



Australian Government
**Department of Families, Community Services
and Indigenous Affairs**

How to Complete a Volunteer Small Equipment Grants (VSEG) 2007 Application Form

This document is provided to assist applicants to complete the VSEG 2007 application form, including VSEG - Sport, however **all applicants should read the VSEG 2007 Application Guidelines** carefully before applying.

To apply for VSEG you must be an Australian, not-for-profit community organisation that is a legal entity, using volunteers, whose work directly benefits Australian communities. The Department of Families, Community Services and Indigenous Affairs (FaCSIA) can only enter into a Funding Agreement and provide funds to an organisation that is a legal entity. In applying for funding you must certify that your organisation is a legal entity. If you are not sure if your organisation is a legal entity, further advice can be found in the Volunteer Small Equipment Grants (VSEG) 2007 Application Guidelines.

Please note: online applications should not be printed and submitted in hardcopy because important information may not appear on the printed copy and the application may not be able to be assessed.

Please ensure that you answer all mandatory questions as incomplete applications will not be considered.

Which grant are you applying for?

Indicate which grant you are applying for. An organisation can only apply for one grant, either Volunteer Small Equipment Grants (VSEG) 2007 or Volunteer Small Equipment Grants (VSEG) 2007 – Sport. If an organisation submits more than one application, only one will be considered for funding.

Part 1 About Your Organisation

Question 1 – What is the legal name of your organisation?

If your application is successful, you will be asked to sign a Funding Agreement with the Department of Families, Community Services and Indigenous Affairs (FaCSIA), so it is important that we have the legal name of your organisation.

Question 2 – What is the trading name of your organisation?

Provide the name your organisation trades under or the name it is most commonly known by. If this question does not apply or the name is the same as your legal name, please leave it blank.

Question 3 – If your organisation is known by any different name/s, now or in the past, provide the name/s here.

To ensure that your organisation is not confused with another organisation, please provide details of all names by which your organisation is known or has previously been known. If this question does not apply, please leave it blank.

Question 4 – Is your organisation not-for-profit?

If your organisation is for profit, you are **not** eligible to apply for VSEG 2007.

Question 5 – Is your organisation affiliated with any other organisations?

If 'Yes', provide details. Examples may include other not-for-profit community organisations, business, and/or government sector, or you may be a branch of a larger organisation. If your organisation is a sub branch of a parent organisation that has the legal status of your parent organisation, make sure you enter their details here.

Question 6 – Does your organisation have an Australian Business Number (ABN)?

If you answered 'Yes', insert the ABN number in the box provided. **Do not** provide the ABN of a different organisation.

If you marked 'No', your organisation is still eligible to apply for VSEG 2007. If successful, applicants will be asked to submit a Statement by a Supplier, a form that details the organisation's reason for not quoting an ABN to FaCSIA. A copy of the form is available on the Australian Taxation Office (ATO) website. To seek further information on ABN numbers, phone the Small Business Call Centre at the ATO on 13 28 66 or visit their website at <http://www.ato.gov.au>. It is also possible to register for an ABN online on the Australian Business Register website at www.abr.gov.au.

If your organisation has an ABN Branch number provide it here.

The ATO may have given you an ABN Branch number if you are a sub-branch of an organisation with an ABN.

If so, quote this number. It will be a three digit suffix to your ABN.

Question 7 – What are the organisation's business address and contact details?

Provide your business address. This will be the physical location of your organisation, not a post office box. If you are a sub-branch of a larger organisation, give the business address and contact details of the sub-branch, not that of the larger organisation. If your organisation does not have its own business address, enter the contact person's address. In this instance, you must provide a street address and **not a post office box**.

If you apply online, a receipt confirmation and a copy of your submitted application form will be sent to the e-mail address specified here.

Question 8 – What is the postal address of your organisation?

Only provide address details if your organisation's postal address is different from the organisation's business address. You may provide a post box number for this question. If the address is the same, mark 'Same as above'.

Question 9 – Enter the postcode of the location where your organisation is most active.

Insert the postcode for the area where your organisation is most active. Enter one postcode only. This may be different from the postcode of the business address.

Question 10 – Nominate the contact person for your organisation for the purpose of this application.

This contact should be a person in the organisation with authority to speak on behalf of the organisation, should FaCSIA wish to make contact. The nominated person is the person FaCSIA will deal with if your organisation is successful. Please notify FaCSIA if the nominated contact person or the business address changes.

When filling in the box 'Position in organisation', online applicants will be shown a drop down list. Choose the best option from the list.

The list includes:

Chairperson

President

Secretary

Treasurer

Community Worker

Not Specified

Question 11 – Please select the option that best describes the type of work of your organisation.

Select the most relevant activity type that represents the primary focus of your organisation (tick one box only).

Question 12 – Does your organisation identify itself as Indigenous? (Optional)

Your assistance in this question would be appreciated. The information will be used to analyse the take-up of VSEG by Indigenous organisations and whether there are ways to increase access of Indigenous groups to the VSEG program.

Question 13 – Was your organisation successful under the VSEG 2006 funding round?

Please choose the appropriate option. If you are unsure, you can check the list of VSEG 2006 successful organisations on the FaCSIA website at www.facsia.gov.au or phone the VSEG hotline on 1800 183 374. Organisations who were not successful under the VSEG 2006 round will get priority.

Question 14 – How long (to the best of your knowledge) has your organisation been operating?

State how long the organisation has been operating in its present form in years and months. The information provided should relate to your branch rather than your head office if you are a branch. The 'Years' box must contain a number, so enter 0 for years if you have been operating for less than one year and enter the number of months.

Question 15 – What is the approximate budget of your organisation per year?

The budget includes all costs and expenses associated with running your organisation. If you are a sub-branch of a larger organisation, but are applying for funding as a separate entity, state your local budget, not the budget of the overarching group.

Part 2 Financial Details

Question 16 – Is your organisation GST registered?

Indicate whether or not your organisation is GST registered. If you are not sure, you may wish to visit the ABR website www.abr.gov.au or contact the Australian Taxation Office (ATO) on 13 28 66.

Question 17 – If successful, what is your preferred payment method?

If your application is successful, the amount of your grant will be paid into your organisation's account. If your organisation does not have a bank account, tick 'Other'. **Do not** enter any other organisation's bank account details. FaCSIA cannot make payments to third parties or to individuals. FaCSIA will contact the organisations offered funding that have chosen 'Other' to facilitate payment.

Part 3 About the Staff and Volunteers

Question 18 – How many paid staff work for your organisation?

Provide the number of paid staff that work for your organisation in whole numbers only. Paid staff in this context are the number of paid positions in the organisation as opposed to the hours worked. If you are a branch of a larger organisation, only state the number of paid staff in your local branch.

Question 19 – How many volunteers are there in your organisation?

State how many volunteers there are in your organisation in whole numbers only. Volunteers in this context are the number of people who **work unpaid** for the organisation as opposed to the members of the organisation. Again, if you are a branch of a larger organisation, only state the number of volunteers for your local branch.

Part 4 About the People the Equipment will Benefit (for VSEG Sport only)

Question 20 – How many people over the age of 18 will the equipment benefit?

Provide the number of people over the age of 18 that the equipment will benefit in whole numbers only.

Question 21 – How many people aged 18 and under will the equipment benefit?

Provide the number of people aged 18 and under that the equipment will benefit in whole numbers only.

Part 5 About the Equipment

Question 22 – What item(s) of equipment do you propose to purchase if your application is successful?

Please refer to the VSEG 2007 Application Guidelines for information on eligible and not eligible equipment. Sporting items are only able to be requested if you are applying for VSEG – Sport.

Preference is given to organisations that apply for smaller amounts. If applying online, a drop-down list of the most commonly requested equipment items is provided. This list is also at the end of this document. If these items do not cover what you wish to request, the last choice on the drop down list is 'Other'. Select this option and enter the equipment description in the 'Details (if Other)' box. If using a paper-based application the list of most commonly requested equipment is provided at the end of both this document and the application form.

If you choose 'Other', and enter a description, do not include brand and/or model details as you do not have to purchase specific brands and/or models. It is acceptable to purchase alternate brands/models of the same type of equipment item. Do not include other additional text here, such as the purpose of the equipment.

When deciding on equipment items, keep in mind the context of the question i.e. for VSEG 2007 - "How will the equipment make the work of **volunteers** easier, safer and/ or more enjoyable?" or for VSEG 2007 – Sport – "How will the requested items be of direct benefit to the **volunteers** and/or encourage participation in sport in your community?"

Quantity

Enter the quantity (how many) of the particular item, or sets of items, you are requesting. You can list a maximum of five equipment items, or sets of closely related items (up to \$500 combined value) or combinations of both.

Applying for computer equipment

For the purposes of these guidelines a 'computer' includes a CPU, monitor, keyboard and mouse. Additional items, including printers, scanners, and software (other than operating software), must be individually listed and costed. The items in the drop-down equipment list reflect this. By 'operating' software we mean 'Windows', virus protection, or any other software required to run the PC in a basic sense. All other software in regards to programs, such as Office, MYOB, or other specialised software, is classed as 'non-operating' software and must be separately requested on your application by choosing 'computer software (non-operating)' from the drop-down equipment list. The limit for non-operating software is \$500 including GST. However we will consider well supported cases for specialised software over \$500, for example special software for the visually impaired. Computers should not be listed as a set or package of equipment items.

Sets or Package of Equipment Items

You can apply for a set or package of small, individually low cost, closely associated items, such as a range of gardening equipment (e.g. spades, rakes, wheelbarrows) or kitchen utensils/cookware (e.g. serving spoons, trays, platters). This enables you to list other requested items on subsequent lines, if appropriate, but bearing in mind the total funds sought cannot exceed \$3,000 including GST. The limit for a package is \$500 GST inclusive in total value. Where the amount of the package of items sought is more than this, organisations should list one or more of the items separately, keeping in mind you can only apply for five items or sets of items in total.

Question 23

VSEG

How will the equipment you wish to purchase be of direct benefit to the volunteers in your organisation to make their work safer, easier and/or more enjoyable?

The purpose of VSEG grants is to enable community groups to purchase small equipment that will directly and primarily support their **volunteers**. When answering this question, describe how each item or group of items that you are requesting will assist the volunteers. It is also useful for your organisation to explain how your volunteers are currently disadvantaged by *not* having this equipment. Descriptions should be kept to a maximum of 1,000 characters (approximately 100 words).

VSEG – Sport

How will the requested items be of direct benefit to the volunteers and/or encourage participation in sport in your community?

VSEG 2007 – Sport is designed to help community organisations, particularly those that support the involvement of children, encourage participation in sport and support their volunteers. When answering this question, describe how each item or group of items that you are requesting will encourage participation or be of direct benefit to your volunteers. It is also useful for your organisation to explain how the organisation's volunteers and/or members/participants are currently disadvantaged by *not* having these items. Descriptions should be kept to a maximum of 1,000 characters (approximately 100 words).

Part 6 About Your Organisation's Work

Question 24 – Describe the work of your organisation and, importantly, how this work supports families and/or strengthens local communities?

Please provide a clear description and support this with examples of how your organisation is involved with its community, what activities it undertakes and more importantly how these activities strengthen families and the local community.

Try and be clear and succinct and keep your answers to a maximum of 1,000 characters, which equates to approximately 100 words. **This is an important question.** Be careful to avoid making a bland statement that tells FaCSIA very little.

Part 7 Terms and Conditions

The terms and conditions of applying for VSEG 2007 are outlined in this section. You are agreeing to these terms and conditions by signing the declaration at Part 8 or by submitting the online application form.

Part 8 Declaration

Question 25 – Complete the declaration

If completing an application form that is to be submitted by post, a senior member (e.g. president, secretary, CEO, manager or coordinator) of the organisation **must sign** the declaration in the application form. This confirms that all information provided is true and accurate, the funded items will be for the benefit of volunteers (and/or members/participants in the case of VSEG – Sport), and that the items will not be available for private use. In submitting an application online you are agreeing to the declaration.

Incomplete applications will be ineligible and will not be assessed for funding. FaCSIA is unable to follow up on incomplete, illegible or inaccurate applications.

Most Commonly Requested Items of Equipment

The following items are included as a drop down list on the online application. The list includes the most commonly requested items. Please note this is only a guide and equipment not included on this list can be requested, if they meet the eligibility criteria, by writing 'Other' in the Equipment Description and describing the specific equipment in the 'Details' box, if they satisfy the eligibility criteria. Further information on eligible equipment can be found in the **Application Guidelines**.

If you are applying for a VSEG 2007 grant, sporting items will not be eligible for funding. If you wish to request sporting items, you need to apply for VSEG 2007 – Sport. Please note: An organisation can only apply for one grant, either VSEG 2007 or VSEG 2007 – Sport. If an organisation submits more than one application, only one will be considered for funding.

If you choose an item from the VSEG list of most common items, please avoid providing further information under 'Details' (such as branding or specifications) unless you believe it absolutely necessary.

Most commonly requested list of VSEG equipment

Air-conditioner (Portable) / Evaporative Cooler (Portable)
BBQ
Backpack Sprayer
Bain-Marie
Bookcase
Brooms/Mops/Cleaning Utensils
Brushcutter
Camera/Digital Camera
Chairs
Clothing (Transferable – e.g. weather proof jackets, goggles, helmets and gloves)
Computer/Laptop (including operating software)

Computer software (non-operating - recommended \$500 limit)
Cupboard/Cabinet
Desk/Workstation
Dishwasher (Easily movable)
Eskys/Cooler/Thermos/Hot or Cold Packs
Fan (Portable)
Fire Extinguisher/Blankets
First Aid Kit
Freezer
Fridge
Gardening/Landcare Tools/Equipment
Generator (Portable)
GPS/UHF Radios/Transceivers
Heater (Portable)
High Pressure Cleaner
Kitchen Utensils/Equipment (e.g. a set of kitchen utensils, cutlery, crockery or a toaster)
Ladders
Laminator
Microwave
Mower/Ride-on Mower
Outdoor Furniture (Portable)
Overhead Projector
Photocopier
Printer/Multi-function Centre/Fax/Scanner
Public Address System (Portable)
Pump (Portable)
Safety Gear (e.g. lifejackets, helmets, gloves, goggles)
Stereo/CD Player (Audio equipment)
Storage containers/units (Portable)
Sunshade/Marquee/Umbrella (Portable)
Tables (e.g. dining, coffee)
Television/Monitor
Tent
Trailer
Trolley
Urn (Standalone and \$300 limit)
Vacuum Cleaner
Video/DVD Player
Video Camera
Video/Slide Projector/Light Pro
Water Cooler (Portable)
Whipper Snipper

Additional Eligible Categories for VSEG – Sport

The following additional categories relating to VSEG – Sport are included in the drop down list on the online application. These categories are only able to be selected if you are applying for VSEG – Sport. Please note this is a guide only and sporting categories not included on this list can be requested by writing ‘Sporting – Other’ in the Equipment Description and describing the item in the ‘Details’ box, if the items satisfy the eligibility criteria. Further information on eligible items can be found in the **Application Guidelines**.

If you choose a sporting category, you must tell us what specific equipment or items you are requesting in the ‘Details’ column, e.g. cricket bats. Applications may not be able to be assessed if you do not provide this information.

If you are applying for VSEG – Sport, equipment from the VSEG list can also be selected. Please see above for information about selecting from the VSEG list.

Drop down list of additional VSEG – Sport categories

Sporting – Equipment
Sporting – Uniforms
Sporting – Coach or Referee Training
Sporting – Travel
Sporting – Other