

1/28/16  
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circle from Mr.  
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**Community Support and  
Infrastructure  
Grants Program  
2013 - 2014**

**Guidelines for Applicants**



**ACT**  
Government

Community Services

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Applications close 5:00pm Monday, 5 August 2013

Grants Secretariat [communitygrants@act.gov.au](mailto:communitygrants@act.gov.au) (02) 6205 1308 or (02) 6207 1048

# 1 INTRODUCTION

The purpose of the Community Support and Infrastructure Grants Program is to build capacity within Community Sector organisations to deliver their programs effectively and efficiently for the benefit of members of the ACT community.

## 1.1 The Canberra Social Plan

Applications are invited for the 2013-2014 Community Support and Infrastructure Grants Program (CSIG). The CSIG supports the seven priorities and goals of *The Canberra Social Plan*:

- Economic opportunity for all Canberrans;
- Respect, diversity and human rights;
- A safe, strong and cohesive community;
- Improve health and wellbeing;
- Lead Australia in education, training and lifelong learning;
- Housing for a future Canberra; and
- Respect and protect the environment.

## 1.2 Funding Categories

The 2013-14 Community Support and Infrastructure Grants Program has three categories for funding:

- Category One – Community Support and Capacity;
- Category Two – Non-fixed Infrastructure and Equipment; and
- Category Three – Capital Works and Fixed Infrastructure.

## 1.3 Available Funds

A total of \$300,000 is available in 2013-2014 for one-off projects of up to 12 months in duration. Only applications seeking the maximum amount of \$20,000 or less per project for funding categories 1 and 2, or \$30,000 or less in matched funding per project for funding category 3, will be considered eligible for assessment.

## 1.4 Principles Underpinning the Allocation of Funding Under the CSIG

Priority will be given to projects and organisations that provide services to vulnerable and/or disadvantaged members of the community. In your application for funding you will be asked how your project enhances services to vulnerable and/or disadvantaged members of the community.

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### **1.4.1 Environmental Sustainability**

Applications for funding should, where possible, take account of the ACT Government's broader environmental sustainability commitment by aiming to reduce energy and water consumption, generate less waste and minimise resource use. Further information about the ACT Government's commitment to environmental sustainability can be found on the ACT Office of the Commissioner for Sustainability and the Environment website, at:

<http://www.environmentcommissioner.act.gov.au/> or by telephoning the Office on (02) 6207 2626.

### **1.4.2 Organisational and Sector Viability**

All applications must demonstrate how the project will enhance the organisation's capacity to deliver services to their target population and/or contribute to the future viability of the community sector in Canberra. Funding of your project may meet an immediate identified need in the community OR an identified need in the Canberra community which will enable the sector to meet client needs better over the medium to longer term.

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## **2 FUNDING CATEGORIES**

**An organisation may only lodge one application across the three funding categories.** You should think carefully about the main purpose of your proposal and seek funding under the appropriate category. You should also consider all the elements that will make your project or purchase a success and include them in your application for funding.

### **2.1 Category One: Community Support and Capacity**

#### **2.1.1 Purpose**

This category seeks to assist community groups and organisations to build their capacity, enhance viability and to increase the skills of their staff.

This category's target group is community organisations that provide essential and direct supports to ACT residents.

Applications for funding are sought in the areas of:

- improving the business and management skills of community organisations;
- assisting partnerships of community organisations seeking to establish shared services models in order to achieve efficiencies in areas such as administration and finance, facilities and fleet services;
- training in business and organisational planning processes to enable development of business and strategic plans;
- emergency planning and business continuity planning; and
- enhancing information and communications technology (ICT) and project management skills within the community sector.

#### **2.1.2 Available Funds**

Approximately \$90,000 is available under this category. The maximum funding available for each project under Category One: Community Support and Capacity is \$20,000 (GST exclusive).

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## **2.2 Category Two: Non-Fixed Infrastructure and Equipment Funding**

### **2.2.1 Purpose**

This category seeks to assist community groups and organisations to purchase non-fixed infrastructure and equipment such as information and communications technology (ICT), client equipment needs, office equipment and furniture.

Items that will be considered for funding under this category include:

- ICT hardware (including computers, networking infrastructure, printers, photocopiers, whiteboards, projectors and modems);
- ICT software (including upgrade of computer operating systems, data collection software, accounting packages);
- Furniture and storage (including desks, chairs, bookcases and filing cabinets);
- Work Safety equipment (including fire extinguishers, ergonomic equipment and equipment to assist staff/volunteers and service users);
- Equipment for use by service users (including toys, books, and cooking equipment for community rooms/kitchens); and
- Non-fixed infrastructure to meet positive environmental outcomes.

### **2.2.2 Eligibility**

Applicants are required to provide at least two (2) quotes for the proposed purchase to show best value for money. Quotes may take the form of catalogue price lists or similar and may be scanned and uploaded as part of the application. Applications must include two (2) of these quotes to be deemed eligible.

### **2.2.3 Available Funds**

Approximately \$120,000 is available under this category. The maximum funding available for each project under Category Two: Non-Fixed Infrastructure and Equipment is \$20,000 (GST exclusive).

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## **2.3 Category Three: Capital Works and Fixed Infrastructure**

### **2.3.1 Purpose**

This category seeks to assist community organisations to improve access to their organisation's services and/or facilities by clients including individuals, families and communities who currently, or potentially, use their service.

The funds can be utilised for:

- minor building upgrades;
- capital works;
- energy efficiency measures; or
- other fixed infrastructure.

### **2.3.2 Eligibility**

To be eligible for funding under this Category your organisation must meet additional eligibility criteria:

1. offer a service or program directly to the community;
2. **match the grant amount on a dollar for dollar basis; and**
3. have all relevant planning and building permissions. This is critical where community organisations lease ACT Government properties which may be subject to existing repairs and maintenance or minor capital works programs.

### **2.3.3 Available Funds**

Approximately \$90,000 is available under this category. The maximum funding available for each project under Category Three: Capital Works, is \$30,000 (GST exclusive) in matched funding.

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## 3 GUIDELINES FOR APPLICANTS

### 3.1 Eligibility Criteria

To be eligible for the Community Services Infrastructure Grants Program (CSIG) your organisation must meet **ALL** of the following criteria. Your organisation must:

1. submit only one application per organisation;
2. be one of the following:
  - a. an incorporated association, or
  - b. have an auspicings arrangement with an incorporated organisation, or
  - c. be a registered not-for profit organisation;
3. have an Australian Business Number (ABN) or be auspicied by an organisation with an ABN;
4. comply with the insurance requirements as set out in **Section 3.6 - Insurance**;
5. be applying for funding either to:
  - a. provide a service/program (which may include equipment purchases) which will be located primarily in the ACT and primarily for the benefit of ACT residents; or
  - b. purchase non-fixed or fixed infrastructure/capital works to be used solely in the ACT and primarily for the benefit of ACT residents;
6. have no overdue acquittals for any previous ACT Government grant. Organisations that have not fulfilled previous grant requirements including evaluation, acquittal reports, and audited financial statements, are ineligible to apply for funding under the CSIG program; and
7. complete all questions in the CSIG 2013-14 Application Form and have the declaration signed by the appropriate person (i.e. CEO or other authorised delegate).

Note: Funding applications for:

Category Two: Non-Fixed Infrastructure and Equipment, must include two quotes for the equipment being applied for.

Category Three: Capital Works, must demonstrate matched funding and have relevant planning and building permissions.

**If you do not comply with the above eligibility requirements, your application will not be assessed for funding.**

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### 3.2 What Will Not be Funded

The following projects will not be funded:

- Individuals, profit making groups, government entities, registered political parties and private consultants ;
- projects that do not contribute to the aims of *The Canberra Social Plan*;
- any project that does not occur primarily within the ACT;
- existing general administration costs such as phone, stationery and/or utilities costs;
- existing projects or services;
- retrospective costs — projects or purchases which have already taken place;
- products that have already been produced or costs that have already been incurred;
- applications seeking funding that exceed the stated maximum grant amount listed for each category;
- commitments such as contracts, hire purchases or rental agreements for any goods beyond the period funded;
- purchase or lease of real estate;
- festivals, parties and celebrations;
- employment obligations, either existing or outside the grant period;
- existing but unfunded staff positions;
- projects or programs already funded by the ACT or Commonwealth Government; and/or
- domestic or international travel and accommodation costs.

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### 3.3 Selection Criteria

All eligible funding applications will be assessed against the following selection criteria:

- **Potential to improve the Organisations capacity and/or facilities.** The project demonstrates the potential for organisation to build capacity, enhance viability and to improve facilities and resources;
- **Alignment with funding priorities.** The project will enhance services to vulnerable and/or disadvantaged members of the community;
- **Evidence of need.** The need for the project in the target community is demonstrated. Evidence of target group needs and priorities is included. Consultation with the target community may be documented;
- **Project sustainability.** The application outlines how the project will maintain outcomes beyond the funding period, and
- **Realistic project expenditure.** The budget is realistic and clearly details all expenditure for the project and demonstrates value for money.

### 3.4 Administrative Requirements

All successful applicants (or the auspicing organisation in the case of un-incorporated applicants) will be required to:

- enter into a Deed of Grant or sign a Letter of Offer;
- be responsible for the reporting and acquitting of the grant within the timeframe specified;
- provide proof of appropriate insurance cover; and
- appropriately acknowledge the ACT Government for the assistance provided for the project.

### 3.5 Privacy Statement

The Community Services Directorate respects all personal and confidential information provided and will take all reasonable steps to prevent any unauthorised access, loss or misuse of information provided in the application. Information collected may be used within ACT Government to improve grant programs.

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### 3.6 Insurance

The Grants Secretariat will advise all successful applicants of their expected insurance requirements. Some organisations may be required to demonstrate that they have an appropriate level of insurance in order to receive funding for a successful project. The level of insurance required is determined by assessing the risks and liabilities entailed in the successful project. For very low risk projects, such as equipment purchases, proof of insurance/s may not be required.

Required insurances could include Workers Compensation, Professional Indemnity, Public Liability; Personal Accident (Volunteers) Insurances.

Some organisation may have previously provided insurance certificates to the Community Services Directorate. **Part A – Applicant Details, Insurance Details** of the CSIG 2013-14 Application Form requests applicants to indicate whether the Directorate already holds a copy of their insurance certificate/s relevant to the project.

For information on obtaining Public Liability Insurance contact ACT Treasury on (02) 6205 5477 or visit [www.insuranceriskadvice.act.gov.au](http://www.insuranceriskadvice.act.gov.au).

Information on risk management, including tools and links to further links can be found at the ACT Insurance Authority (ACTIA) website, <http://www.treasury.act.gov.au/actia/>.

If you wish to discuss your possible insurance requirements you can also contact the Grants Secretariat.

### 3.7 Acquittal of Grant Funds

Successful applicants must expend the funds within the timeframes nominated in the Deed of Grant or Letter of Offer. For Category One and Category Three projects this is normally twelve months of receipt of funds or at the completion of the project, whichever is sooner. For Category Two projects this is three months after the receipt of funds or at the completion of the project, whichever is sooner. These timeframes may be altered in consultation with the Grants Secretariat.

The funds must be expended in accordance with the project outlined in the grant application and in the Deed of Grant or letter of offer. An acquittal of the grant must be provided within 30 days of the completion of the grant project.

Any unexpended funds are to be returned at the time of acquitting the grant.

### 3.8 Additional/Other 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 under the original grant.

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### **3.9 Where to Obtain an Application**

**All applications must be submitted via the online CSIG 2013-14 Application Form. Hardcopy or email applications will not be accepted.**

The Grant Guidelines and the CSIG 2013-14 Application Form can be accessed from the CSD web site at: <http://www.dhcs.act.gov.au/home/grants>, or the ACT Government Grants Portal at [www.grants.act.gov.au](http://www.grants.act.gov.au).

If you are having any difficulty in accessing the CSIG 2013-14 Application Form please contact the Grants Secretariat for assistance.

### **3.10 The Assessment Process**

#### **Eligibility Check**

When we receive your application, it will be checked to ensure it meets the eligibility requirements (**Section 3.1**) for funding. Ineligible applications are not forwarded to the assessment panel.

#### **Assessment**

All eligible applications are provided to an Assessment Panel to be individually assessed against the selection criteria. The Assessment Panel considers each application and determines funding recommendations. The assessment panel is chaired by a senior staff member of the Community Services Directorate. Panel members are selected from relevant ACT Government Directorates and community organisations.

#### **Recommendations for Funding**

Recommendations for funding are provided to the Minister for Community Services for consideration.

#### **Notification of Outcome**

The Minister determines which projects will receive a Community Support and Infrastructure Grant. Following the Minister's determination, applicants will be advised in writing of the outcome of their application. The letter will be sent to the person listed on the CSIG 2013-14 Application Form as the primary Contact Officer.

The Grants Secretariat is able to provide feedback on the outcome of any application.

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## **3.11 Completing and Submitting Your CSIG 2013-14 Application Form**

**Applications Open: Friday, 01 July 2013, 9:00am**

**Applications Close: Monday, 5 August 2013, 5:00pm**

### **3.11.1 Steps to Completing the CSIG 2013-14 Application Form:**

The 2013-14 Community Support and Infrastructure Grants Program uses an online Application Form. The CSIG 2013-14 Application Form can be found at:

<http://dhcs.smartygrants.com.au/csig13-14>.

You will need to create a log in to begin your application.

You may begin anywhere in the CSIG 2013-14 Application Form. Please ensure you save as you go. If an error occurs, please contact the Community Support and Infrastructure Grants Secretariat on (02) 6205 1308 or (02) 6207 1048 during business hours, or email [communitygrants@act.gov.au](mailto:communitygrants@act.gov.au) and quote your application number.

Navigating (moving through) the CSIG 2013-14 application form

On the right hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application and returning

You can press 'save' at any point and log out. When you log back in, your draft application will be saved and you can start where you left off.

Submitting your application

The submit button is on the final page. You will not be able to submit your application until all the questions are completed.

Attachments and support documents

You may wish to upload/submit attachments to support your application. For some Categories you will have to include attachments. This is very simple, but requires you to have the documents saved on your computer, on a zip drive, or similar. If you are not able to upload a document, please contact the Grants Secretariat for support.

Completing an application in a group/team

A number of people can work on an application using the same log in details provided that only one person is working on the application at any given time. Ensure you save as you go.

Contact details

Please ensure that contact details for the two people listed in your CSIG 2013-14 Application Form application form are correct and that the contact officers are readily available.

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### 3.11.2 Submitting Your CSIG 2013-14 Application Form:

Once you have completed your application it will be submitted to the Grants Secretariat.

**NOTE: The Grants Secretariat is unable to view your application until it is submitted.**

**ALL SUPPORTING DOCUMENTATION MUST BE SUBMITTED WITH THE GRANT APPLICATION.**

If your application does not include all required documentation, such as quotes for Category Two items, it will be deemed ineligible.

You can upload supporting documentation to your application on the page after the declaration and privacy statement.

### 3.12 Further Information or Assistance?

There will be an information session held to assist those who would like more information about applying for grants and the application process.

The sessions will also include information about the online CSIG 2013-14 application process and the Seniors Grants and Sponsorship Program.

<b>Information Session</b>
<b>DATE</b> Wednesday 10 July 2013
<b>TIME</b> 4pm – 6pm
<b>ADDRESS</b> Community Services Directorate Ground Floor Conference Room, 11 Moore Street, Civic

For further advice please contact the Grants Secretariat.

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## 4 FREQUENTLY ASKED QUESTIONS

### 4.1 How much is available?

The 2013-14 Community Support and Infrastructure Grants will be approximately \$300,000 with the maximum individual grants available being:

\$20,000 (excluding GST) for Community Support Funding;

\$20,000 (excluding GST) for Non-fixed Infrastructure and Equipment Funding; and

\$30,000 (excluding GST) for Capital Works and Fixed Infrastructure Funding.

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### 4.2 I have an idea for funding but not sure if it fits the purpose of the Community Support and Infrastructure Grants Program. What should I do?

If you are not sure if your project will meet the eligibility criteria of the Community Support and Infrastructure Grants you are welcome to attend one of the information sessions and discuss your proposal there. Details of the information sessions are in **Section 3.12**. You can also contact the Grants Secretariat for further information.

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### 4.3 Will funding be available for running community events such as celebrations?

No. The Community Support and Infrastructure Grants Program do not provide funding for events and celebrations.

The ACT Festival Fund is an ACT Government funding program aimed at encouraging festival activity that celebrates our community spirit and engages our community as active participants and appreciative audiences. Information about grants programs can be found at the ACT Government Grants Portal, [www.grants.act.gov.au](http://www.grants.act.gov.au).

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### 4.4 What should I keep in mind if I am submitting an application for non-fixed infrastructure and equipment funding?

In the interest of best value for money and life span of equipment, you must obtain at least two (2) quotes for the equipment/product for which you are seeking funding. It is also advised that you buy from reputable providers and obtain warranties and on-going support. Take into account the additional associated costs such as insurance and running costs.

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#### **4.5 Can I apply for new curtains and other window furnishings?**

Yes. Applications for the purchase of window fixtures can be supported under Category Three: Capital Works and Fixed Infrastructure. Organisations need to demonstrate that this fixed infrastructure will assist to improve access to community organisations and community facilities for individuals, families and communities and/or significantly enhance the environmental sustainability of the facility (e.g. reduce heating costs).

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#### **4.6 Can I apply for a feasibility study that will lead to future capital works?**

Yes. Applications for funding feasibility studies can be supported under Category Three: Capital Works and Fixed Infrastructure. However, organisations must demonstrate that any feasibility study will not lead to works requiring ACT Government funding.

A successful application to undertake a feasibility study does not commit the ACT Government to supporting any future works or activities in relation to the study.

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#### **4.7 Our group/organisation is not incorporated and will need to seek the support of an auspice organisation. Who can we approach?**

Any incorporated organisation is able to auspice another un-incorporated organisation. However, the ACT has six Regional Community Services that may be able to support community groups and organisations in their areas.

- Tuggeranong: Communities @ Work
- Woden: Woden Community Service
- Inner South: Southside Regional Community Service
- Civic/North Canberra: Northside Community Service
- Belconnen: Belconnen Community Service Inc
- Gungahlin: Communities @ Work

You can find more information about the Regional Community Services and other possible auspice organisations by visiting the Citizens Advice Bureau at:  
<http://www.citizensadvice.org.au/>.

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#### **4.8 Can my organisation apply for more than one Community Support and Infrastructure Grant?**

No. Each organisation may submit only **ONE** application for funding. The application should seek funding under **ONE** of the three Categories, the decision about which Category should reflect the main purpose of the proposal.

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#### **4.9 My organisation is seeking funding to change some of our current practices. Can I apply for project funding?**

Yes. The Community Support and Infrastructure Grants Program allow for such projects under Category One: Community Support.

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#### **4.10 Can we get funding for a project we carried out last year?**

No. The Community Support and Infrastructure Grants program provides funding for **new projects only**.

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#### **4.11 My project will have contact with people in Queanbeyan/ NSW. Can I still apply?**

The project must be primarily located in the ACT and be primarily for the benefit of ACT residents. It is permissible to travel with program/project participants out of the ACT temporarily and it is permissible to include a small proportion of non-ACT residents in the program/project.

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#### **4.12 We ran a project in 2010 and have an outstanding acquittal of funds. Can we apply for another grant?**

No. It is an eligibility requirement that all applicants must have acquitted any previous funding, if an acquittal is due, before applying for funding under the Community Support and Infrastructure Grants Program. You are still eligible to apply if you have received a previous grant and the acquittal is not yet due.

You are required to indicate in **Part D-Financial Information** of the CSIG 2013-14 Application Form if you have not acquitted any previous ACT Government grants and the acquittal status of any ongoing grants.

The Community Support and Infrastructure Grants Secretariat undertakes a process with other ACT Government funding areas to check any possible double funding of projects and activities and to ensure groups and organisations have no outstanding acquittals. **Part D-Financial Information** of the CSIG Application Form asks applicants to indicate whether they are already receiving funding for their project from the ACT Government or the Commonwealth.

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**4.13 We applied for funding for this project under another grants round and weren't successful, can we apply to Community Support and Infrastructure Grants program for the same project?**

Yes. It is advised that all recipients seek feedback on unsuccessful applications to assist with any future funding rounds.

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**4.14 Can we submit an application for funding for this project/program to another source at the same time as applying for funds under the Community Support and Infrastructure Grants program?**

Yes. You are required to declare **Part D-Financial Information** of the CSIG 2013-14 Application Form that you have also submitted an application for funding for this project/program to another source and the name of that source.

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**4.15 Is a Parents and Citizens Association eligible to apply for funding?**

Yes. However, applications for Category Three: Capital Works, for ACT Government owned buildings, such as schools, are not eligible. See **Section 3.2 – What Will Not be Funded**.

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**4.16 Can I get assistance if I have trouble logging into the applications form and/or uploading our support documents?**

Yes. If you experiencing difficulties in accessing or completing the CSIG 2013-14 Application Form please contact the Grant Secretariat for assistance.

The Information Session will also provide information on how to navigate the online CSIG 2013-14 Application Form.

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