

## GRANT APPLICATION GUIDELINES

### Grant Applications

The following information is provided as a guide for applicants seeking grants which will be consistent with the aims and objects of the Citizen Advocacy Trust of Australia (the Trust) and the citizen advocacy model.

Citizen Advocacy Programmes which aspire to provide good citizen advocacy according to the model as outlined in CAPE (see Appendix II) are encouraged to make application for grants. Applications are also welcome from Programmes which may have diverged from the model but are desirous of returning to it and whose project will further this goal. Other people and organisations wishing to develop Citizen Advocacy are also welcome to apply.

**Our Mission** is to raise sufficient funds to provide financial support to promote and safeguard the continued existence, independence and quality of Citizen Advocacy throughout Australia, and to ensure that Citizen Advocacy Programmes can continue with this work.

**The Objectives of the Citizen Advocacy Trust of Australia** are detailed in our Distributing Funds Policy, and the definition of Citizen Advocacy, Citizen Advocacy Programmes and CAPE embraced by the Trust are found in Appendix II. [www.citizenadvocacytrust.com.au](http://www.citizenadvocacytrust.com.au)

### The purpose of the Trust in providing grants include

1. assisting Citizen Advocacy Programmes maintain the highest standards of practice in citizen advocacy
2. providing protection and help through Citizen Advocacy for very vulnerable people who have intellectual disability or multiple disabilities
3. empowering Citizen Advocacy Programmes to match well more people with intellectual or multiple disabilities with unpaid citizen advocates to protect and help them, and to support these advocates to do this
4. enabling Citizen Advocacy Programmes to be as independent as possible
5. assisting new Citizen Advocacy Programmes to develop
6. assisting in the development of the quality provision of Citizen Advocacy throughout Australia

It should be noted that the Trust does not carry out Citizen Advocacy but exists to sustain and expand quality practice of the citizen advocacy model in Australia. The Trust is an independent organisation and is not a peak body – it does not control or represent Citizen Advocacy Programmes.

## **The Trust will give priority to funding submissions that aim to achieve the following goals**

1. help Citizen Advocacy Programmes to survive, thrive and improve their quality of work and governance
2. safeguard the independence of Citizen Advocacy Programmes by providing non-conflicted funding
3. fund external reviews, including CAPEs
4. facilitate training and education in the Citizen Advocacy model
5. establish more quality Citizen Advocacy Programmes
6. promote citizen advocacy in the community
7. lead to more quality practice of the Citizen Advocacy model.

## **Grant eligibility**

1. An Australian Citizen Advocacy Programme is eligible to apply for Grants from the Trust when:
  - (a) the Programme's constitution clearly mandates the citizen advocacy model in its mission, goals and practice
  - (b) it undertakes Citizen Advocacy and is guided by the citizen advocacy model as outlined in CAPE
  - (c) its submission for a grant meets one or more of the purposes and goals of the Trust
  - (d) it has DGR endorsement from the Australian Taxation Office (ATO)
  - (e) it has been endorsed as a Tax Concession Charity (TCC) by the ATO/ACNC or can satisfy the Trust that the Programme has charitable status
  - (f) it is a Citizen Advocacy Programme which has diverged from the model but is desirous of returning to it.
2. Citizen Advocacy Steering Committees or others interested in developing Citizen Advocacy may submit a grant application and indicate the way it/they intend to meet the requirements above for eligibility.
3. Other people or organisations that wish to develop a programme based on the citizen advocacy model, skills, practice and good governance may submit a grant application and indicate the way it will meet the purposes and goals of the Trust.
4. If a program carries out other forms of advocacy in addition to Citizen Advocacy the Trust require its Constitution to clearly define the different practices. The program would need to demonstrate that there are separate management processes in place, such as a Citizen Advocacy Sub-committee or Key Office Activities Committee and independent staff practice and budget from other work and forms of advocacy.

## **Exclusions from Grants**

The Trust does not accept applications for grants from organisations which are not Citizen Advocacy nor planning to develop Citizen Advocacy.

The Trust does not accept applications for grants for activities which are not Citizen Advocacy, such as:

1. direct/staff ('individual') advocacy
2. friendship/support circles
3. systems and self-advocacy
4. friendship programs

The Trust does not accept applications for two years from Programmes that have not honoured the Grant agreement and/or not returned an adequate Grant report and acquittal for a previous funded project.

### **Steps to apply for a Grant**

In applying for a grant please observe the following;

1. Read the Eligibility for Grants section of this form to ensure you are eligible to apply.
2. Check which Objective(s), Purpose(s) and/or Goal(s) your project matches in intent.
3. Complete an Application form, attaching a copy of your latest constitution, DGR and charitable status certification, a budget and any other supporting documentation (e.g. policies) that may assist your application.
4. Send your application to PO Box 228 Clifton Hill Victoria 3068 prior to the closing date as late applications will not be considered. The secretary will confirm that your application has been received.

Please note that on each grant round we only consider one application from any Citizen Advocacy Programme or organisation. Unsuccessful applications for grants may be updated and re-submitted under future grant rounds.

### **Grant Selection**

Grant selection will take into account the ability of eligible Programmes to demonstrate the:

1. link between the project goals and the ways in which the project will result in the enhanced use of the Citizen Advocacy model
2. link between the Trust's goals and objectives and the goals and objectives of the project to be funded
3. details of strategies and processes related to planning, implementation, budget and project management

### **Timelines**

In general, Grants are made with the requirement that the project be commenced and completed within a 12 months period following receipt of the Grant. If the grant is for a CAPE evaluation it needs to be held within 9 months of receipt of the Grant and a Grant Report and Acquittal to be completed 6 months after the evaluation.

Please allow up to 8 weeks from the closing date for notification of the outcome of your application. Should you be successful, you will be required to sign a Grant agreement accepting the conditions of the grant, and return it to the Trust's PO Box. Following receipt of the signed Grant agreement please allow a further 2 weeks for the Grant funds to be sent.

A Grant Report and Acquittal form will also be sent at this time and will need to be completed and returned to the Trust within 2 months of the Project completion. If the Project is a CAPE then the reporting process is extended to 6 months after the evaluation.