

# Stronger Communities Programme - Round 4 Application Form

Tracking Code: **NG4MBCBW**

## Instructions

### About the Stronger Communities Programme

The Stronger Communities Programme supports the Australian Government's commitment to deliver social benefits across Australia by funding small capital projects in each of the 150 federal electorates.

Round 4 of the programme will provide \$22.5 million. Grants will be awarded through a closed non-competitive process where invited applications will be assessed against the programme criteria.

The programme's intended outcomes are to improve local community participation and contribute to vibrant and viable communities.

**It is important to note that being invited to submit an application by your MP does not guarantee that your application will be successful.**

Success of your application depends on the completeness and eligibility assessment by the department, any reputational risk to the Australian government, information you provide, and the availability of grant funds.

### Completing this form

You must read the [programme guidelines](#) before completing an application. Further information on the programme and how to apply can be found in the Frequently Asked Questions and Fact sheets. View these documents at [business.gov.au](https://business.gov.au)

### Disclosure of information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the [programme guidelines](#). Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#).

### Google Places

The address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

### Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at [business.gov.au](https://business.gov.au). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback, comments or suggestions.

You should also read and understand the [programme guidelines](#) and sample [grant agreement](#) before completing an application.

## Requirements

This form functions best when it is completed using the most recent version of your internet browser. This form is not compatible with Internet Explorer 8 or earlier browsers. If you are using an earlier browser version, you may have difficulty in displaying the form correctly or it may not display at all.

## Important information

Save regularly. Click the 'Save for Later' button regularly while completing this form to ensure the information entered is saved. Saved forms will be retained for a maximum of 30 days. If you do not save or submit your form within this timeframe, you will need to start a new form.

This form has a tracking code displayed in the top right corner. Please make a note of this tracking code for your records. The tracking code is required to reopen your saved form and you will need to provide this code if you require assistance with your form.

Do not use your internet browser's 'back' or 'refresh' buttons as this will cause the form to close and any unsaved information will be lost. Navigate between sections of the form by using the tabs at the top of the form or by clicking 'Continue' or 'Go Back' at the bottom of each page.

## Sharing the form

The form can be viewed by more than one person by sharing the form's unique tracking code. However, sharing the form increases the risk of losing unsaved information. The reason for this is that only one person at any one time, has saving permissions for the application form. If the form is shared, save regularly as the last person that accesses the form has the saving permission. It is recommended that the form tracking code is not shared widely so as to avoid inadvertent loss of information.

## Attachments

All attachments marked as required must be attached before your application can be submitted. Files with ".pdf, .rtf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .bmp, .img, .png, .tiff" extension types can be uploaded. Total file size of all attachments in the application should not exceed 20MB.

## Submitting your form

Applications open at 9.00AM AEST 6 August 2018 and may be submitted at any time up until 5.00 pm Australian Eastern Daylight Time (AEDT) on Tuesday 29 January 2019.

You will be provided with a receipt to confirm that your submission has been successful. Please keep this receipt for your records by using the "Download the form and receipt" link or by emailing yourself a copy of the receipt and submission. Both of these options are available in the "To keep a copy of the completed form" box on the Submission Complete page.

If you have any enquiries relating to submission of your form, you will need to provide your receipt number.

# Eligibility

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## Eligibility

*This section will help you determine whether you are an entity eligible for the programme.*

### Were you invited by your federal Member of Parliament, Mr Chris Hayes MP, to apply? \*

*Only organisations who received an emailed invitation from their MP are eligible to apply.  
You can only apply up to the maximum grant amount nominated by your local MP.*

Yes

No

### Do you have an Australian Business Number (ABN)? \*

*If you do not have an ABN you are not eligible to apply.  
Refer to section 5.1 of the [programme guidelines](#), or call 13 28 46 if you need clarification.  
For trustees applying on behalf of a trust, this refers to the ABN of the trust.*

Yes

No

### Is your organisation: \*

a local government agency or body

an incorporated not for profit organisation including:

- *incorporated associations, such as*
  - *Police and Citizen Youth Clubs*
  - *child care centres*
  - *surf clubs*
  - *local aged care bodies*
  - *Parents and Citizens, Parents and Friends groups and equivalent bodies*
  - *local rural fire services*
  - *local state emergency services*
- *non-distributing co-operatives*
- *companies limited by a guarantee*
- *indigenous not for profit corporations*

*If you are not an incorporated not for profit entity you are not eligible to apply. However, if you have a parent organisation that is an incorporated not for profit entity, they may apply on your behalf.*

The parent organisation (incorporated entity) can apply as a lead applicant and must:

- meet the programme's eligibility criteria
- be the main driver of the project
- submit this application form
- if successful, enter into a grant agreement with the Commonwealth
- ensure that the grant is spent on the project and in accordance with the agreement.

You are required to demonstrate your 'not for profit' status through one of the following:

- current Australian Charities and Not-for-profits Commission (ACNC) registration
- state or territory incorporated association status
- constitutional documents or articles of association that demonstrate the 'not for profit' character of the organisation.

an incorporated trustee applying on behalf of a trust with responsibility for a community asset or property.

Does your project meet the programme's intended outcomes and deliver social benefits to your local community as described in the [programme guidelines](#)? \*

Yes

No

Are you applying for the project and grant amount as agreed and reported to the department by your MP? \*

Yes

No

Does your project have at least \$5,000 in eligible expenditure? \*

Yes

No

Do you have a plan for how you will carry out the project? \*

Yes

No

Are you able to certify that you can meet your share of the funding as outlined in the [programme guidelines](#)? \*

*Total funding for the project from the Commonwealth cannot exceed 50 per cent of the total eligible project expenditure.*

*You can fund your share of eligible project costs from any source including from state and local government. Your contribution can be either cash or in-kind. Where you provide in-kind contributions, you must calculate the dollar value.*

Yes

No

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## Contact details

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### Primary contact

*The primary contact is the person authorised to act on behalf of the applicant (Note: At least one phone number or mobile number for the primary contact must be entered.)*

Title

Given name \*

Family name \*

Position title \*

Please enter either a phone or mobile number \*

Phone

Mobile



Email \*

Provide the postal address of the primary contact.

Address line 1 \*

Address line 2

Address line 3

Suburb \*

State \*

Postcode \*

Is the primary contact a volunteer for the applicant organisation? \*

Yes

No

### Feedback

How did the applicant hear about the programme? \*

- Local Member of Parliament
- Community consultation committee
- Advertisement
- Attend public forum
- Call centre
- Direct mail / email
- Industry group
- Internet
- Newspaper / magazine
- Word of mouth
- Social media
- Other

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# Applicant information

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## Joint application

*Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.*

Is this a joint application? \*

Yes

No

The lead applicant must complete this form. If you are unsure of the status of your application as a joint application please contact us on 13 28 46 or at [business.gov.au](https://business.gov.au).

## Type of applicant

*In this section you must indicate what type of entity you operate under.*

*All entities must have an ABN.*

Select which type of entity your organisation is: \*

a local government agency or body

an incorporated not for profit organisation

Please choose your relevant entity type below: \*

incorporated association

non-distributing co-operative

company limited by guarantee

indigenous not for profit corporation

How will you demonstrate your not-for-profit status? \*

current Australian Charities and Not-for-profits Commission (ACNC)

state or territory incorporated association status

other evidence such as constitutional documents or articles of association

an incorporated trustee on behalf of a trust with responsibility for a community asset or property

## Applicant details

Enter your ABN and click the Validate button to retrieve your registration details.

Australian Business Number (ABN) \*

s22(1)(a)(ii)

Australian Company Number (ACN)

The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

Entity name

The Youth Co-Lab Incorporated

Your business may have registered one or more business names. If you operate under a business or trading name you can enter alternate name(s) here. If your business or trading name is not listed here select 'Other'.

Business/trading name

GST registered

## ANZSIC details

What is the applicant's main business activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a classification system used by government to group data about organisations based on their primary business activity.

The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#).

Phone 13 28 46 if you require assistance.

ANZSIC division \*

P Education and Training

ANZSIC class \*

8219 Adult, Community and Other Education n.e.c.

## Address details

Provide your organisation street address (Australian head office)

Address line 1 \*

11 Tewinga Rd

Address line 2

Address line 3

Suburb \*

Birrong

State \*

NSW

Postcode \*

2143

Is the postal address the same as the business street address entered above? \*

Yes

No

## Website or social media platform address

Provide your organisation's website address

*If you do not have a website, please provide a link to your business' social media platform (i.e. Facebook, Twitter, Instagram).*

www.theyouthcolab.com.au

## Project site address

Will the project's activities occur solely at the above listed head office address? \*

*A project site address must be a street address, not a postal address.*

Yes

No

## Site address 1

Address line 1 \*

Corner Railway Parade and McBurney Road

Address line 2

Address line 3

Suburb \*

State \*

Postcode \*

Electorate \*

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# Project details and funding

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## Project title and description

If your application is successful, the details you provide below will be published on the Department of Infrastructure and Regional Development website. Published project details will include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

Provide a project title \*

Example project title: Upgrade of Jane Citizen Park Facilities

Kitchen Co-Lab Equipment Purchase

Provide a brief project description for publication on our website \*

Ensure your project description focuses on your project's key activities and outcomes. Explain what it is you are going to do and how it will benefit your area.

Example project description: New shade shelters and BBQ's will be installed in Jane Citizen Park in Cityville. These will encourage community members to use the park and spend time being active.

Kitchen Co-Lab is a community enterprise project promoting social inclusion and celebrates cultural diversity by offering cultural cooking classes within the local community. This project will include both the physical community classes taught by a variety of chefs of diverse backgrounds (e.g. Vietnamese, Syrian, Cambodian, Italian etc) and the propagation of the stories told in the classes via media in various forms (e.g. online). The grant will allow for one-off establishment costs for Kitchen Co-Lab.

The classes will encourage and enable our culturally diverse Fowler community members to learn about each other's background, stories and journeys through their common love for food. Converting this into media will reach a wider audience.

## Summary of activities and project outcomes

Provide a summary of your project, including the key activities and project outcomes including the social benefits delivered to your community \*

Example summary of project activities and outcomes: Six shade shelters will be purchased and installed above the existing children's' playground and three new electric BBQ's will be purchased and fitted to a treed area adjacent to the playground. This project will deliver social benefits to our community by improving the quality of the community facilities. The provision of shelter will extend the hours of playtime and provide adults, caregivers and older members of the community with a better environment to participate in outdoor community activity.

The grant will allow for one-off establishment costs for Kitchen Co-Lab including the purchase of equipment including induction plates, chopping boards, mixing bowls, pots/pans, measuring equipment, electrical equipment (e.g. convection ovens, blenders, choppers), plates/bowls/cutlery, artificial plants and decor, branded aprons/t-shirts, utensils, speakers, microphones, sound gear, lighting gear, camera gear, safety gear, portable transportation storage/gear to run the cooking classes.

As these classes will be run in accessible community locations, it is vital for the gear to be easily stored and portable/transportable. This is key to reaching a wider range of cultural communities to enhance opportunity for social inclusion and for community members to utilise public facilities such as the community halls.

This project will bridge the gaps between communities in their singular cultural silos and will promote the Fowler Electorate as a culturally diverse community within wider NSW.

## Project plan

Describe how you will carry out the project including: \*

- who is accountable
- a list of resources
- identification of any constraints

*Example project plan: Council approval will be obtained for the planned park upgrades prior to the commencement of works. Shade sails will be purchased from ABC Shadesails Pty Ltd and installed in January 2018. Electric BBQs will be purchased from XYZ BBQs Pty Ltd and installed in February 2018. A project completion inspection and approval will be undertaken by a Council inspector by March 2018 and the overall project will be managed by the Council's Parks and Recreation Manager.*

The Kitchen Co-lab project will be managed by the KCL Project Coordinator in collaboration with The Youth Co-Lab co-founders and with the wider team of 15 members.

The cooking and media equipment listed in the summary (section prior) will be purchased in February 2019 in preparation for the public community cooking classes. Every month, the coordinator will work with each CALD community cook to prepare each class, recipe and procedure per their specific culture. First class in February 2019 will be Vietnamese, second class in March 2019 will be Syrian and so forth.

During the actual running of the community classes, the project aims to provide a complete culturally immersive experience utilising the stylistic cooking equipment, decorations and sound equipment. Wireless microphones will ensure the storytelling is a fundamental element of the class. The media team will make sure all relevant footage is captured and subsequently edited and propagated via all media platforms.

## Project duration

*Your project start date cannot be before the date of your application submission. Your project end date must be the expected date your project activities will be completed. You should complete your project by 30 June 2019. Refer to section 4.1 of the [programme guidelines](#).*

Project start date \*

16 Feb 2019

Project end date \*

30 Jun 2019

## Modifications, fit out, alterations or additions to premises, buildings or grounds

Will your project involve fit out, alterations or additions to premises, buildings or grounds? \*

Yes

No

## Development approvals and other mandatory approvals

Will your project require a development approval, building approval or other approvals? \*

*You must be aware of and ensure you obtain, any necessary statutory approvals. Where statutory approvals are required for your project you must maintain records of the approvals.*

Yes

No

## Project budget

Total project amount

\$29,127

Provide details on your eligible project costs over the life of the project. You can only apply up to the maximum grant amount nominated in the invitation email from your local MP.

*When calculating the total project cost, if you are registered for GST, enter GST exclusive amount. If you are not registered for GST, enter GST inclusive amount.*

*Your project must have at least \$5,000 in eligible expenditure.*

*The sum of eligible project expenditure items in the table below must match the Total eligible project costs in the Source of funding section.*

### Eligible project expenditure

FY 2018-19

Total

Suppliers, consultants and contracted labour

\$0

Materials

\$0

Assets and equipment

\$29,127

\$29,127

**Total expenditure**

\$29,127

\$29,127

## Source of funding

Complete the table below to show how the applicant will fund the eligible project costs.

*If you are registered for GST, enter GST exclusive amounts. If you are not registered for GST, enter GST inclusive amounts.*

*Your project must have at least \$5,000 in eligible expenditure. The programme grant amount should be the same as*

what you previously agreed with your MP. The Applicant's contributions (cash and/or in-kind) should also include any partner contribution(s). If there is no contribution, leave \$0 in the field.

a. Applicant's and their partners' cash contribution (\$AUD) \*

b. Applicant's and their partners' in-kind contribution value (\$AUD) \*

c. Program grant amount (\$AUD) \*

d. Other non-Commonwealth government funding (\$AUD)

e. Other Commonwealth Government funding (\$AUD)

f. Total eligible project costs (\$AUD), Minimum \$5,000

g. Grant percentage

*The project cannot be funded by this grant in conjunction with any other Commonwealth grant. The total Commonwealth Government grant percentage cannot exceed 50%. Other non-Commonwealth government funding means funding contribution from your local or state government towards your share of project costs.*

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# Applicant declaration

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## Privacy and confidentiality provisions

I acknowledge that this is an Australian Government programme and that the department will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- [programme guidelines](#)
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

1. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
  2. to facilitate research, assessment, monitoring and analysis of other programs and activities.
- unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the [programme guidelines](#) may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true \*

## Applicant declaration

I declare that I have read and understood the [programme guidelines](#), including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that I have consent from the building owner to undertake the proposed project outlined in this application

I declare that I will comply with, and require that any subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I understand that I need to declare any perceived or existing conflict of interest that may arise in relation to this application to the department in writing.

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government

agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by sending me a letter of approval with annexed Grant Terms and Conditions a copy of which is available on business.gov.au. On receipt of this letter, I will immediately be bound by a legally binding agreement comprising:

- this application
- the Stronger Communities Round 4 program guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true \*

By including my name in this application it is deemed to be my signature for the purpose of this application \*

State your name \*

s22(1)(a)(ii)

State your email address \*

s22(1)(a)(ii)

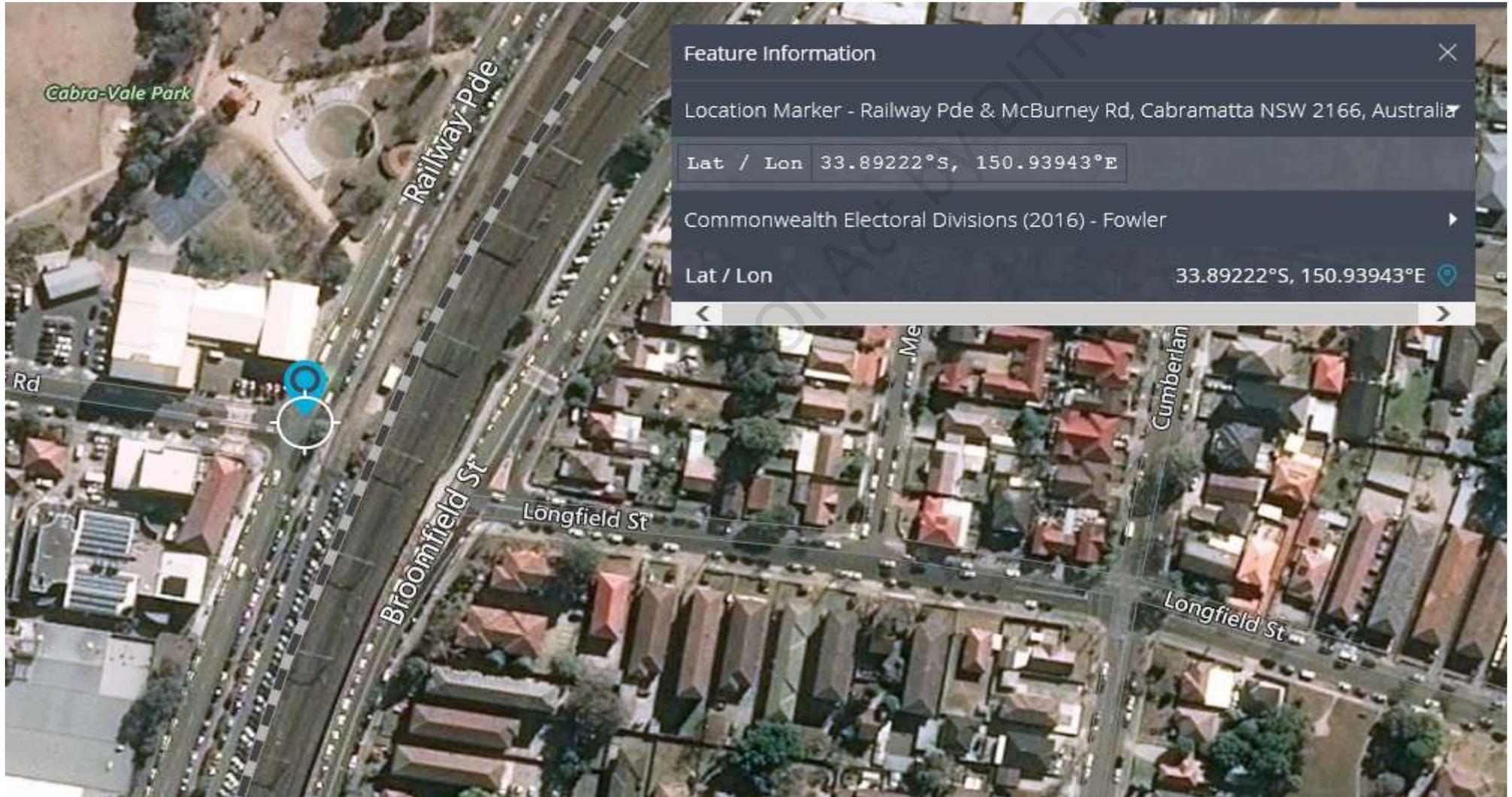
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# Eligibility Assessment Evidence – Round 4

STC075469

## Related Organisations

## Electoral Maps



## Add Additional Information (if necessary)

s22(1)(a)(ii)



Hi s.

We have just had a look at the COI register for Round 4.

The electorate of Fowler nominated 12 organisations by then MP Mr Chris Hayes. Including a nomination for 'The Youth Co-Lab Incorporated.

Mr Chris Hayes did not declare any conflict of interest across all 12 nominations.

Please let me know if you require any additional information.

Electorate	MP Name	MP Salutation	Status	Status Date
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	02/11/2018 18:28
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	14/11/2018 12:40
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	02/11/2018 18:30
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	05/11/2018 11:42
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	02/11/2018 18:30
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	22/11/2018 17:05
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	28/11/2018 15:09
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	22/11/2018 17:05
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	22/11/2018 17:05
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	07/02/2019 16:23
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	25/02/2019 17:10
FOWLER	Mr Chris Hayes MP	Mr Chris Hayes MP	Approved	19/02/2019 11:42

Thanks.

s22

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## Stronger Communities Programme – Round 4

### Replacement Application Completeness and Eligibility Checklist

Application number	STCO75469
SGMS link to application	<a href="http://esgms/niku/app?action=union.viewODFFile&amp;fileId=10552301&amp;versionId=10552302&amp;odf_pk=5368021&amp;objectType=gm_app_attachment&amp;RhXm0r7tSeUqEr=true">http://esgms/niku/app?action=union.viewODFFile&amp;fileId=10552301&amp;versionId=10552302&amp;odf_pk=5368021&amp;objectType=gm_app_attachment&amp;RhXm0r7tSeUqEr=true</a>
Applicant name	The Youth Co-Lab Incorporated
Date application received	24/01/2019
Electorate	Fowler
Project title	Kitchen Co-Lab Equipment Purchase
GST status	Not Registered

**Instructions:**

- This form is to assist Assessors determine whether an application is complete and eligible.
- Assessor selections in a red box must be discussed in the Team before finalising the assessment.
- Selections in an orange box must be accompanied by an Assessor comment.

**NOTE TO ASSESSORS AND QUALITY SPECIALISTS ABOUT CONFLICTS OF INTEREST**

Conflicts of interest, perceived or real, identified by you in relation to this application should be reported to the Team and no further work on this application is to be undertaken.

**Complete this section first, before proceeding with the Checklist Requirements:**

Previous Application This Round?	Selection	Comments (If any)	QS	
<p>Did the applicant submit an application in Round 4 that was determined as Ineligible by the Delegate? Tick the relevant Yes or No box.</p> <p>Does the current application involve the same or similar project activities as an application that was determined as Ineligible by the Delegate? Tick the relevant Yes or No box.</p> <p><i>If Yes to any of the above, answer the questions below</i></p> <p><i>If No, go to <a href="#">Gateway Checks below</a></i></p>	<input checked="" type="checkbox"/> yes  <input type="checkbox"/> yes	<input type="checkbox"/> no  <input checked="" type="checkbox"/> no	<p>STCO72739</p>	<input checked="" type="checkbox"/>
What was the Ineligibility category?		Funding can only be provided for small capital projects with eligible activities and expenditure.	<input checked="" type="checkbox"/>	
What are the further details for Ineligibility?		The project involves ineligible activities and expenditure to develop a website	<input checked="" type="checkbox"/>	

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	greater than 50% of the combined grant and applicant contribution.	
Has the reason for Ineligibility been rectified? <b>If No, the application will be Ineligible, however proceed with completing this Checklist.</b>	Yes – Website development has been removed as an activity of the project and the grant amount requested has been amended.	<input checked="" type="checkbox"/>

## A. Gateway Checks

No	Requirements	Selection		comment (if applicable)	QS
1.	a. Has the MP declared any conflicts of interest? Action to manage the MP conflict of interest is appropriate.	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no		<input checked="" type="checkbox"/>
		<input type="checkbox"/> yes	<input type="checkbox"/> no		
	b. Has the Applicant declared any conflicts of interest? Action to manage the Applicant conflict of interest is appropriate	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no		<input checked="" type="checkbox"/>
		<input type="checkbox"/> yes	<input type="checkbox"/> no		
2.	According to the application, was the applicant invited by their MP to apply?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no		<input checked="" type="checkbox"/>
3.	Is the project site address in the MP's electorate? (Supporting relevant electorate map should have been included in the evidence document.)	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no		<input checked="" type="checkbox"/>
4.	In section A2 of the application form, what type of entity has the applicant selected?				
	a. A local government agency or body? <i>Go to Q5</i>	<input type="checkbox"/> yes			
	b. A not for profit organisation? <i>Go to Q6</i>	<input checked="" type="checkbox"/> yes			
	c. A trustee on behalf of a property trust? <i>Go to Q9</i>	<input type="checkbox"/> yes			
				Q4 QS:	<input checked="" type="checkbox"/>
<i>Discuss all selections in a red box with the team before continuing with the checklist.</i>					

## B. Entity Type

### B.1 A local government agency or body

No	Requirements	Assessor Response (if applicable)	Assessor comment (if applicable)	QS
5.	<p>a. Where the Entity Eligibility Tool identified this applicant as Eligible or as Ineligible, tick the relevant Yes or No box.</p> <p>Update and insert the following statement in the comment column: Verified by Program Management as eligible/ineligible<sup>*delete as appropriate</sup> in EET extract yyyy-mm-dd hh:mm<sup>*insert relevant details</sup>.</p> <p>OR</p> <p>b. Where the Entity Eligibility Tool identified this applicant with Issues, provide a brief comment on your findings from the evidence check undertaken, and then tick the relevant Yes or No box. (Supporting relevant screen dumps should be available in the evidence document.) <i>Go to Q11</i></p>	<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/>

### B.2 A not for profit organisation

No	Requirements	Assessor Response	Assessor comment (if applicable)	QS
6.	<p>a. Where the Entity Eligibility Tool identified this applicant as Eligible or as Ineligible, tick the relevant Yes or No box.</p> <p>Update and insert the following statement in the comment column: Verified by Program Management as eligible/ineligible<sup>*delete as appropriate</sup> in EET extract yyyy-mm-dd hh:mm<sup>*insert relevant details</sup>.</p> <p>OR</p> <p>b. Where the Entity Eligibility Tool identified this applicant with issues, provide a brief comment on the findings from your evidence check undertaken, and then tick relevant Yes or No box. Supporting relevant screen dumps should be available in the evidence document.</p>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<p>Verified by Program Management as eligible in EET extract</p> <p>2019-01-30 14:34</p>	<input checked="" type="checkbox"/>
7.	<p>How has the applicant demonstrated their not for profit status? <i>Select one from the following list:</i></p> <p><i>(This is based on what the applicant selected in the application. No further checks are necessary.)</i></p>			
	c. ACNC registration? <i>OR</i>	<input type="checkbox"/> yes <input type="checkbox"/> issue		<input type="checkbox"/>

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No	Requirements	Assessor Response	Assessor comment (if applicable)	QS
	b. State or territory incorporated association status? <a href="#">ACT</a> <a href="#">NSW</a> <a href="#">VIC</a> <a href="#">QLD</a> <a href="#">WA</a> For NT, TAS and SA, see SOP 1. <i>OR</i>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> issue		<input checked="" type="checkbox"/>
	c. Other evidence such as constitutional document or articles of association? If these document(s) do not clearly establish not for profit status, tick issue box and provide brief comment.	<input type="checkbox"/> yes <input type="checkbox"/> issue		<input type="checkbox"/>
8.	<i>Go to Q11</i>			

## B.3 An incorporated trustee on behalf of a trust with responsibility for a community asset or property

No	Requirements	Assessor Selection	Assessor comment (if applicable)	QS
9.	Where the Entity Eligibility Tool identified this applicant as a Trust, provide a brief comment on the findings from the evidence checks undertaken, and then tick the Yes box if it is eligible, or the No box if it is ineligible.  Update and include the following statement in the comment column: Verified by Program Management as a trust in EET extract yyyy-mm-dd hh:mm*insert relevant details,	<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/>
10.	Does the evidence provided by the applicant adequately show that the trust is responsible for the community asset or property that is the subject of this application? If it is unclear, raise with the QS. <i>Go to Q11</i>	<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/>

## C. Joint applications

No	Requirements	Assessor Selection	Assessor comment (if applicable)	QS
11.	Is the application from multiple (joint) applicants? <i>If No, go to Q13</i>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no		<input checked="" type="checkbox"/>
12.	a. Where the application is a joint application, have letters of support been submitted from all project partner organisations?  b. Have the letters of support addressed the required information?	<input type="checkbox"/> yes <input type="checkbox"/> no  <input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/>  <input type="checkbox"/>

## D. Project proposal

No	Requirements	Assessor Selection		Assessor comment (if applicable)	QS
13.	Does the project title, description and activities align with what was specified on the MP nomination? Copy the title in the MP nomination list for this application into the comment column.	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	The title from the MP list: Kitchen Co-Lab Equipment Purchase	<input checked="" type="checkbox"/>
14.	Do the project outcomes described in the application form align with what is specified on the MP nomination list?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no		<input checked="" type="checkbox"/>
15.	Does the project plan describe how the project is going to be undertaken?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no		<input checked="" type="checkbox"/>

## E. Optional Requirements

No	Requirements	Assessor Selection		Assessor comment (if applicable)	QS
16.	Where the project is located on school grounds or involves school property, has the applicant indicated that the project will deliver social benefits to the broader community?	<input type="checkbox"/> yes <input checked="" type="checkbox"/> n/a	<input type="checkbox"/> no <input type="checkbox"/> issue		<input checked="" type="checkbox"/>
17.	Where the project involves fit out, alterations and additions to existing premises, buildings or grounds does the photographic evidence submitted show the pre-project site?	<input type="checkbox"/> yes <input checked="" type="checkbox"/> n/a	<input type="checkbox"/> no <input type="checkbox"/> issue		<input checked="" type="checkbox"/>
18.	Where the project involves modifications to leased buildings or grounds, including school grounds – does the applicant have support from the owner to undertake the project?	<input type="checkbox"/> yes <input checked="" type="checkbox"/> n/a	<input type="checkbox"/> no <input type="checkbox"/> issue		<input checked="" type="checkbox"/>

## F. Project Budget

No	Requirements	Assessor Selection		Assessor comment (if applicable)	QS
19.	Is the project budget appropriate for the activities described?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no		<input checked="" type="checkbox"/>
20.	Is the project a capital project as described in s6.1 and s6.2 of the Programme Guidelines?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no		<input checked="" type="checkbox"/>
21.	Does the grant amount sought match the amount specified by the MP? Provide the grant amount in the MP nomination list for this application in the comment column.	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Grant amount in MP list: \$14,563	<input checked="" type="checkbox"/>

G. Online search

No	Requirements	Assessor Selection		Assessor comment (if applicable)	QS
22.	Did a simple online search of the applicant entity and the main contact listed in the application reveal any negative results?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no		<input checked="" type="checkbox"/>

H. Final comments

Provide any **new** comments in relation to the eligibility and completeness of the application that have not been noted above. Note any new concerns that require your Quality Specialist to review.

I. Assessor's recommendation

This application is complete. Yes  No

The application meets all of the eligibility criteria. Yes  No

I recommend it be considered for delegate approval. Yes  No

Assessor name s22(1)(a)(ii)

Date 01/02/2019

J. Quality Specialist's recommendation

*Review the MP's statement against the programme's intended outcomes. Although the MP has provided reasons why the project meets the programme's objective, the department must also decide if funding a project will be a proper use of public resources.*

Does this project meet the programme's intended outcomes and will funding this project be a proper use of public resources? Yes  No

*Provide comment if applicable.*

The application is complete Yes  No

The eligibility checklist is complete Yes  No

I have reviewed the project description – public in eSGMS Yes  No

The application meets all of the eligibility criteria Yes  No

I recommend it be considered for delegate approval. Yes  No

I recommend the following risks are managed through compliance activities:

*Identify the risk raised by the issue described above and explain the proposed mitigation strategy (e.g. "flagged for compliance review in the issues register". Write N/A if not applicable or the issues described have been addressed through the assessment process and appropriately documented.*

For Official Use Only

Nil.

<b>Quality Specialist's name</b>	s22(1)(a)(ii)
<b>Position</b>	DIIS Team Member
<b>Date</b>	05/02/2019

Released under FOI Act by DITRDCA



Australian Government  
Department of Industry,  
Innovation and Science

# Business

Your reference no: STCO75469

s22(1)(a)(ii)  
Vice President  
The Youth Co-Lab Incorporated  
11 Tewinga Rd  
Birrong NSW 2143

GPO Box 2013  
CANBERRA ACT 2601  
p: 13 28 46  
e: [SCP4Contracts@industry.gov.au](mailto:SCP4Contracts@industry.gov.au)  
w: [business.gov.au](http://business.gov.au)  
abn: 74 599 608 295

Dear s22(1)(a)(ii)

## GRANT AGREEMENT

### Your application has been successful

As outlined in your application under the Stronger Communities Programme (Round 4) and grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement. You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

### The Agreement

This agreement is a binding agreement between The Youth Co-Lab Incorporated ABN s22(1)(a)(ii) (grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Innovation and Science (Commonwealth/we).

The agreement includes:

- this letter
- the grant schedule (attachment A)
- the grant terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this agreement for public reporting purposes, including the grantee name and grant amount.

### What you must do

<b>1</b>	<p><b>To receive your grant payment</b> Complete the <a href="#">Vendor Request Form (link)</a> online with your nominated bank account as soon as possible.</p>	<b>2</b>	<p><b>Complete your project</b> in line with this agreement.</p>	<b>3</b>	<p><b>Submit your Final Project Report</b> Form via email</p>
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You must complete the [Vendor Request Form](#) with your nominated bank account and return to us as soon as possible. We are unable to make grant payments until after we have received this form.

You must undertake the project in line with this agreement. You must only spend the grant on the project or on eligible activities to undertake the project. The project should be completed by your anticipated completion date, but must be completed by the project end date. We will contact you to determine the status of your project at your anticipated completion date.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide a final report, including a statement that you spent the grant in accordance with this agreement, by the due date. You can find a sample report template at attachment C. We will also send you the report template to complete after you finish your project.

If you make a public statement or publish any material about your project you must acknowledge the funding you received from this grant. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

#### **What we will do**

We will pay the grant into your nominated bank account within 28 days of receiving your completed [Vendor Request Form](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 14.2 of the grant terms and conditions.

#### **Any questions?**

If you have any questions please call 13 28 46.

Yours sincerely

s22(1)(a)(ii)

s22(1)(a)(ii)

Manager - Stronger Communities Programme  
AusIndustry – Support for Business

19 February 2019

**Attachment A – Grant schedule**

<b>Program</b>	Stronger Communities Program
<b>Grantee</b>	The Youth Co-Lab Incorporated
<b>Grantee ABN</b>	s22(1)(a)(ii)
<b>Project title</b>	Kitchen Co-Lab Equipment Purchase
<b>Project number</b>	STCO75469
<b>Project description</b>	As set out in the Project Details and Funding Section of your application
<b>Project start date</b>	16/02/2019
<b>Grantee's anticipated completion date</b>	30/06/2019
<b>Project end date</b>	30/06/2019
<b>Total eligible expenditure</b>	\$29,127.00
<b>Grant percentage</b>	Up to 50%
<b>Total/maximum grant</b>	\$14,563.00 (plus GST where applicable)
<b>Capped amount in financial year 2018/19</b>	\$14,563.00 (plus GST where applicable)
<b>Final report due date</b>	On or before 30/07/2019
<b>Agreement end date</b>	06/12/2019

## Attachment B Grant Terms and Conditions

### 1. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

### 2. Payment of the Grant

- 2.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.
- 2.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement.
- 2.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

### 3. Spending the Grant

3.1 The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

### 4. Repayment

If any of the Grant has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

### 5. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant and to make them available to the Commonwealth on request.

### 6. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

### 7. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

### 8. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

### 9. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

### 10. Indemnities

- 10.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.
- 10.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

### 11. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks.

### 12. Dispute resolution

- 12.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.
- 12.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.
- 12.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

### 13. Termination for default

The Commonwealth may terminate this Agreement by notice if it reasonably believes the Grantee:

- a. has breached this Agreement; or
- b. has provided false or misleading statements in their application for the Grant; or
- c. will be unable to complete the Grant Activity; or
- d. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

### 14. General provisions

- 14.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.
- 14.2 This Agreement may only be varied by the parties' signed written agreement.
- 14.3 Clauses 3 (Spending of the Grant), 4 (Repayment), 5 (Record keeping), and 7 (Grant Activity material) survive the expiry or termination of this Agreement.

## Attachment C Stronger Communities Programme (Round 4) Final Report

Project number	STCO75469
Grantee name	The Youth Co-Lab Incorporated
Project title	Kitchen Co-Lab Equipment Purchase

The project number, grantee name and project title can be found in the letter of grant agreement.

### 1. Project activities and outcomes

a. Please confirm:

YES

NO\*

<b>All project activities have been completed</b> in line with your grant agreement		
<b>You spent the entire grant amount</b> to undertake the approved project		
<b>You spent your total financial contribution</b> (including in-kind contributions) to undertake the approved project		

IF YOU CANNOT ANSWER **YES** TO ALL OF THE ABOVE QUESTIONS **DO NOT SUBMIT YOUR FINAL REPORT**

If your project is not complete contact us about your project. Email: [SCP4contracts@industry.gov.au](mailto:SCP4contracts@industry.gov.au)

b. Explain how your project improved (or will improve) local community participation and contributed to a vibrant and viable community?

### 2. Attachments

Please **submit** (up to 3) **photographs** to evidence your completed project activities as specified in the grant agreement.

### 3. Certification

I, [first name/last name], [position/title], am a person duly authorised by the grantee to certify that:

- the information in this report is accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- the grant was spent on the approved project in accordance with the grant agreement.
- I am aware of the grantee's obligations under their agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the agreement.

Signature: .....

Date ...../...../.....