Part 1: Eligibility and Project Suitability

* indicates a required field

Eligibility and Project Suitability

Applicants: please note answering 'no' to any of the questions below will prevent you from continuing with your application. We strongly encourage you to reach out to the Research and Evaluation team to check eligibility if you are unsure about meeting any of the below requirements.

Check your application meets the following criteria before you apply. The TAC may determine your application is ineligible if they are unable to verify if it meets the Eligibility Criteria.

If you have any questions about the eligibility criteria, please email the TAC Research and Evaluation team research@tac.vic.gov.au

Are you a Victorian based organisation operating in the community setting? *
○ Yes - eligible to apply　　　　　　　　○ No - ineligible: do not apply

Are you able to provide an ABN or ACN for your organisation? *
○ Yes - eligible to apply　　　　　　　　○ No - ineligible: do not apply

Are you a Not-for-profit organisation, Disability and/or Self-Advocacy group, Social enterprise, Disability service provider, Local Government Authority, Public School, Health service provider and/or Peak body? *
○ Yes - eligible to apply　　　　　　　　○ No - ineligible: do not apply

Is your project informed and led by service users? By this we mean TAC clients and/or other Victorians with lived experience of disability have contributed to the project idea and will have a role in the planning and management of the project. *
○ Yes - eligible to apply　　　　　　　　○ No - ineligible: do not apply

Will your project align with helping TAC clients with disability to get their life back on track? *
○ Yes - eligible to apply　　　　　　　　○ No - ineligible: do not apply

Will your project demonstrate innovation and enhance inclusive disability services, programs and/or products that will facilitate improved client outcomes? *
○ Yes - eligible to apply　　　　　　　　○ No - ineligible: do not apply

Will your project directly address one (or more) of Australia's Disability Strategy 2021-2031 seven outcome areas? *
○ Yes - eligible to apply　　　　　　　　○ No - ineligible: do not apply

Will your project be completed within 15 months of signing the Funding Agreement? Funding Agreements should be executed in November 2024 so projects need to be completed by February 2026. *
○ Yes - eligible to apply　　　　　　　　○ No - ineligible: do not apply

Contact with TAC

We recommend that you contact the TAC Research and Evaluation Team to discuss your application prior to submission.

Have you been in contact with the TAC in relation to this application? *
○ Yes   ○ No

Who did you speak with?

[   ]

Part 2: Organisation Details

* indicates a required field

Applicant

Organisation Name *
Organisation Name

[   ]

ABN

[   ]

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	[More information](#)
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Australian Corporation Number (if no ABN)

[   ]

Incorporated Association or Australian Company Number

Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Postal Address *
Address

General phone number *

Must be an Australian phone number.

General email *

Must be an email address.

Website *

Indicate the category of your approved organisation. You may select more than one. *
☐ 1. Not-for-profit organisation
☐ 2. Disability and/or Self-Advocacy group
☐ 3. Social enterprise
☐ 4. Disability service provider
☐ 5. Local government authority
☐ 6. Public school
☐ 7. Health service provider^
☐ 8. Peak body^
^ Must be collaborating with an organisation listed from 1-6

In-principle agreements to collaborate

Applicant organisations looking to collaborate with other organisations must provide a written document (like an email or letter) confirming the other organisation's commitment to working with them on this specific project.

If you are a Health service provider or Peak body collaborating with an organisation listed from 1-6 you must attach evidence of an in-principle agreement to collaborate. Failure to do so will mean your application is considered incomplete and therefore ineligible.

Would you like to upload an in-principle agreement to collaborate? *
○ Yes   ○ No

*
Attach a file:

Key Contact

The Key Contact is the person accountable for the project.

Key Contact details *

Title / First Name / Last Name

Key Contact position within the organisation *

Primary phone number *

Primary email *

This is the address we will use to correspond with you about this grant.

Has your organisation previously applied for funding through the TAC Small Grants Program? *

○ Yes   ○ No

Please detail the year(s) of the application(s) and whether your submission was successful or not.

Word count:
Must be no more than 100 words.

Part 3: Project Details

* indicates a required field

Project Title *

Your project title should be short but descriptive.

Describe your project in a few sentences. *

Word count:
Must be no more than 100 words.

Enter the start and end date of your project. Funding Agreements should be executed in November 2024 and this means projects need to be completed by February 2026.

Project Start Date *

Must be a date.

Project End Date *

Must be a date and no later than 28/2/2026.

Part 4: Impact on Client Outcomes

* indicates a required field

Which outcome area(s) of Australia's Disability Strategy 2021-2031 will your project directly address? *

☐ Employment and Financial Security
☐ Inclusive Homes and Communities
☐ Safety, Rights and Justice
☐ Personal and Community Support
☐ Education and Learning
☐ Health and Wellbeing
☐ Community Attitudes

Only select outcome areas your project will DIRECTLY address. Selecting outcome areas your project will not directly address may reduce the competitiveness of your application.

How will your project address the outcome areas of the Australia's Disability Strategy 2021-2031? *

Word count:
Must be no more than 200 words.

Describe the need for this project. What problem or service delivery gap have you identified? *

Word count:
Must be no more than 300 words.

Describe the aim and objective(s) of your project. *

Word count:
Must be no more than150 words.

Describe who will benefit from this project? *

Word count:
Must be no more than 150 words.

What will be different for project participants, TAC Clients and/or Victorians with disability as a result of your project? *

Word count:
Must be no more than 200 words.

How have users or people with lived experience informed the development of this project and how will they continue to have meaningful engagement throughout the project duration? *

Word count:
Must be no more than 150 words.

Part 5: Capability and Capacity

* indicates a required field

List your project team members.

Name	Position	Phone number	Email

Provide a brief overview of your team's relevant experience and expertise to deliver this project. *

Word count:
Must be no more than 250 words.

Describe the governance structures that will oversee project delivery. By this we mean who will help work through project issues, monitor risks and make decisions. *

Word count:

Must be no more than 150 words.

Part 6: Project Methodology

* indicates a required field

Describe how you will implement your project. What will you do and how will you do it? *

Word count:
Must be no more than 400 words.

What will you measure to learn if your project has made a difference and how will you measure this? For example, level of satisfaction can be measured by administering a survey at the start and end of a project. *

Word count:
Must be no more than 200 words.

List your project milestones and timelines below. At a minimum, your project should consist of a planning, implementation and evaluation phase, and your milestones should include the reporting requirements described in the Small Grants Program Guidelines 2024.

Milestone	Completion Date
	Must be a date and no later than 28/2/2026.

Part 7: Value for Money and Risk

* indicates a required field

Budget

Detail your project expenditure and budget request. Refer to the TAC **Small Grants Program Guidelines 2024** for information on approved and prohibited expenses.

Expenditure Category	Expenditure Description	Justification for Expenditure	Budget Requested ($)
			$
			$

			$
			$
			$
			Excluding GST

Do you have confirmed funding or in-kind contributions from other sources? *

○ Yes   ○ No

Please explain how the confirmed contribution will be used to support your project.

Word count:
Must be no more than 150 words.

Total amount of funding requested from the TAC (excluding GST)

$
This number/amount is calculated.

Total amount of funding from other sources (excluding GST)

Must be a dollar amount.

Total project budget (excluding GST) *

$

Risk

Briefly detail any challenges and/or risks that you might encounter as you implement your project and outline strategies for reducing the impact on your project.

List each risk or challenge, with your strategy to reduce impact on your project, separately in the table below

Risk / Challenge	Likelihood of Risk Occurring	Strategy to reduce impact of risk
Must be no more than 30 words.		Must be no more than 50 words.

Human Research Ethics Committee

We anticipate that small grant projects undertaken by community-based organisations meet the definition of a quality assurance project or evaluation activity. For this reason it is unlikely your project will need to obtain ethics approval from a Human Research Ethics Committee.

If you know your project requires ethics approval, please ensure you consider this in your project timelines and milestones.

The TAC will work with the Key Contact to clarify this need during the negotiation phase of the program if there is any uncertainty.

Do you think your project will require approval from a Human Research Ethics Committee? *

○ Yes   ○ No   ○ Unsure

Part 8: Terms and Conditions

* indicates a required field

Privacy Policy

The TAC is committed to protecting your privacy. Any personal information collected, handled, stored or disclosed about you through our online services will be managed in accordance with the *Transport Accident Act 1986*, *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Any personal information collected from grant applicants will be used to assess their application for grant funding and for contacting them about their application. Refer to **TAC privacy policy details.**

Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify TAC of any changes to this information and any circumstances that may affect this application. I acknowledge that the TAC may refer this application to external experts for assessment, advice and/or comment.

I understand that this is an application only and may not necessarily result in funding approval. I have read and agree to the TAC **Small Grants Program Funding Agreement Terms and Conditions**.

I have read and agree: *   ○ Yes

Name *   Title   First Name   Last Name

Position *

Position held in applicant organisation.

Date *

Must be a date

Part 9: Applicant Feedback

You are nearing the end of the application process. Before you click the **SUBMIT** button please provide some feedback.

Please indicate how you found the online application process:
○ Very easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very difficult

Ineligible: Do not apply

It looks like you are ineligible for the TAC Small Grants Program. Please contact us via research@tac.vic.gov.au if you wish to discuss this further.