

# Community Grants Hub

Improving your grant experience



Submission Reference:  
**TWQR2NS**

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## Application Information

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Inclusive Communities grants aim to build strong, resilient and cohesive communities to help make Australia more secure and harmonious as a whole. This will be done through providing grants for projects to increase the social and economic participation of vulnerable and disadvantaged individuals and families within their communities to enhance their life-time wellbeing and sense of community belonging. Grants will be available to eligible community organisations to build and sustain social cohesion and community resilience, whether through employment, education or broader community life. Inclusive Communities projects may include a multicultural arts or festival event. All Inclusive Communities projects may include a Harmony Day event.

### Community Grants Hub

Please note that all references to the '**Community Grants Hub**' throughout this Application Form refer to the Community Grants Hub (supported by the Australian Government Department of Social Services).

### Closing Date/Time

Applications must be submitted by **2:00pm** Canberra local time on **Wednesday 23 August 2017** .

### Making Sure Your Application is Saved

The 'Continue' button will not save your Application. For your Application to be saved, you will need to click on:

- 'Save and Exit', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current form process to the 'Form Saved' page.

Note that the 'Save and Exit' button will ask that you 'Confirm' that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission reference ID details.

### Application Pack

Read all information in the Application Pack before completing this Application Form. The Application Pack is available on the Community Grants Hub ([website](#)). Applications will be assessed using the process outlined in the Program Guidelines.

## Application Help

Information about the Application process is available on the [Community Grants Hub](#) website.

Applicants must submit any questions relating to the Program or this Application process in writing to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). Applicants may submit these questions up until five Business Days prior to the Closing Time and Date. A response will be provided within five business days.

Applicants may direct any general enquiries, requests for technical help or support in using and/or submitting the Application Form by:

- Phone **1800020283**
- Email to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au)

## Attachment Limits

This Application Form has been set up to allow users to attach files within the form. The maximum size allowable for individual attachments is no larger than 2MB and the form will not accept individual attachments above this size. In some areas of the form there are limits to the numbers of attachments being entered in a particular section.

Please read individual question instructions carefully to be informed of these limits. The total size of all of the attachments combined in the form will not be allowed to exceed 15MB. Please plan to modify your attachment files accordingly if necessary.

## Sharing this Form

Please note that more than one person should not be accessing this form at the same time.

If this is done then there is a risk that information may be lost in the form and all information will not be transferred in submission.

If you wish to share this form and the access details, please ensure that only one user at a time is accessing and saving information. I.e. one person needs to be completed their updates and have saved and exited the form prior to another starting on their updates in the same form.

## Submission Reference ID

Each Application Form is allocated a unique Submission Reference ID. Each time this Application is accessed you will be required to use this Submission Reference ID.

## Submitting Application Form

Once you have completed this Application Form, you must submit it electronically by using the submission section at the end of this form.

Please note: there may be short, scheduled outages to systems as part of regular information technology maintenance that may affect submission of this form. Notification of these outages will be on the website.

Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the main email contact provided in the Application Form. A function is also available on the submission page to allow you to send a receipt email to the address of your choosing. Please save this email receipt for future reference and use it in all correspondence about this Application.

**Note:** Applications will be assessed using the process outlined in the Application Pack and Program Guidelines. The Department will notify all Applicants of the grant funding outcome on completion of the assessment process.

# Inclusive Communities Grants

## National Relay Service (NRS)

Community Grants Hub uses the NRS to ensure our contact numbers are accessible to people who are deaf or have a hearing or speech impairment. Please phone 1800555677 to access the NRS.

## Privacy

The Community Grants Hub uses an integrated Smartform service assisted by the Department of Industry, Innovation and Science on [www.business.gov.au](http://www.business.gov.au). If you are providing information to access a non-Department of Industry, Innovation and Science programme, that information will not be accessed by Department of Industry, Innovation and Science employees. The only exception to this is where Senior Analysts within the Department of Industry, Innovation and Science require access to your information for the sole purpose of troubleshooting technical errors. Where this occurs Senior Analysts will only access the data with permission and at the request of client agencies.

For more information about how the Department of Industry, Innovation and Science protects your privacy and personal information, please see the Department of Industry, Innovation and Science's [Privacy Policy External Site](#). The Community Grants Hub [Privacy Policy](#) and [WCaG Accessibility Information](#) and the individual Department [Privacy Policy](#) should also be read and understood.

## Use of Information

Inclusive Communities grants aim to build strong, resilient and cohesive communities to help make Australia more secure and harmonious as a whole. This will be done through providing grants for projects to increase the social and economic participation of vulnerable and disadvantaged individuals and families within their communities to enhance their life-time wellbeing and sense of community belonging. Grants will be available to eligible community organisations to build and sustain social cohesion and community resilience, whether through employment, education or broader community life. Inclusive Communities projects may include a multicultural arts or festival event. All Inclusive Communities projects may include a Harmony Day event.

Your Submission Reference is:

**TWQR2NS**

Please note that your saved form, if not updated or submitted within a set period of time, will be deleted.

**Please 'Send yourself a reminder email' below. This email details the date and time your form will be deleted, the Submission Reference number, a link to access your saved form and information on how to contact us for further assistance.**

Your email address \*

steve@autismcommunity.org.au

## Use of Information

Department of Social Services may use the information, other than personal information, provided in this Application Form to assist Department of Social Services to:

- comply with the Australian Government requirement to publish the details of all grant recipients on the Department of Social Services website,
- inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that programme, and/or
- inform future assessments for Applications.

You can only apply if you agree to Department of Social Services using the information (not personal information) you provide in this form for the purposes listed above.

Check this box if you agree to the Department of Social Services using the information (not personal information) you provide in this Application Form.

I agree \*

## Existing Grant Recipient

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Is the Applicant an existing Grant Recipient? \*

You must respond to this question.

Select 'No' if the Applicant is not an existing Department of Social Services Grant Recipient.

Select 'Yes' if the Applicant is an existing Department of Social Services Grant Recipient. If yes is selected you then must enter your organisation ID number in the next field. The Applicant's organisation ID number should be entered as it appears on the Department of Social Services Grant Agreement. After entering the organisation ID, click on the 'Search' button to validate the ID to bring back key organisation details for this Application. Should there be any issues with validation, a message will be returned to give a choice on actions to progress. If you require assistance, please call 1800020283.

Yes  No

## Applicant Details

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Does the applicant have an Australian Business Number (ABN), Australian Company Number (ACN) or Australian Registered Body Number (ARBN)? \*

You must respond to this question. For further details refer to <http://www.abr.business.gov.au/>.

Yes  No

**If Yes, provide the Applicant's ABN and ABN Branch Number (if applicable)**

Enter your ABN into the Australian Business Number (ABN) field and click the Validate ABN button to retrieve your registration details.

Australian Business Number (ABN) \*

64103662535

**Enter the ABN Branch Number relevant to the Applicant's ABN, if applicable. This is limited to 3 digits.**

ABN Branch Number

Enter your ACN into the Australian Company Number (ACN) field and click the Validate ACN button to retrieve your registration details.

Australian Company Number (ACN)

Legal/registered entity name \*

Autism Community Network

If you have Trading/Business Names registered, you can select the relevant Business Name. If you have not registered your Business Name, you can either select "Same as Legal Entity" or "Other" in the "trading name/business name" field. If "Other" is selected, you will be asked to provide the Applicant's trading/business name in another field that will become available.

Business name of the Applicant \*

Same as Legal Entity

Date of registration of ABN

14 Sep 2011

Australian Business Register (ABR) provided Entity Type

Other Incorporated Entity

State

NSW

Postcode

2210

GST Registered - Checkbox is ticked if the Applicant is GST Registered.

Registered as Charity - Checkbox is ticked if the Applicant is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC).

## What is the registered business address and main contact details of the Applicant?

The business address must be completed in full and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601

**Note:** the address fields accept the characters of A to Z, 0 to 9, ( ) . , ' & - / \ @, all other characters including carriage returns are not accepted.

Please note that if an Applicant selects 'Unable to validate' following an initial failed validation attempt, the Department will use this non-validated address for correspondence.

Floor / Building; Unit; Apartment

Street number, name and type \*

Lot 1, 273 Fowler Road

Suburb/Town \*

ILLAWONG

State \*

NSW

Postcode \*

2234

**Address Validated**

Lot 1, 273 Fowler Road ILLAWONG NSW 2234

Main Telephone \*

0295439036

Main email address \*

info@autismcommunity.org.au

Web address

www.autismcommunity.org.au

## What is the postal address of the Applicant?

What is the postal address of the Applicant? The postal address must be completed in full. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601 Note: the address fields accept the characters of A to Z, 0 to 9, ( ) . , ' & - / \ @, all other characters including carriage returns are not accepted.

Same as business address above

Floor / Building; Unit; Apartment

Street number, name and type \*

Suburb/Town \*

State \*

Postcode \*

What is the Applicant's financial email address for the receipt of Department of Social Services payment advice should the Application be successful?

You must respond to this question. 350 character limit.

The email address must be entered in a valid format without spaces (eg. example@business.com.au).

Payment advice includes Recipient Created tax invoices (RCTIs).

Financial email address \*

Does the Applicant operate as not-for-profit? \*

For eligibility requirements, refer to the Program Guidelines Overview.

For further details about not-for-profit organisations refer to the [Australian Tax Office website](#).

You must respond to this question.

Select 'No' if the Applicant operates for profit.

Select 'Yes' if the Applicant operates as not-for-profit.

Yes

No

## Eligibility Requirements

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What is the Applicant's legal entity type? \*

For a list of eligible legal entity types, refer to the Program Guidelines Overview.

If you are unsure about the Applicant's legal entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Australian Business Register website for further information.

What is the Applicant's legal entity type?

You must respond to this question. Choose the legal entity type that is relevant to the Applicant from the list.

NOTE: Use the field's scroll-bar or the keyboard's down-arrow to view all available options.

If you are unsure about the Applicant's legal entity type, please seek independent advice (e.g. from your Accountant) or refer to <http://www.abr.business.gov.au/> for further information.

Incorporated Association

### Is the Applicant able to provide documentation to support the legal entity type? \*

You must respond to this question. At least one attachment must be provided if the response to "Does the Applicant have an Australian Business Number (ABN)?" was 'No'.

Select 'No' if the Applicant is not able to provide documentation to support the legal entity type.

Select 'Yes' if the Applicant is able to provide documentation to support the legal entity type. If 'Yes' is selected, click the 'Click to Upload' button to add the file in each attachment section and then click the 'Add Attachment' button to add sections for subsequent attachments. Note: the maximum size permitted per attachment file is 2mb and the overall form has the capacity to take 15MB of attachments in total. Once a file has been uploaded or an attachment section has been added, select the appropriate 'X' symbol button to delete.

**NOTE:** There is a maximum of 2 attachments for this question if the response is Yes.

Yes

No

**List of attachments (Note: Attach any relevant documentation. Mandatory to provide at least one document where it has been indicated that the Applicant is able to provide documentation to support their legal entity type.)**

#### Attachment 1 \*

File: ACN CERTIFICATE INCORPORATION.pdf

### Select the geographical area/s that your project will target, using the Australian Statistical Geography Standard (ASGS) remoteness structure. \*

Please select one or more of the following. Further information about the remoteness structure can be obtained by visiting the Australian Bureau of Statistics website at <http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1270.0.55.005July%202011?OpenDocument>

Major city of Australia

Inner Regional Australia

Outer Regional Australia

Remote Area

Very Remote Area

Which of the following groups will your project target? \*

Please select one or more of the following:

- Children and youth under 18 years of age
- Older Australians over 70 years of age
- Economically isolated or unemployed people
- Culturally and linguistically diverse individuals
- Socially isolated people
- Women
- People with disability and/or mental health issues
- Non-Australian citizens, including humanitarian entrants or newly arrived migrants
- Indigenous Australians
- Groups or individuals that demonstrate strong levels of intolerance towards Indigenous Australians, or people from cultural and linguistically diverse backgrounds
- Other

Is your organisation currently, or has it recently, been in receipt of a grant of funding under one or more of the following Strengthening Communities Activity grants programs? \*

For the purposes of this application, the term 'recently' refers to a receipt of grant funding any time since 1 March 2015.

- No

For the purposes of this question, 'project' refers to the overarching project proposal in its entirety, and not the smaller sub-components (for example, a Harmony Day event). Responses should include the date the project is established (1 March 2017) and the date the project is concluded (1 July 2017) (e.g. 1 March 2017 - 1 July 2017). \*

1 April 2018 to 30 June 2021

(Limit: approx 300 words, 2000 characters)

Characters entered: 28

You may choose for your project to include a Multicultural Arts and Festivals event. Will your project include a Multicultural Arts and Festivals event?

Multicultural Arts and Festivals events are optional. \*



Yes  No

Will you be collaborating with other organisations, either formally (e.g. MoU, Consortium) or informally (e.g. pathways for referrals, promotion of project) in the delivery of your project?

Collaboration is optional. \*

Yes  No

Please explain the reasons why you have either chosen to, or chosen not to, collaborate with another organisation/s?

Collaboration is optional. \*

Our organisation is unique as we are the only group which provides free services for all carers and individuals affected by autism, across New South Wales (NSW). We informally partner with other autism groups in NSW to understand their service offerings so we can refer our clients where relevant. We firmly believe in an inclusion philosophy not only with our clients, staff and volunteers, but also with other autism organisations. We have a policy of not competing, but rather, supporting all efforts, and where possible readily share resources. We have worked on projects with other organisations such as Carers NSW, Autism Spectrum Australia (Aspect), Lions Clubs and the Luke Priddis Foundation.

(Limit: approx 300 words, 2000 characters)

Characters entered:

## Financial Viability and Governance

**Do any of the following legal situations apply to the Applicant?**

Has the Applicant been involved in any litigation or prosecution in the past three years? \*

You must respond to this question.

Select 'No' if the Applicant has not been involved in any litigation or prosecution in the past three years.

Select 'Yes' if the Applicant has been involved in any litigation or prosecution in the last three years. If 'Yes' is selected, you must then provide details and/or explanation of why the litigation or prosecution should not be considered relevant to the Application in the 2000 character limit (approximately 300 words) field provided. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. If the Applicant has settled a claim on confidential terms, please indicate this in your response. Department of Social Services may request further information as part of the assessment process. NOTE: This field accepts the characters of A to Z, 0 to 9, ( ) . , ' & -/ \ @, all other characters including carriage returns are not accepted.

Yes  No

Has any senior official or person directly involved in delivering the Activity (should the Application be successful) been involved in any litigation or prosecution that may reasonably be considered to be relevant to the Application? \*

You must respond to this question.

Select 'No' if no senior official or person directly involved in delivering the Activity (should the Application be successful) has been involved in any litigation or prosecution that may reasonably be considered to be relevant to the Application.

Select 'Yes' if any senior official or person directly involved in delivering the Activity (should the Application be successful) has been involved in any litigation or prosecution that may reasonably be considered to be relevant to the Application. If 'Yes' is selected, you must then provide the details of any senior official or person directly involved in delivering the Activity and details of the litigation or prosecution in the 2000 character limit (approximately 300 words) field provided. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. If the Applicant has settled a claim on confidential terms, please indicate this in your response. Department of Social Services may request further information as part of the assessment process. NOTE: This field accepts the characters of A to Z, 0 to 9, ( ) . , ' & - / \ @ , all other characters including carriage returns are not accepted.

Yes  No

Has there been any significant financial matter which may impact on the Applicant in the performance of the Activity? \*

You must respond to this question.

Select 'No' if there has not been any significant financial matter which may impact on the Applicant in the performance of the Activity.

Select 'Yes' if there has been any significant financial matter which may impact on the Applicant in the performance of the Activity.

Note: you may be required to provide documentation upon request. \*

Yes  No

Are there any future commitments or contingent liabilities that might materially affect the Applicant in the performance of the Activity? \*

You must respond to this question.

Select 'No' if there are not any future commitments or contingent liabilities that might materially affect the Applicant in the performance of the Activity.

Select 'Yes' if there are any future commitments or contingent liabilities that might materially affect the Applicant in the performance of the Activity.

Note: you may be required to provide documentation upon request. \*

Yes  No

Is the Applicant able to provide the following financial information?

A 'Yes' or 'No' response to all sub questions on whether the Applicant is able to provide the following financial information is Mandatory.

- Two most recent sets of year-end audited financial statements.
- Current year-to-date management financial information, for example, income and expenditure statement and balance sheet.
- The Applicant's financial statements fully compliant with the Australian Accounting Standards.

If 'No' is selected for any of these sub questions, you must then provide a brief explanation for the 'No' response in the 2000 character limit (approximately 300 words) field provided. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. NOTE: This field accepts the characters of A to Z, 0 to 9, ( ) . , ' & -/ \ @, all other characters including carriage returns are not accepted.

Note: you may be required to provide documentation upon request.

- |  |                                      |                          |
|--|--------------------------------------|--------------------------|
| 1. Two most recent sets of year-end financial statements. *  | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 2. Current year-to-date management financial information, for example, income and expenditure statement and balance sheet. * | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 3. Are the Applicant's financial statements fully compliant with the Australian Accounting Standards? *                      | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

## Does the Applicant have the following documents?

Note: you may be required to provide documentation upon request.

A 'Yes' or 'No' response to all sub questions on whether the Applicant is able to provide the following documents is Mandatory.

- Documented organisational and financial policies and procedures.
- Business plan and/or strategic plan.
- Risk management plan.

Note: You may be required to provide copies of the above documentation within 7 days upon request.

- |   |                                      |                          |
|---|--------------------------------------|--------------------------|
| 1. Documented organisational & financial policies & procedures. * | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 2. Business plan and/or strategic plan. *                         | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 3. Risk management plan. *  | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

## Activity Details

### Provide a short title of your Application for this Activity. \*

You must respond to this question. 250 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc.

NOTE: This field accepts the characters of A to Z, 0 to 9, ( ) . , ' & -/ \ @, all other characters including carriage returns are not accepted.

Expand support and build capacity for families impacted by autism across New South Wales

## Provide a brief description of your Application for this Activity. \*

You must respond to this question. 1000 character limit (approximately 150 words). The character count includes letters, numbers, spaces, paragraph marks, bullet points etc.

NOTE: This field accepts the characters of A to Z, 0 to 9, ( ) . , ' & -/ \ @, all other characters including carriage returns are not accepted.

Children with autism and their families so often feel isolated and have little access to connected communities for mutual support. We need to expand our reach of support for families impacted by autism. ACN supports an inclusive community with over 1,100 families registered with us and we are almost entirely dependent on volunteers. To continue providing ongoing reliable support, we need to appoint qualified staff. We currently employ two part-time staff; an Operations Manager who works 50 or more hours a week while paid 25 hours, and an Operations Officer who works up to 20 hours a week and is paid 12. We want to increase one role to full time and hire another staff member. Additionally, compensating some of our volunteers, most of whom are carers of children with autism, for their contributions would be ideal. We do not charge for any of the services we offer and we receive no recurrent funding.

(Limit: approx 150 words, 1,000 characters)

Characters entered: 915

## In which coverage area/s is the Applicant proposing to deliver the Activity?

### IMPORTANT:

- If applicable and your form has more than **40** coverage areas available for selection, note that Applicants can only select up to **40** coverage areas per Application form due to the large amount of data required for a detailed response.
- If you wish to apply for more than **40** coverage areas, a separate form/s will need to be completed. If you wish to reuse data from your first form submission for this purpose, upon submission of your first form immediately open a new copied form off the submission page using the '**Start and new form prefilled with the same data**' link. This will open the same form data with only the coverage area and attachment information removed. You must open and save this form immediately as the previously submitted data will not be captured in any new form if not done this way.
- If the '**Start and new form prefilled with the same data**' option is not done at the time of the initial form submission then a new Application form will need to be completed for all information, as well as the extra coverage areas.

### Instructions:

- The Coverage type field below indicates the areas used in this Application form.
- If applicable, select a State to refine the available coverage area values.
- A list of values will appear in the Available coverage area/s for selection. Choose the appropriate value/s and click Add to insert the highlighted value/s into the Chosen coverage area/s. Repeat the process as required.

### Tips:

- Enter text in the 'Search list...' to search for the specific area or to reduce the list of available areas.
- To choose multiple values to add at one time, use Shift+Left-Click to select a group of values, or use
- Ctrl+Left-Click to select a range of alternating values, and then click Add.
- To delete from the 'Chosen coverage area/s', choose the value in the right list box and click the Delete button.
- For further details of the available coverage area/s refer to the [Community Grants Hub](#) website

### Coverage Areas

New South Wales

## Does the Applicant plan to deliver the Activity as part of, or as the lead agency of, a consortium or use subcontractors? \*

Does the Applicant plan to deliver services as part of, or as the lead agency, of a consortium or use subcontractors?

An Applicant may determine that service delivery is best achieved through the use of a consortium arrangement or use subcontractors.

If yes, you will be required to provide the details of each consortium member/subcontractor details. Up to 10 consortium members/subcontractors can be included in the Application Form by clicking the add button at the end of this question.

Yes  No

An Applicant may determine that service delivery is best achieved through the use of a consortium arrangement.

**If the Application is successful, the Applicant will be offered a Grant Agreement with Department of Social Services as the lead agency and held liable for all obligations contained in the Grant Agreement's Terms and Conditions. This includes monitoring, management, financial performance, service outcomes and insurance coverage.**

The panel of consortium members does not enter into a Grant Agreement with Department of Social Services. The Applicant should obtain agreement prior to submitting this Application.

Further evidence of the consortium arrangements may be sought from successful Applicants prior to the signing of the Grant Agreement.

## Area Financials

Provide a breakdown of the proposed grant funding by the chosen coverage area/s. \*

Provide a breakdown of the proposed Department of Social Services grant funding by the chosen coverage area/s.

You must complete a separate row for each chosen coverage area.

Please note that you must complete the "In which coverage types is the Applicant proposing to deliver the Activity?" question before you can commence this question.

	Amount(\$ exc GST)	Amount(\$ exc GST)	Amount(\$ exc GST)	Amount(\$ exc GST)	Total funding	Approx.% of Total
Financial year	2017-2018	2018-2019	2019-2020	2020-2021		
New South Wales	\$33,100.00	\$140,396.00	\$142,370.00	\$149,598.00	\$465,464.00	100
<b>Total funding</b>	<b>\$33,100.00</b>	<b>\$140,396.00</b>	<b>\$142,370.00</b>	<b>\$149,598.00</b>	<b>\$465,464.00</b>	

Does the Activity rely on any contributions other than those requested in this Application (including commercial borrowings, donations and co-contributions)? \*

Does the Activity rely on any contributions other than those requested in this Application? Include any other Applications for funding that you have submitted in relation to this Activity and indicate that these are pending the outcome of an Application. Mandatory.

If Yes, you will be required to provide the details of the other funding submissions. Up to 10 records can be included in the Application Form by clicking the add button at the end of this question.

Yes  No

Provide bank account details for receipt of grant payments should the Application be successful.

You must respond to this question.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 2 to 9 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as it appears on the bank statement. 60 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. NOTE: This field accepts the characters of A to Z, 0 to 9, ( ) , ' & -/ \ @, all other characters including carriage returns are not accepted.

BSB number \*

062-234

Account number \*

10417253

Account name \*

Autism Community Network

## Selection Criteria

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### ***Demonstrate a strong need for the project within the target community.***

In responding to this criterion you ***must*** include:

- the demographic of the community, the extent of the problem you have identified and how the problem relates to the objectives of the Inclusive Communities grants program.
- what services are already available to support the target participants, and whether (and to what degree) there is unmet need. \*

Autism Aspergers Advocacy Australia has reported that the number of people who are diagnosed with autism spectrum disorder (ASD) continues to rise in Australia.

It states that it impacts 31% of NDIS participants, which is the largest disability group in the scheme according to recent the NDIS Quarterly Report issued in June 2015. (<http://a4.org.au/prevalence2015>)

The growth is clearly illustrated by The Australian Bureau of Statistics Survey of Disability, Aging and Carers. In 2009, it showed an estimated 64,400 Australians had autism. By 2012, this had increased by 79% to 115,400 Australians (0.5% of the population). Staggeringly, by 2015, the estimation had increased an additional 42% to 164,000 Australians (0.7% of the population), of which 143,000 (88%) were identified as also having a disability.

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/Latestproducts/4428.0Main%20Features32012>  
and <http://www.aihw.gov.au/disability/autism-in-australia/>

Autism is a complex disability that doesn't impact any two people the same way. This is why it's described as a spectrum. It is therefore challenging as the parent of a child on the spectrum to identify the best supports for their child.

Existing services are largely around providing professional services such as therapies, schools and products to help those impacted. All of these are reliant on the ability to pay. Despite funding by government schemes such as the NDIS, families will always feel the impact of the financial and social costs of coping with children on the autism spectrum.

A key need for families when their child is diagnosed, is to be able to access information not just for therapies and services, but to also connect with others who understand their situation. Typically, in NSW doctors refer clients to Autism Spectrum Australia (Aspect) as first

contact. They are informed about various professional services, such as therapy options and schools for their child. But when a parent asks if there is a support group where they can meet other parents, or a group for their child to meet other children on the spectrum, they are frequently referred by Aspect to us (Autism Community Network or ACN). While there are not for profit organisations organisations providing support in some local areas, there is no one else connecting families across an entire city and state.

Our aim is not just to provide support groups for carers but also connect them with an entire network of carers and individuals affected by the autism spectrum. The aim is to build a network within each community, carers using their combined knowledge and experience to share information and help each other. The isolation experienced by so many is lessened when they know there are other families who understand, and support them through their own experiences.

In schools, children with autism are more likely to be bullied than their neurotypical peers. They are also excluded from many planned activities due to their inability to understand social rules, and on a social level are rarely invited to parties and play dates. As they grow older their feeling of isolation deepens, and all too often their sense of self-worth is questioned. Our groups allow children with autism to meet in appropriate, low pressure environments where they can enjoy fellowship, develop confidence and grow their social skills. We include siblings in most of these groups who not only provide appropriate social behaviour examples, but they themselves also benefit from meeting other children who understand what it is like to have a sibling on the spectrum.

We already have a strong presence in the Sydney metropolitan area, but are aware that other areas of the NSW are lacking the community support we provide.

Our staff and volunteers are mostly parents of children with autism and understand personally how isolating it can be when your family cannot participate fully in the community. Finding opportunities for their children to participate in appropriately structured programs, develop social skills and confident to engage more in the wider community is a priceless asset. And while their children are engaging, they themselves are meeting other parents in similar circumstances for mutual support.

We are not an NDIS service. We do not provide therapies, we provide a way for people to connect at a grassroots community level. While many of our families qualify for NDIS, there are just as many that are considered "high functioning" and they have different needs that do not fall into the range of NDIS services. Our services are free to everyone impacted by autism irregardless of severity of diagnosis.

The model of the services we provide to the community is a three-pronged approach. We provide carer support groups in a local area with both a physical presence and access to our online community; we offer activity based clubs for children on the spectrum and their siblings; and we educate and work with local businesses to expand opportunities for individuals impacted by autism.

(Limit: approx 900 words, 6000 characters)

Characters entered: 5081

## ***Describe the project in detail, how the project will be delivered and the intended outcomes for all stakeholders.***

In responding to this criterion you ***must*** include:

- a description and objectives of the project, including how the project will be implemented, delivered and promoted.
- who will benefit from the project, what the intended outcomes will be and how the intended outcomes will improve social cohesion and/or community resilience.
- why the project should be considered a priority. \*

The key objectives of our project are to expand our model of autism support to additional locations in NSW while providing more services to our client base and create greater inclusion for those with autism, their families and build greater engagement within the local community.

ACN has grown exponentially and organically from limited resources over the last 6 years, into a significant service provider of families affected by the complexities of autism. We have achieved this by empowering volunteers and the community to play an active role in the support provided in their area. We are limited in how we continue to provide support to our ever-growing network of over 1,100 families.

We are proud of the various support groups and communities we have built across 12 Sydney districts, and social club programs for children, including Cooking club, Fitness group, Youth Club, Art group, play group, martial arts and Tech Club. These activities play a vital role in the physical and mental health of our clients; adults and children alike. The motor skills of autistic children are typically weaker than neurotypical children, and improve through such activities. More importantly, the development of understanding social rules is critical if they are to feel included and make contributions to their local community.

No matter how much the community is empowered and gets involved, we are at a point where we cannot meet the growing demand without more staff. We need to employ full time senior level staff with skills in management, fundraising, operations and training,

among others. Until now ACN has been powered by its founder and Operations Manager, Steve Drakoulis, who works 50 hours a week while paid for 25 hours. The Operations Officer works up to 20 hours a week and is paid for 12 hours. They are supported by the Board and other volunteers, but all too often volunteers leave because they cannot continue to give up their time unpaid while also caring for children with autism. This causes significant disruption to our groups and hinders our growth.

The rate of autism diagnosis is growing and our numbers will continue to grow. We welcome all families across NSW, but are unable to provide the same level of support for those outside the Sydney metro area. Support from this grant will enable us extend our umbrella of support and encourage our model of support to flourish in other areas.

In promoting our projects and building a stronger network, we will continue contacting local media and schools, connecting with members of local, state and federal government and supporting similar local organisations.

Once a member of ACN, clients are invited to join a local support group and any of the 30 pages relevant in our extensive social media online community. Pages are based on geography or common ground circumstances and a carer may ask for recommendations for a therapist in their local area, or put out a question and chat on a common grounds page.

An inclusive community where people do not feel judged or marginalised will engage with local services, businesses and contribute further. Assisting autism families in breaking their isolation benefits the wider community economically, psychologically and environmentally; it brings the community together, it makes them stronger. We recently approached Bunnings Kingsgrove, and they agreed to introduce a monthly "Kids with autism DIY" day for us. We want to take this initiative to as many other Bunnings store throughout NSW. The benefit of this project not only helps our children socially and improves their motor skills, we are educating Bunnings staff on how to understand autism.

Some years ago, we began a program to certify and identify, "Autism Friendly Business". We provided training to the staff on how to better understand issues around autistic behaviour, how to relate to a customer / client on the spectrum and how to facilitate their sensory needs. While the program was popular, due to limited resources, we were forced to suspend it. We continue receiving requests to facilitate training for local businesses and child care facilities. The benefit of reintroducing this program to the community is immeasurable as it would build greater awareness and help the community recognise, and assist someone on the spectrum if needed.

For some years, we have providing an annual "Bully Proof Kids" Taekwondo program. We have seen remarkable results where children who were once dormant at home, now regularly engage in physical activity. We want to build the capacity to engage with more suitable service providers across the state with similar programs.

ACN does not accept paid advertising. When clients register with us, they may recommend businesses that have helped their autism needs. We list those recommendations online and our clients are confident they are not being solicited. This is another part of our model that needs better software support if it's to develop further.

After participating in our various clubs, many parents report their children grow in confidence to interact with the community. These clubs are funded by small grants, or run voluntarily by parents or carers of children with autism.

Children with autism are the first direct beneficiaries of our programs as they gain knowledge, experience and confidence to engage with others, and helping reduce their feelings of isolation. Families will also feel less isolated and become more involved in their local community. This translates into greater access to services and other social engagement.

The intended outcome is for people with autism and their families is to feel more connected to their community and know they are not alone. They will be more likely to be able to contribute to their own needs, and the community benefits too. This will place less pressure on the community to support them with resources.

(Limit: approx 900 words, 6000 characters)

Characters entered: 5931

### ***Demonstrate your organisation's presence in the local community and how your project will link with or complement existing services.***

In responding to this criterion you ***must*** include:

- your organisation's local knowledge, and having or being able to have a continued presence in the area where the project is to be delivered.
- how your project will link in with or complement existing services.
- how you will involve key stakeholders and/or governing bodies within the target community. \*

The ACN started as one support group in the Canterbury-Bankstown area in 2011. Without funding, we created a model reliant on volunteers, typically carers of someone with an autism spectrum disorder. Due largely to word of mouth, more people joined the network of support and soon requests for support groups in other areas were made. Today our groups are spread across 12 different



regions, each facilitated by a carer with personal experience of autism from within its local community. We work with each community of carers to learn about their needs, and about what resources and services may exist in their area. We then establish our network in the community via the following steps:

- Contacting State and Federal Members of Parliament.
- Contacting local councils.
- Approaching local clubs for space to run our support group.
- Writing to every school in the region.
- Approaching local media outlets.
- Approaching local community organisations to introduce our group, and open the door to work together for the betterment of the community.

Examples:

- In Blacktown, Hornsby, Parramatta and St. George, we work with Lions Clubs to provide support for parents and children.
- In St. George, we partner with Georges River Life Care to provide kids social clubs and parent information events.
- We run support groups at clubs such as Hornsby RSL, Blacktown Workers, Manly Leagues, Tradies Caringbah and more.
- We have introduced our facilitators to their local MPs in Blacktown, Parramatta, Hornsby, Oatley, and others.
- We have appeared in newspapers in St. George, Sutherland, Manly, Blacktown, Auburn, Marrickville and others.
- We have applied for and accessed grants across every area we have a presence in, and ensure funds are used for the benefit for those communities, followed by timely acquittals of funds afterwards.

Because we empower each community we can rely on their local knowledge to ensure we are meeting their needs. Where there are already existing support organisations, we have consistently approached them to work together with them to support what they have already established. This remains a core value of how we operate. In Penrith, the Luke Priddis Foundation has long been the local provider for that region. We offered to support their work and promote it as need be, and we have done that for some years. We have worked together on joint projects and we have recently been asked to run their local carers group in partnership with them.

Families have the added burden of paying for professional services such as therapists and doctors that are pivotal to the development of their autistic loved one. ACN's policy is to never charge to provide support to its clients which means no-one is ever disadvantaged based on their ability to afford to help their child.

Aspect is recognized as the main body in Australia and we support their initiatives wherever our goals are aligned. They also refer families to us when families ask for support at the community level and we have worked on projects together in the past. Our founder and Operations Manager, Steve Drakoulis, is a Carer representative of Carers NSW. We worked with them on a pilot scheme for a high school program recently and work closely each year on Carers Week and the "Together Program" to name a few.

(Limit: approx 900 words, 6000 characters)

Characters entered: 3321

## ***Demonstrate your organisation's governance and capability to successfully deliver the project.***

In responding to this criterion you **must** include:

- your organisation's governance structure, the experience and role of staff, and the organisation's prior experience in delivering similar services.
- your organisation's capability to deliver new services to the target participants.
- your organisation's capability to meet the reporting and performance requirements. \*

ACN is incorporated association governed by a Board of Directors, most of whom have experience with autism. Skill sets and backgrounds of our Directors include

President Terry Lynch - Expertise in governance within the not-for-profit sector, having served many years on the Board of Keystone Community Services and spent many years as an IT Manager in the business world.

Vice President Jane Tzakos - long serving High School Deputy Principal with a post-graduate certificate in Inclusive Education in Autism, she is also a parent to a child with autism.

Treasurer Sharon Fraser - is a Qualified Accountant with 15+ years of experience. She is also a parent to a child with autism.

Director Peta Jones - holds a Bachelor of Primary Teaching, has experience in database development, and is the owner of her own business. Also a parent to a child with autism.

Director Michael Miles - extensive experience in senior roles in the banking industry, he has also served on other charity Boards

including many years as a Director for Autism Spectrum Australia (Aspect), the main body for autism in this country. Michael has an adult son on the spectrum and like many others among our team, understands the complexities and issues our clients face.

Director Richard Goodfellow – spent many years in sales, and has also taught at TAFE. Additionally Richard has served with the Lions clubs for 25 years and been recognised for his contributions in the community.

Manager – Our founder, Steve Drakoulis, also a parent of a child on the spectrum, has extensive experience in the service industry of over 25 years. He is a qualified and experienced trainer and has held positions including General Manager, Operations Manager and Special Projects manager with different businesses. He holds a Diploma in Community Services Work as well as an Advanced Diploma in Management.

He has been running the organization since its inception with the assistance of a Board who each bring their own skills and experience to the team. Each Director also takes on an active role with different projects during their term.

Operations Officer – Amanda Osborne – working closely with the Manager, she has a background as a Financial Advisor and is currently being trained to oversee our future funding and fundraising targets. She is also the co-owner of her family's IT business and has a son with autism.

We have a constitution and all necessary policies and procedures in place. Our Business Plan, our Strategic Plan and our Risk Management plan are all current.

All our staff and volunteers are trained to effectively fulfill the obligations of their roles.

We are fully capable to meet the reporting and performance requirements of this grant. As we have accessed 25 different grants over the past 6 years, we have regularly met our reporting requirements. We've also met our reporting requirements with governing organizations such as ACNC, ATO, and NSW Office of Fair Trading.

We are very experienced in delivering programs and projects we undertake. Since 2013, we have successfully delivered and acquitted the following programs. There are many others we delivered without funding, including most of the carer support groups we run.

2013/14 Hurstville Autism Kids Drama  
2013/14 Kogarah Autism Kids Drama  
2013/14 Sydney Music Club  
2013/14 Marrickville Music Club  
2013/14 Sutherland support group  
2014/15 Bankstown Art Club  
2014/15 Randwick support group  
2014/15 Hurstville support group  
2015/16 Sutherland Fit and Friendly  
2015/16 Parramatta support group  
2015/16 Hurstville Fit and Friendly  
2015/16 Canterbury Drama  
2015/16 Fit & Friendly Sutherland  
2016/17 St. George Cooking Up Life Skills  
2016/17 St. George Art Club  
2016/17 Hurstville Fit & Friendly  
2016/17 Ryde Arts About Autism Club  
2016/17 Fit & Friendly Sutherland  
2016/17 Blacktown Fathers Information Evenings  
2016/17 Parramatta Art kids  
2017/18 Hurstville Fit & Friendly  
2017/18 Cumberland Kids Club  
2017/18 St. George Cooking Up Life Skills  
2017/18 Parramatta Art kids

We have also delivered many special projects, including the "Autism Kids Communicate" project funded by the Lions Clubs. With over \$100,000 donated over 3 years, ACN launched a project to deliver support to as many non-verbal autistic kids using assistive technology. Through a structured process, a panel assessed every application and we were able to deliver an iPad, loaded with a \$400 app, Proloquo2Go, to a total of 161 children as a means to communicate. Recipient families were also presented with training on using the program. We successfully completed this project in 2017.

Our database has grown to over 1,140 families as at August 2017. Our rate of growth is such that to ensure we can continue to effectively meet the needs of these families, we need to have the capacity to expand our team. With no recurrent funding at any point of our history, relying largely on fundraising and philanthropy, we have developed a strong organisation helping many families in a way no other organisation ever has. We know how important we are to so many people but we need to prepare ourselves for the future to succeed.

(Limit: approx 900 words, 6000 characters)

Characters entered: 5164

# Attachments

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Please attach a Budget for the proposed project (see the template provided on the Hub website at <https://www.communitygrants.gov.au>).

Please note that applications that do not include a Budget, and/or do not use the prescribed Budget template will be deemed non-compliant. \*

File: 2016-595\_budget\_template\_-\_inclusive\_communities\_grants ACN values.xlsx

Please attach at least one letter of support.

Further information about letters of support can be found at section 9.5. of the grant opportunity guidelines.

Please note that applications that do not include at least one letter of support will be deemed non-compliant. \*

File: Letter of Support David Coleman MP.pdf

# Applicant Contacts

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Who is the Applicant's preferred authorised contact person for this Application?

Who is the Applicant's preferred authorised contact person for this Application?

The person must have authority to act on behalf of the Applicant in relation to this Application.

Title \*

First name \*

Last name \*

Position \*

Telephone \*

Mobile

Email address \*

steve@autismcommunity.org.au

## Provide an alternate authorised contact for this Application. \*

Provide an alternate authorised contact for this Application. Mandatory.

This person must also have authority to act on behalf of the Applicant in relation to this Application.

Title \*

Mrs

First name \*

Sharon

Last name \*

Fraser

Position \*

Treasurer

Telephone \*

0295439036

Mobile

0429229896

Email address \*

sharon@autismcommunity.org.au

## Applicant Referees

Provide the name and contact details of two referees who can support the Applicant's claims made against the selection criteria as outlined in this Application.

### Referee One

Title \*

Mr

First name \*

David

Last name \*

Coleman

Position \*

Other

Position title \*

Federal Member of Parliament

Organisation \*

Australian Federal Government

Relationship \*

Supporter

Telephone \*

0297713400

Mobile

Email address \*

david.coleman.mp@aph.gov.au

### Referee Two

Title \*

Mr

First name \*

Doug

Last name \*

Smith

Position \*

President

Organisation \*

Lions Club of Lugarno

Relationship \*

community projects partner

Telephone \*

0450300192

Mobile

Email address \*

lugarnolions.exec@gmail.com

## Declaration

Please read and complete the following declaration.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Program Guidelines overview.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receiving a Recipient Created Tax Invoice (RCTI) for this funding if this Application is successful.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application.
- I give consent to the **Department of Social Services** to make public the details of the Applicant and the funding received, should this Application be successful.

Describe any conflicts of interest that may occur from submitting this Application.

nil to our knowledge

\_\_\_\_\_

(Limit: approx 300 words, 2,000 characters)

Characters entered:

I understand and agree to the declaration above. \*

I acknowledge that giving false or misleading information to the Department is a serious offence under Section 137.1 of the Criminal Code Act 1995 (Cth). \*

Full name of Authorised Officer \*

Position of Authorised Officer \*

Date

Please provide an estimate of the time taken to complete this Application Form, including:

- actual time spent reading the guidelines, instructions and questions;
- time spent by all employees in collecting and providing the information and;
- time spent completing all questions in the Application Form.

Hours

Minutes