



Australian Government
Defence

Family Support Funding Program (FSFP) Application Form FY2024-25

Defence Member and Family Support

Key Dates

Applications open

Wednesday 01 November
2023 (9:00am AEDT)

Applications close

Wednesday 31 January 2024
(5:00pm AEDT)

Grants announced

No later than July 2024

If you have any questions regarding the
FSFP grant process, please contact us

Email

defence.communitygrants@defence.gov.au

Further Information & FSFP Website



Funding

Eligible not for profit organisations may apply
for a grant between \$5,000 and \$75,000

Defence Community Grants is accepting applications to support projects with positive outcomes that lead to a strengthened, inclusive and socially connected Defence community as it manages the military way of life.

Important Information Prior To Applying

The Department of Defence can only enter into a Funding Agreement and provide funds to an organisation that is a legal entity. If an organisation seeking funding is not a legal entity, then an eligible not-for-profit community organisation may act as a sponsor and apply on behalf of such an organisation.

Applicants must read the [FSFP Guidelines FY 2024-25](#) before completing the application as they contain important information about eligibility, how to apply and management of the grants process.

Section 1 - Applicant Details

1.1 Organisation Details	
Full Legal Name Of Organisation	
Other Names For Organisation (Trading as) <i>if applicable</i>	
Physical Address	
Postal Address	
Federal Electorate	
Email Address	
Contact Number	
Website	
Date The Organisation Was Established	
1.2 Financial Details	
ABN/ACN	
Account Name	
BSB	
Account Number	
1.3 Contact Information	
Primary Contact Name	
Primary Contact Email Address	
Primary Contact Position Title	
Primary Contact Number	
Alternate Contact Name	
Alternate Contact Email Address	
Alternate Contact Position Title	
Alternate Contact Number	



Section 2 – Organisational Purpose

2.1 Purpose – What is the purpose of your organisation? Please provide a short description of why your organisation exists <i>(no more than 100 words)</i>
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Section 3 – Application

Note: Ensure to refer to the [FY 2024-25 FSFP guidelines](#) when completing this section.

As outlined in the FY2024-25 guidelines please indicate the appropriate category your organisation is applying under:	
<input type="checkbox"/> General Non-For-Profit (NFP) Organisation (please complete section 3.1) <i>NOTE: if an established Defence Community Group opt to apply under the 'NFP option' they will not be eligible for additional funding under the Community Support Coordinator Program (CSCP)</i>	<input type="checkbox"/> Defence Community Group (please complete section 3.2)

Section 3.1 – General NFP Organisations – Project Proposal & Overview

3.1.1 Project Overview	
Project Title	
Project Location	
Amount Requested for FY 2024-25 <i>(Whole Dollars Only Up to Maximum \$75,000)</i>	
Number of Defence Families Anticipated to Benefit <i>(do not include social media followers)</i>	

3.1.2 Application Questions & Project Proposal

3.1.2.1 Alignment with Objectives – How does your proposed project align with the objectives and focus areas of this grant program? Please specify which of the grant objective and focus areas your project addresses, and provide a brief explanation of alignment.



3.1.2.2 Project Feasibility – Describe the overall feasibility of your project, including the resources, timeline and scope. What potential challenges do you anticipate in implementing and how do you plan to mitigate them?

3.1.2.3 Potential Impact – What are the expected positive impacts of your project on enhancing military family and community resilience to manage mobility, absence from home and other Defence lifestyle factors?



3.1.2.4 Evaluation – Please describe how you plan to monitor and evaluate the process of the project and measure success, including how you will measure the impact on the identified target audience.

3.1.2.5 Innovation and Creativity – Describe any innovative or creative elements in your project proposal that address the objectives. For example, how does your project introduce novel approaches to fostering resilience within military families and communities?



3.1.2.6 Organisational Capacity – Provide information about your organisation’s capacity to successfully implement the proposed project. Highlight any relevant experience, qualifications or resources that demonstrate your organisation’s capability.

3.1.2.7 Sustainability – Explain your plan to ensure the sustainability of the projects impact beyond the grant period. How do you envision the project continuing to benefit military families and communities after the grant funding concludes?



3.1.2.8 Collaboration Potential – Are there any collaborations or partnerships you have established or plan to establish for this project? If so please provide detail including how these collaborations contribute to the effectiveness and impact of your project.

3.1.2.9 Promotion – How do you plan to promote your proposed project to ensure its success?

At completion Section 3.1 - Go to section 4



Section 3.2 – Defence Community Group – Project Proposal & Overview

3.2.1 Defence Community Group Overview	
Defence Community Group	
Community Group Location	
Management Committee	
Name Of President	
Phone Number	
Email Address	
Name Of Treasurer	
Phone Number	
Email Address	
Name of Secretary	
Phone Number	
Email Address	
Is Your Community Group Located Within The Community Or On A Defence Establishment?	<input type="checkbox"/> Within local community <input type="checkbox"/> Within Defence establishment (e.g. on base)
If above is 'within Defence Establishment' - Please Answer The Below:	
Please Specify Defence Base Establishment	
Commanding Officer's Name	
Commanding Officer's Signature (Commanding Officer's signature is required; alternatively, a letter of support to be on base may be included as an attachment).	
Commanding Officer's Comments (optional)	
Amount Requested for FY 2024-25 (Whole Dollars Only Up to Maximum \$50,000)	
Number of Defence Families Anticipated to Benefit (do not include social media followers)	

3.2.2 Application Questions & Project Proposal
3.2.2.1 Understanding Key Audiences – Who are the primary target audiences within the Defence Community? Please provide a detailed description of these key audience groups. (E.g. partners, children, new parents, couples without children)
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3.2.2.2 Understanding Key Audiences – How have you assessed and determined the specific needs and preferences of these key audience groups concerning the objectives outlined in the application guidelines?

3.2.2.3 Project Activities – Detail your proposed project and related activities.



Project Activities – Detail your proposed project and related activities continued...



3.2.2.4 Project Activities – Describe the specific project goals that relate to engaging and meeting the needs of your key audiences. What are the expected positive impacts of your activities on enhancing military family and community resilience to manage Defence lifestyle factors?

3.2.2.5 Audience Engagement Strategies – Describe the strategies and methods you will employ to effectively engage and involve the identified key audiences in your project.



3.2.2.6 Audience Engagement Strategies – Provide an overview of your communication and outreach plan. How do you intend to raise awareness of your project among the key audiences?

3.2.2.7 Audience Engagement Strategies – Are there any existing community partnerships or relationships that you plan to leverage to enhance audience engagement and project success?

3.2.2.8 Measuring Audience Engagement– What metrics or indicators will you use to measure the level of engagement and participation of your key audiences throughout the project?



3.2.2.9 Measuring Impact – How will you assess the impact of your project on the identified key audiences, including and changes in knowledge, behaviour or attitudes?

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3.2.3 Community Support Coordinator Program (CSCP)

Is your Defence Community Group a Current CSCP Participant?

☐ Yes ☐ No

If No – do you wish to receive more information relating to the program and application process?

☐ Yes ☐ No ☐ N/A

Section 4 – General Questions (to be complete for all applications)

4.1 Is the committee willing to be considered for Partial Funding? *Note: if answer NO the advisory committee will not be able to consider partial funding if budget allocations are exhausted*

☐ Yes ☐ No

4.2 How do you propose to manage grant funds during the project?

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4.3 Is there any additional information relating to your proposed project that has not been covered above?

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It is important to show how your organisation plans to spend the grant and whether you expect any other income to support your project. By entering in your funding amount on the below proposed budget by no means guarantees that the full amount will be granted.

Defending Australia and its National Interests
www.defence.gov.au

Section 6 – Multi-Year Funding

If you do not wish to be considered for multi-year funding, please continue to **Section 7**. Please note to be eligible for multi-year consideration your organisation must have received an FSFP grant in a previous financial year. In order to be considered for multi-year funding all questions within this section are mandatory.

Is this multi-year application to assist with continuing existing services or to expand on current services?

- ☐
- Continue Existing Services
- ☐
- Increase/Expand Current Services
- ☐
- Other

Please provide detail (example what is the community need to continue or expand current services):

Describe your strategic plan to deliver the project over a period of up to two financial years, including key expected results, resources and timings. (Please provide a breakdown across the financial years you are requesting funding for. This detail should complement details provided in **Section 3.1 or 3.2)**

Have you had success in securing a multi-year grant previously? *(If yes, please provide details on who the funding body was, what the grant was to deliver and the year in which you were supported).*

Section 6.1 – Multi-Year Funding Budget

Please provide detail for total funding being requested for the proposed project across each financial year.
(please insert whole dollar amounts only)

FY 2024-25 <i>(should match requested budget provided in Section 5.1.A)</i>	FY 2025-26	Total Requested <i>(should match requested budget provided in Section 5.1.A + Section 6.1)</i>

Please note: Defence reserves the right to approve the funding for a single year of a multiple year request, and request you reapply in the following year for further funding.

[illegible]

Section 7 – Declaration

Please read and complete the following declaration.

Please declare any conflicts of interest and how any perceived or actual conflicts of interest will be addressed	
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I declare that to the best of my knowledge:	
I have read, understood and agree to abide by the FSFP Guidelines FY2024-25	<input type="checkbox"/>
The organisation making this application is a legal entity as described in the FSFP Guidelines FY2024-25	<input type="checkbox"/>
The information given on this form is true and accurate	<input type="checkbox"/>
I understand that an incomplete application will not be considered	<input type="checkbox"/>
If and where and personal details of a third party are included, the third part is taken to have been made aware that their personal details may have been provided in this application	<input type="checkbox"/>
I give consent to the Department of Defence to contact me for further information in relation to the FSFP FY2024-25 application	<input type="checkbox"/>
If my organisation is successful, I give consent to the Department of Defence to make public the details of my organisation and the funding received	<input type="checkbox"/>

Please attach the following to your submission in order complete your application:

<input type="checkbox"/>	Certificate of incorporation
<input type="checkbox"/>	Certificate of insurance
<input type="checkbox"/>	Any other supporting documents

Application Signatory

Presidents Name:	Signature:
<div></div>	<div></div>
Witness Name and Position:	Signature:
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