and injury or death to person.
24. Australia Post reserves the right to suspend or terminate the Program at any time without notice. These Terms and Conditions and/or the Guidelines may be amended or withdrawn at the discretion of Australia Post and are available upon request by contacting Australia Post at grants@auspost.com.au or calling 1300 765 772.
25. Australia Post collects personal information in order to facilitate the Program. Personal information provided by Applicant Organisations may be disclosed to a range of organisations and external industry experts to assist in assessing Applications. Without this information, Australia Post would be unable to conduct the Program. Personal information is handled in accordance with the Australia Post Group Privacy Statement which outlines how to access and/or correct personal information or to make a privacy related complaint. For more information, please visit www.auspost.com.au/privacy.