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# Part 1 – Introduction

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## 1. BACKGROUND

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**auDA Foundation** is a charitable trust that was established by .au Domain Administration Limited (**auDA**) to promote and encourage education and research activities that will enhance the utility of the Internet for the benefit of the Australian community.

It is a grant scheme that will provide financial support for projects that satisfy the objectives of the auDA Foundation Charter. The auDA Foundation Charter can be found in Part 3 of this document.

## 2. GRANT APPLICATIONS

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auDA Foundation offers grants typically in the range of A\$5,000 to \$20,000, and invites applications from eligible applicants.

auDA Foundation will accept applications for grants from 8 May 2006 to 16 June 2006. Applicants must complete the Application Form, the Application Cover Sheet and the Application Checklist and confirm that they will comply with the Grant Conditions if their applications are accepted.

## 3. CONTENT

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This package of documents contains:

- Part 1 – Introduction
- Part 2 – Guidelines for the Grant Program
- Part 3 – auDA Foundation Charter
- Part 4 – Grant Conditions
- Part 5 – Privacy Statement
- Part 6 – Form of Grant Agreement
- Part 7 – Application Form, Application Cover Sheet and Application Checklist

## Part 2 – auDA Foundation Guidelines for the Grant Program

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### 1. AUDA FOUNDATION FUND

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The auDA Foundation fund is a general funding source that is available for projects that fulfil the objectives of the auDA Foundation Charter. The types of projects that might receive a grant through the fund include:

- Education-based, for example:
  - scholarships for PhD students
  - research into Internet related technologies, such as:
    - (a) improvements to the domain name system
    - (b) new protocols
    - (c) addressing security issues
    - (d) addressing privacy issues
    - (e) reducing or eliminating spam
  - research into the social impact of the Internet, such as:
    - (a) how to better integrate Internet technology into society
    - (b) investigations into Internet voting
    - (c) using the Internet for enhancing public participation
    - (d) addressing issues of social equity and access
- Community-based, for example:
  - projects focussing on local, regional and national community groups and organisations
  - research activities that directly benefit the community
  - exploring technologies for improving regional access to the Internet
  - improving access for disadvantaged groups
  - techniques for applying Internet technology to address social and environmental needs

It is expected that Foundation Fund grants will typically be in the range \$5,000 - \$20,000.

In administering the Fund, auDA Foundation will:

- review applications to ensure they meet eligibility criteria;
- prioritise applications based on selection criteria;

and will typically:

- provide once-off financial support only
- give priority to applicants whose project will be completed within 12 months of the date of the grant
- give priority to applications not funded by the auDA Foundation in the preceding 2 years
- ensure a fair distribution of grants to organisations from metropolitan, regional and rural areas.

## **2. FUNDING PRIORITIES**

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To assist in choosing which applications receive grants, auDA Foundation has determined a number of priority areas that will be given greater prominence in the evaluation process. Applicants are encouraged to show how their projects emphasise the following priority areas:

- there is a demonstrated need to be addressed
- there is a clear opportunity for improvement
- address causes rather than symptoms
- create leverage
- strive for sustainability
- support organisational development

## **3. ELIGIBILITY CRITERIA**

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The eligibility criteria will be used by auDA Foundation to determine if an application is suitable for consideration. An application must meet all of the following criteria to be considered for funding:

- the applicant must be an Australian organisation, Australian citizen or resident of Australia

- student recipients must be enrolled in an undergraduate or postgraduate degree course at an Australian university
- the project must be of direct benefit to the Australian Internet community or the Australian community in general
- the activity must be undertaken in a socially and environmentally responsible manner
- the project must comply with standards and guidelines established by the Australian Human Rights and Equal Opportunity Commission  
([http://www.hreoc.gov.au/disability\\_rights/standards/www\\_3/www\\_3.html](http://www.hreoc.gov.au/disability_rights/standards/www_3/www_3.html))

#### **4. SELECTION CRITERIA**

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Eligible applications will be ranked according to a set of selection criteria. This ranking will then be used to determine which applications receive a grant. The following selection criteria will be used for this purpose:

- the project meets one or more of the funding priorities
- there is a demonstrated capacity to implement the project
- a detailed business plan is provided for the project
- the financial viability of the project
- social and environmental outcomes
- otherwise unable to undertake the project
- in kind or other financial contribution by the applicant
- value for money

#### **5. APPLICATIONS THAT WILL NOT BE ACCEPTED**

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The following types of applications will not be considered:

- projects for a religious, political or sectarian purpose
- projects that operate on a for-profit basis, although this does not preclude profit-making organisations from applying, provided that the project will be operated on a not-for-profit basis
- requests for sponsorship
- endowments, memorials or named academic chairs

- general operational or administrative functions
- conferences
- retrospective costs
- projects whose main focus is outside of Australia
- general fundraising appeals

## **6. APPLICATION PROCESS**

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- 6.1 Read all material in these guidelines.
- 6.2 Submit your application using the application forms in Part 7. Be sure to supply all information requested, including signatures and dates. The following forms must be submitted:
- Application Form
  - Application Cover Sheet
  - Application Checklist
- 6.3 Complete a separate application for each project for which you are seeking a grant.
- 6.4 Provide the original and one copy of each separate application.
- 6.5 Do not include any materials other than those specifically requested.
- 6.6 Sign and date all forms.
- 6.7 Review the checklist and enclose a copy with your application.
- 6.8 Post or deliver the application to the auDA Foundation, at:

**auDA Foundation (Grant Application)**  
107 Faraday Street  
Carlton VIC 3053

## **7. CLOSING DATES FOR APPLICATIONS**

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Grant applications will only be accepted if received at auDA Foundation's office on or before 5.00pm (Melbourne local time) on the closing date. Late applications will not be accepted.

## **8. WHAT HAPPENS NEXT?**

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All applicants will receive notification of receipt of their application.

Applicants will be notified of the success or otherwise of their application within two months of the closing date.

Successful applicants will be contacted with further instructions on how to proceed with the project. This will include signing a Grant Agreement (see Part 6) before any payments are made. The amount of the grant may be less than that requested in the application.

Unsuccessful applicants will receive a brief explanation of why their application was not accepted. This information should be carefully considered before resubmitting this or subsequent applications. There are no restrictions on unsuccessful applicants submitting new applications.

No correspondence will be entered into regarding the application evaluation process.

## Part 3 – auDA Foundation Charter

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### 1. STRUCTURE

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auDA Foundation is a charitable trust of which the trustee is auDA Foundation Pty Ltd. The sole shareholder of the trustee is auDA. The directors of the trustee have been appointed by the board of auDA.

### 2. PURPOSE

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auDA Foundation has been established to promote and encourage education and research activities that will enhance the utility of the Internet for the benefit of the Australian community. These activities include:

- education, research or science projects that:
  - provide better access to the Internet in regional, rural and remote communities
  - improve Internet training and support services for regional, rural and remote communities
  - improve access to the Internet for people with disabilities
  - enhance the delivery of Internet services to remote Indigenous Australian communities
  - enhance consumer protection safeguards
- open scholarships and prize funds to encourage and reward academic and applied excellence
- pure and applied research in Internet related fields, including academic positions
- community demonstration projects
- public education and awareness initiatives.

### 3. SCOPE

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The auDA Foundation fund is a grant scheme that will provide financial support in accordance with the activities supported by auDA Foundation.

Grant applications will be accepted twice per year for a period of one month. Applicants will be notified of their success or otherwise within two months of the closing date for applications.

All applicants **must** follow the guidelines for the Grant Program (see Part 2) in order for their application to be considered.

## Part 4 – Grant Conditions

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### 1. GRANT CONDITIONS

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To satisfy the provisions of auDA Foundation, the following standard conditions will apply to all grants approved:

- The grantee will use the whole of the grant exclusively for the project described in the application and not for any other purpose.
- Where the grantee is registered for GST, project and other costs submitted in support of the application must be exclusive of GST. Where the grantee is not registered for GST, project and other costs submitted in support of the application must be inclusive of GST.
- Grants will only be paid when auDA Foundation is satisfied that all requirements of the grant guidelines and of the grant application have been met.
- Grants may be paid in a lump sum or in instalments at the discretion of auDA Foundation. Where grants are paid in instalments, payments will be subject to satisfactory compliance with the grant reporting requirements (see next section).
- The grantee will use its best endeavours to complete the project within the time frame specified in the application. The grantee will promptly advise auDA Foundation of any change that may affect the grantee's ability to undertake or complete the project within the allotted time.
- The grantee will maintain appropriate records to enable the use of grant funds to be identified.
- The grantee will acknowledge the assistance of auDA Foundation in any published or displayed material. The grantee gives to auDA Foundation, a non-exclusive royalty-free perpetual licence to reproduce and to communicate to the public, such published or displayed material. The grantee otherwise retains all intellectual property rights in all works produced by the grantee from the grant funds.
- The grantee will report progress while undertaking the project and when the project is completed. Reporting requirements are outlined in the grant reporting requirements (see next section).

- Comply with such other additional conditions specified by auDA Foundation in approving the grant.

## **2. REPORTING REQUIREMENTS**

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### **2.1 Progress Reports**

Reports on the progress of the project must be provided to auDA Foundation in writing on a quarterly basis. These reports must include, in addition to any other requirement that may be specified by auDA Foundation from time to time, the following information:

- details of all participants in the project
- a description of the project and its objectives
- the achievements made in the past quarter
- details of all or any publication made as part of the project
- details of how the grant funds have been applied
- whether there are any changes to the project, or deviation from the original project plan, and if so, why
- the plans and objectives for the forthcoming quarter.

### **2.2 Final Report**

The grantee will provide a final report to the auDA Foundation within two months of completion of the project. This report must include, in addition to any other requirement that may be specified by auDA Foundation from time to time, the following information:

- details of all participants in the project
- a description of the project and its objectives
- the achievements made in the project, and whether that is consistent with the objectives of the project and with the project plan
- your own appraisal of the results achieved with the grant
- details of any obstacles or difficulties experienced
- details of all or any publication made as part of the project
- details of how the grant funds have been applied including a full accounting of all funds allocated to this project, itemised in a manner consistent with the original project plan and approved budget (if any).

The grantee must, at the request of auDA Foundation, provide auDA Foundation with copies of all relevant source documents (such as, but not limited to, receipts for expenses) to substantiate the information contained in the report.

## Part 5 – Privacy Statement

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This statement sets out auDA Foundation's policy on the handling of personal information.

### 1. COLLECTION OF PERSONAL INFORMATION

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In your application to auDA Foundation for a grant, you or your organisation (the Applicant) gives auDA Foundation contact details and other personal information about yourself, directors and other key personnel (Individuals). In the future the auDA Foundation, its researchers and advisors may obtain other information about the Individuals from the Applicant, from any of them, or from other sources. We may collect 'sensitive information' but only when it is necessary for the purpose of the Application. This is all "Personal Information".

### 2. USE OF PERSONAL INFORMATION

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We use Personal Information for the primary purpose of assessing the Applicant's application, and if it is successful, to provide a grant to the Applicant.

We may also use Personal Information for our internal operations including accounting, record keeping, archiving, compliance monitoring and compliance with legislative and regulatory requirements.

Without some or all of your information, we might not be able to process your application.

If your application is not successful, we may hold Personal Information we collect in relation to the application for our records. If your application is successful, after the grant is completed we may hold Personal Information concerning the grant for our records. We will not continue to hold Personal Information if it is not necessary.

### 3. DISCLOSURE OF PERSONAL INFORMATION

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We may disclose Personal Information for the purposes set out above, to people and organisations who carry out functions for us, for example our agents and our researchers, any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the Personal Information, and any party to whom the person whose Personal Information we hold authorises us to disclose it.

### 4. DATA QUALITY

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We take reasonable steps to make sure that the Personal Information we collect, use and disclose is accurate complete and up to date.

## **5. DATA SECURITY**

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We take reasonable steps to protect the Personal Information we hold from misuse and loss and from unauthorised access, modification or disclosure.

## **6. ACCESS AND CORRECTION TO PERSONAL INFORMATION**

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Subject to exceptions permitted by law, an Individual may obtain access to the Personal Information we hold about them by contacting auDA Foundation at the address set out below. An access fee may apply. If we are informed by an Individual the Personal Information we hold about them is not accurate, complete or up to date, we will take reasonable steps to correct it.

Where we receive and keep Personal Information about an Individual from another source, generally that person will have the same access to that information and it can only be used for the same purposes and shared with the same persons as the Personal Information that you give us. However, to the extent permitted by law, Personal Information that we receive from other sources will be kept confidential.

## **7. INFORMING INDIVIDUALS**

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You must inform each Individual of the contents of this Statement and Consent. By signing the Application for a grant, you acknowledge you are aware of this Statement and, on behalf of each Individual, consent to sensitive information being collected if it is necessary for the purposes of the Application.

If you require any further information about privacy, please contact us at:

### **auDA Foundation**

107 Faraday Street  
Carlton VIC 3053  
Tel: 1300 732 929

## Part 6 – Form of Grant Agreement

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DATE:            /            /

TO:    **auDA FOUNDATION PTY LTD in its capacity as trustee for the  
auDA FOUNDATION**  
  
**(auDA Foundation)**

**I/WE AGREE** that, in return for auDA Foundation agreeing to give me/us the grant (Grant) in the amount set out below, I/we will:

- comply with the Grant Conditions, and
- provide auDA Foundation with the reports specified in the Grant Conditions, or as requested by auDA Foundation from time to time, and
- indemnify auDA Foundation against any claim which may be made against auDA Foundation by any person in relation to anything done or omitted to be done by me/us in connection with the Grant, and
- if I/we breach any provision of this Grant Agreement, repay the whole of the Grant to auDA Foundation immediately if requested by auDA Foundation to do so.

**I/WE CONFIRM** that all information provided by me/us to auDA Foundation in connection with my/our application for the Grant, are true and correct and not misleading or deceptive in any way.

.....  
Signed for and on behalf of the Grantee

<b>Details of Grantee</b>	
Name of Grantee:	
Grantee's ABN (if applicable):	
Position of Signatory:	
Name of Signatory:	
<b>Details of Grant</b>	
Grant Amount:	\$

## Part 7 – Application Form, Application Cover Sheet and Application Checklist

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### 1. APPLICATION FORM

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Applications should be short, succinct and respond clearly and thoughtfully to each item. It is essential that applicants address all questions.

#### **Project information (3-8 pages max.):**

- Description of the project.
- Expected dates of commencement and completion.
- The location or place where the project will be conducted.
- The aim of the project.
- The methods or strategies that will be used to achieve the desired outcome.
- Define the group in need that you wish to assist. Provide quantitative data if possible.
- Explain the need that is being addressed and why this is important. Provide quantitative data if possible.
- Describe the benefits, outputs and outcomes the project is designed to achieve.
- How and by whom will the effectiveness of your project be measured?
- How will this project be sustained after the grant funds have been expended?
- If the project seeks funding for service delivery, give evidence of your organisation's ability and expertise to deliver that service.
- What other organisations are doing similar work and in what way does your project differ from the initiatives of these other organisations?
- Provide an itemised quarterly budget (income and expenditure) for the project or activity.
- List the amounts (both dollar and in-kind) of support your organisation will make towards the project.

- List the names and qualifications or experience of the individuals who will direct and manage the activity or project, and state whether they are current staff.
- List the trusts, foundations, corporations and other sources, including governments, from which you are seeking funding for this project.
- Provide two letters of support from external individuals or organisations.

### **Organisational information (for Organisational applicants only)**

- Give a brief description of the history and purpose of your organisation.
- List the characteristics of the population that your organisation serves, for example, geographic location, socio-economic status, age.
- Summarise the current programs and accomplishments of your organisation.
- How many paid full-time, part-time and casual staff, does the organisation employ?
- Provide a copy of your most recent annual report, ASIC annual statement, or other financial information, including a list of your board of directors and their affiliations. Identify which of your board members are executive directors. If no annual report is produced, supply a list of directors only.
- Provide the most recent financial statement, audited if available. This statement should reflect actual expenditures and funds received in the most recently completed financial year.
- Provide a brief summary of all grants that your organisation has received in the last three years from trusts and foundations.
- Provide the organisation's Australian Business Number, advise whether the organisation is registered for GST and whether the organisation is exempt from Income Tax. (In each case provide supporting documentary evidence).

### **Individual information (for Individual applicants only)**

- Give a brief description of your background, education and experience.
- Provide details of other projects that you have undertaken and grants that you have received.

- Provide contact details for three referees who will be able to answer questions relating to your capacity to undertake and complete the project.

## 2. APPLICATION COVER SHEET

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Name of Organisation or Individual applying for grant:	
ABN Number:	
Postal Address:	
Street Address:	
Telephone Number:	
Facsimile Number:	
Project Contact Person's Details: (a) Name & Title (b) Telephone Number (c) Email address	
Name of the project for which you are seeking a grant:	
Brief description of project:	
Amount (\$) of grant being requested:	
Amount (\$) of contribution or in-kind support:	
Total budget for the project or activity:	
Total budget for your organisation (current year):	

### Applicant's declaration:

I, (insert full name) \_\_\_\_\_ am authorised to make this application on behalf of the organization or individual and declare that all the information provided is true and correct. I have read and accepted the terms and conditions relating to the application for a grant from auDA Foundation.

Date: .....

Applicants signature: .....

### 3. APPLICATION CHECK LIST

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Have you read the Grant Conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the Grant Reporting Requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the Privacy Statement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your project fit the Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your project for a religious, political or sectarian purpose?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your project be operated on a not-for-profit basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you signed the application Cover Sheet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included a response to each item on the Application Details form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included the original and one copy of everything requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signed: .....

Date: .....