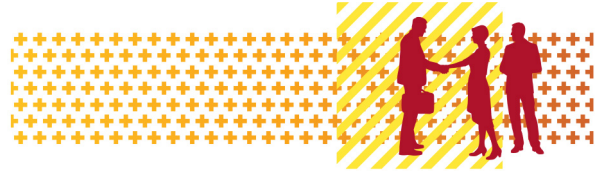




Australian Government

**Community  
Grants Hub**  
Improving your grant experience



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# Safe and Together Community Grants Program

## Questions and Answers

### About the Safe and Together Community Grants Program

#### 1. What is the purpose of the program?

The program will partner with local, community-led initiatives to strengthen the Australian community's awareness of, and resistance to, extremism. The program will also provide support to those engaging with vulnerable individuals who are developing violent extremist ideologies.

Objectives of the Safe and Together Community Grants Program are to:

- build communities' general awareness of and strengthen their resilience to extremism
- enable community organisations to partner with communities, including families, to teach them skills to effectively engage with young people who are vulnerable to extremism
- establish support programs for young people who are successfully disengaging from extremist views and behaviours.

The program will address all forms of extremism, including ideologically and religiously motivated extremism.

The program aims to support all parts of the Australian community to reject all forms of extremism, and to support all vulnerable individuals, irrespective of their nationality, cultural or religious background.

#### 2. How much funding is available for this program?

For this grant opportunity, \$2.5 million GST exclusive is available for the 2022–23 financial year.

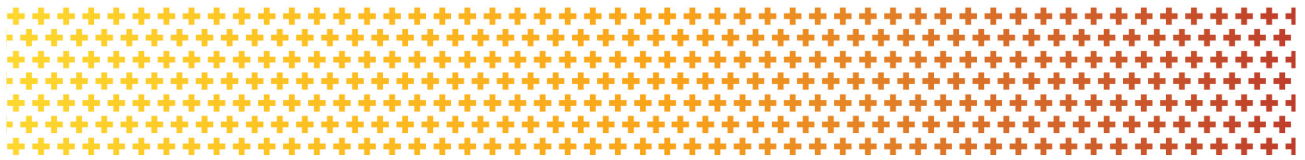
- The minimum grant amount is \$10,000 GST exclusive.
- The maximum grant amount is \$100,000 GST exclusive.

It is anticipated that most grants will be between **\$10,000** and **\$80,000 GST exclusive**, depending on the scope of the grant activity and its complexity.

#### 3. Is the funding on-going?

No. The funding is not on-going and all projects must be completed by July 2024.

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#### **4. We are a small community organisation that does not have much grant management experience. Can we still apply?**

Yes, small community-based organisations are strongly encouraged to apply.

While small community-based organisations may not have worked in the field of countering violent extremism (CVE), they are encouraged to draw on their other experiences of delivering activities or programs on key social or community initiatives or where they have demonstrated their capabilities and skills in affecting change among communities.

In addition, the program's first round will prioritise organisations that are strongly connected to and/or directly represent one of the program's target communities— such as young people or regional or rural Australian communities.

It is important that your application clearly explains how your organisation is strongly connected to a target community, and whether you have a physical presence within, or accessibility to, that community.

The role of the Department of Home Affairs' Selection Advisory Panel is to consider the merits of each application against the selection criteria – based on the activity outlined in the application, the organisation's experience in the field and the SAP's subject matter knowledge about CVE.

Your organisation might also consider forming a joint consortium with a larger organisation (such as a peak body that works on issues in the field of CVE) that can lead the project and manage the grant, while your organisation delivers services on the ground.

#### **5. What if I have applied for or received funding for my project from another Commonwealth source?**

You cannot use this grant for:

- activities for which your organisation has already received grant funding to deliver under another Commonwealth, state or territory grant program
- existing activities that may be considered part of the day-to-day corporate activities of your organisation (for example, updating your website).

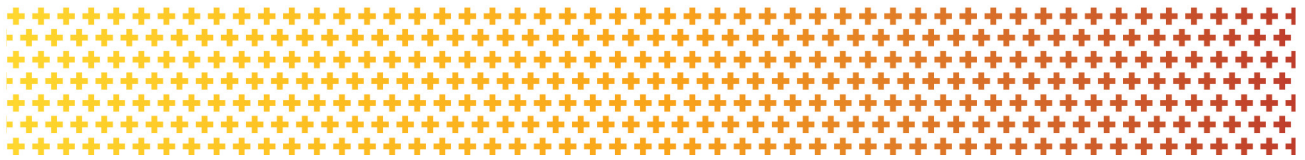
#### **6. Is there any help available on how to prepare a grant application and answer the assessment criteria?**

We strongly suggest reading all parts of the Grant Opportunity Guidelines, and consider the examples provided under each category.

The Department of Home Affairs will be holding community information sessions to help organisations address the assessment criteria and to discuss the elements of a good application. These community information sessions will be held once the grant round opens to applications.

Information about the community information sessions or where to find more information about CVE, can be found on the [Department of Home Affairs' website](#).

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## Preparing and submitting a grant application

### 7. What is the closing time and date for applications?

The application form must be submitted by **9:00 pm Australian Eastern Daylight Time (AEDT) on 12 January 2023**.

Please note that this means that you must submit your application by the following local time, depending on your location:

- 9:00 pm – if you live in NSW
- 9:00 pm – if you live in Victoria
- 9:00 pm – if you live in Tasmania
- 9:00 pm – if you live in the ACT
- 8:00 pm – if you live in Queensland
- 8:30 pm – if you live in South Australia
- 7:30 pm – if you live in Darwin
- 6:00 pm – if you live in Western Australia.

It is recommended that you submit your application **well before the closing time and date as no late applications will be considered**.

### 8. If I am not able to submit my application by the due time and date, can I be granted an extension?

No, extensions will not be given. You must submit an application between the published opening and closing dates.

### 9. How can I submit the application form?

The form is an online application form that you must submit electronically. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the grant opportunity documents.

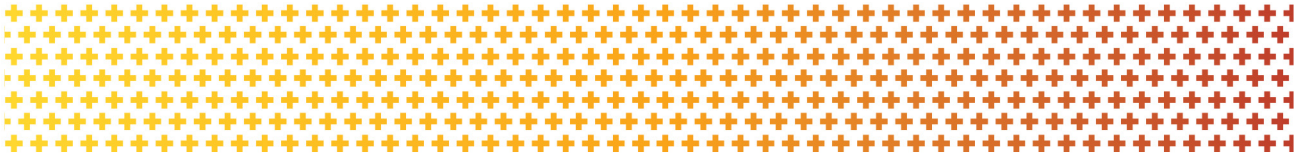
### 10. Do character limits apply to my application?

Yes, the application form includes character limits of up to 5,000 characters (approximately 750 words) per assessment criterion. Please note spaces are included in the character limit.

### 11. What is the submission reference ID?

The submission reference ID is a unique code generated each time the application form link is accessed. It is found in the top right of the screen.

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Insert Grant name here

Submission Reference: XF8NXHVS

To save and edit the one form, enter your email address on the 'Use of information' page.

**Information**

- Application Information
- Use of Information**
- Existing Grant Recipient
- Eligibility Requirements
- Governance
- Project/Activity Details
- Financials
- Assessment Criteria
- Attachments
- Applicant Contacts

### Use of Information

Insert description of grant

Fields marked with \* are required

Your Submission Reference is:

**XF8NXHVS**

Please send yourself a link to this saved form by entering your email address below. This email will detail your Submission Reference, the date and time this application process will close, and a link to access your saved form.

If you have any questions relating to this Application phone 1800020283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

Your email address \*

Confirm your email address \*

## 12. Do I need to have an existing Organisation ID to apply for a grant?

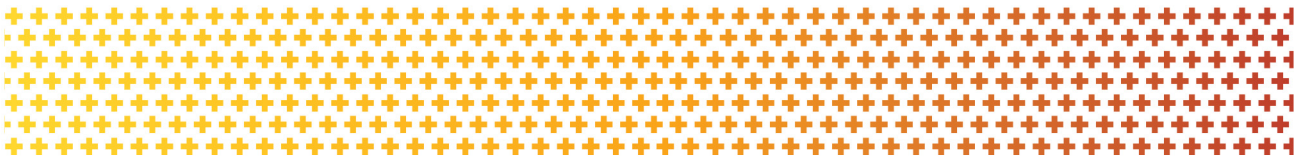
No, it is not a requirement to have an existing Organisation ID. The form will prompt you to complete your organisation's details as you progress.

## 13. How do I know if I have an existing Organisation ID?

Your Organisation ID is a unique alpha-numeric code which may have been issued to your organisation if you have previously received grant funding administered by the Community Grants Hub. You will find this ID on your grant agreement documentation.

Only select 'yes' if you know your Organisation ID, input the number and select verify number. Once verified, the form will automatically generate your organisation/applicant details.

Contact your Funding Arrangement Manager if you cannot find your Organisation ID, or if the details populated in the form after verification are incorrect.



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#### **14. What if I cannot validate my address?**

Not being able to validate an address via the online application form does not affect the submission of an application. If you cannot validate your physical address, tick the '*Unable to validate*' check box below the address field and you will be able to progress with your application.

#### **15. I do not have a landline but this field is mandatory, what should I do?**

Applicants who do not have a landline phone number should enter their preferred contact number (mobile number) in the relevant field. If you only have one preferred contact number, you should enter it in both fields.

#### **16. Is it a requirement to upload documents to my application?**

Mandatory attachments are marked with a red asterisk (\*) and the form will not submit if these items are missing. Attachments that are not marked with a red asterisk are optional; however, you are encouraged to include those with your application, if applicable.

Each attachment must have a unique name. The form will not allow the same document to be uploaded twice with the same title.

If you do not have all the documents at the time of submission you can Save and Exit the application and upload them at a later time.

#### **17. Are there any restrictions to the document size or type allowed?**

Each attachment must be less than 2 MB. Compressed or zip files are not accepted.

When preparing attachments for an application the file name must not include full stops.

Invalid attachment name:            *2015.16 Financial Statements.pdf*

Accepted file name:                *2015\_2016 Financial Statements.pdf*

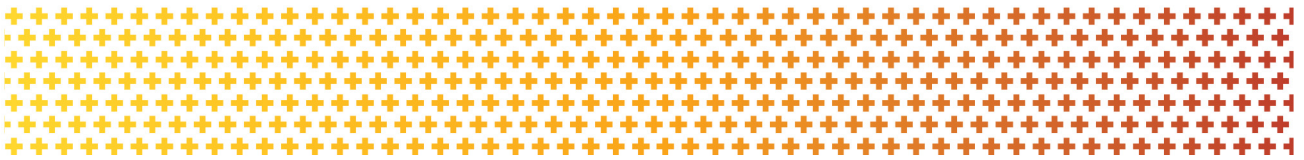
To avoid submission issues avoid using punctuation marks in file names. Characters such as 'underscore' are accepted.

#### **18. Can I save information into the application form and revisit it later?**

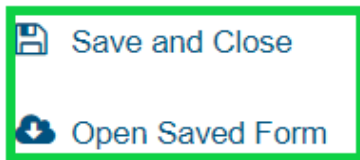
Yes. You can save, resume, exit, edit and submit an existing application before the published round close date/time.

Saved applications can be accessed by opening the application form link and selecting '*Open Saved Form*' at the left hand of the page.

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This option will open a dialog box prompting the applicant to enter their submission reference ID, after entering the code select 'Confirm' to open an existing application.



 Need Help

**Open Your Saved Form** Fields marked with \* are required

To resume your form please complete the following details.

**Submission Reference**

Submission Reference \*

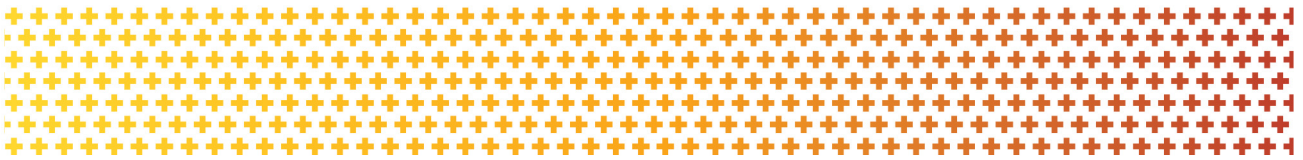
[Cancel](#) [Confirm >](#)

The submission reference ID is the same as the submission reference ID received when starting an application. The submission reference ID is emailed to the registered email address when the applicant saved the application.

## 19. Can I share my application form?

Yes. Prior to submission a saved application form can be shared via 2 methods.

**Email:** by forwarding the Form Opened email which includes the submission reference ID and a URL link to the saved application. The Form Opened email is sent to the address entered in the online application form.



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**Submission reference ID:** Applicants should access the application form via the URL link provided in the 'Form Opened' email and click the 'Open a saved form' link on the left hand of the page. This will open a dialog box that allows the applicant to enter their submission reference ID, then click 'Confirm' to open their existing application.

If sharing the form access details, ensure that only one user at a time is accessing and/or editing the form responses at any given time. All edits should be saved before exiting or submitting the form.

## **20. Will I have an opportunity to review the entire application before submission?**

Yes. It is recommended that you review each section of the application form by navigating through the Information to Declaration sections on the left hand of the screen.

The application form is unable to be progressed if any mandatory information fields on the page are incomplete. If information is missing this will be identified once you select the 'Continue' button. An error list will display at the top of the page in red text highlighting any areas of missing or incomplete information; these links will redirect you to the area within the form that contains the missing information by clicking on the individual hyperlink. You will need to complete any missing information before the application form will accept your submission.

## **21. I am getting error messages when I try to submit my application. What do I do?**

Each error message is linked back to the page in the application form where information is missing or incomplete. Please review each of the errors and make the necessary edits before attempting to resubmit.

## **22. Will I receive notification of successful submission?**

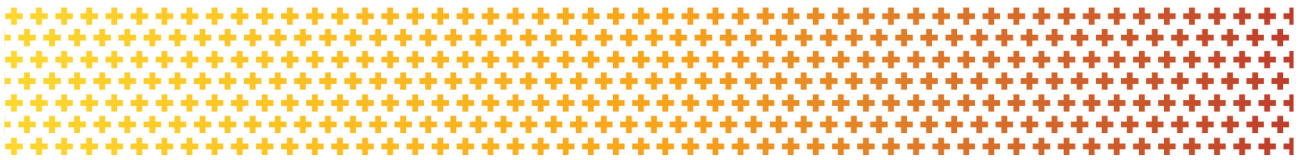
If you are an existing grant recipient, an email including a PDF receipt of the successfully submitted application form will be sent to the nominated authorised contact email address entered in the applicant contacts page of the application form. If you are a new grant recipient, an email PDF will be sent to the applicant's main email address.

If you did not receive this email, check your junk mail box in the first instance. You may need to check your security settings to ensure the auto emails generated from the reply email address are not blocked by your server. This can be resolved by adding [noreply@industry.gov.au](mailto:noreply@industry.gov.au) to your address book.

## **23. Can I print my application?**

Applicants cannot print their application as a whole prior to submission. However, if you right click, and select 'print' on the page displayed, you will be able to print the page you are currently viewing.

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Once you have submitted your application, a copy of the completed application form may be downloaded, printed and/or emailed to the applicant. Upon submitting your application, you will automatically be sent a copy of your submitted application.

## **The process after applications have been submitted**

### **24. When will I know the outcome of my application?**

You will be notified of the outcome of your application at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

### **25. What can I do if my organisation is unsuccessful in the grants process?**

There is no appeal mechanism for decisions made as part of the grants selection process.

A feedback summary will be published on the Community Grants Hub website at the conclusion of the selection process. The summary will provide organisations with general information about how applications were assessed and selected, and ways that organisations can improve future applications.

Unsuccessful organisations are able to re-apply in future grants rounds.

### **26. Can I track the progress of my application after submission?**

You will not be able to track the progress of your online application after submission.

Refer to the Safe and Together Community Grants Program Grant Opportunity Guidelines for more information about grant outcome notifications.

### **27. Can I edit or add information to my application after submission?**

No. You will not be able to view or edit your online application form after submission. You can only submit one application form for this grant opportunity.

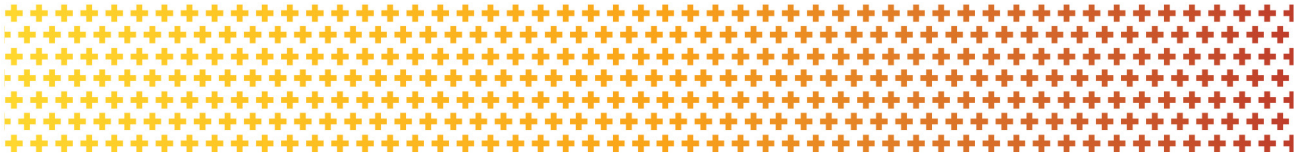
If more than one application is submitted, the latest accepted application form will progress. However, you can complete and submit a new application before the closing date and time of the grant opportunity. As per the Grant Opportunity Guidelines, if more than one application is submitted, the latest accepted application form will progress. The previously submitted application will not progress.

### **28. How do I withdraw my application?**

If you wish to withdraw your application from the round after submission, please contact the Community Grants Hub on 1800 020 283 (option 1) or email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

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**29. Where should I go for further information?**

Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

