



Dust Diseases Care

# Dust Diseases Board Support Organisation Stream Grants 'How-To' Submission Guide FY25

## Application Submission Guide

### Introduction

This guide offers detailed instructions for completing and submitting the application and is intended to assist you in efficiently preparing and submitting your application.

### Before You Begin

**Grant Guidelines:** Ensure you have read and understood the *DDB Support Organisation Stream Grants Program Guidelines FY25*. These *Guidelines* provide crucial information on the purpose, scope, eligibility, and expectations for this grant type.

**Assistance:** For help or additional clarification while filling out the application form, please contact DDC Research and Education via [ddcgrants@icare.nsw.gov.au](mailto:ddcgrants@icare.nsw.gov.au).

### Completing the Application Form

**General Requirements:** Complete all required sections of the form accurately. Make sure all provided information is current and correct.

**Declarations:** All required declarations must be confirmed by checking the appropriate boxes within the form. This serves as verification that the information submitted is accurate and in compliance with the *DDB Support Organisation Stream Grants Program Guidelines FY25*. Additionally, a signature from the Administering Organisation/Institution is required.



## Key Sections of the Application Form

### Part A - Administrative Overview

Include a brief title for your application, information about the Project Lead, details of participating organisations, partnerships and application overview.

#### A1. Application title

Create a concise title for your program/service (**maximum 10 words**). Ensure the title clearly reflects the main focus of the grant.

- Refrain from using acronyms and quotation marks.
- Avoid using all capital letters.

#### A2. Project Lead Summary

Provide the title, full name and qualifications of the Project Lead

Field	Instructions
Title	Enter the title of the Project Lead (e.g. Mr).
First Name	Provide the first name of the Project Lead.
Surname	Enter the family name (surname) of the Project Lead.
Email Address	Use a professional email address associated with your organisation or institution.  Ensure there are no typographical errors.  Avoid using personal or informal email addresses.
Qualifications	List professional qualifications of the Project Lead relevant to this grant.



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### A3. Name of the Delegated Officer

Provide the title and full name of the Delegated Officer.

Field	Instructions
<b>Title</b>	Enter the title of the Delegated Officer (e.g. Mr).
<b>First Name</b>	Provide the first name of the Delegated Officer.
<b>Surname</b>	Enter the family name (surname) of the Delegated Officer.
<b>Email Address</b>	Use a professional email address associated with your organisation or institution.  Ensure there are no typographical errors.  Avoid using personal or informal email addresses.

### A.4 Name of the Administering Organisation

Provide details for the support organisation responsible for signing the Funding Agreement and managing the grant funds.

Field	Instructions
<b>Organisation name</b>	Enter the full name of the Administering Organisation.
<b>Street address:</b>	Enter the street address for the Administering Organisation.
<b>Postal address:</b>	Enter the postal address for the Administering Organisation (if it differs from the street address).
<b>ABN:</b>	Enter the ABN (Australian Business Number) for the organisation.
<b>Email Address</b>	Provide the email address for the organisation:



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	<p>Use the official email address associated with the organisation or institution.</p> <p>Double-check for accuracy to ensure there are no typographical errors.</p> <p>Do not use personal or informal email addresses.</p>
<b>Website URL</b>	Enter the website URL for the homepage for the organisation.

## Part B – Eligibility

### B.1 Charity/ Not for Profit Status

Field	Instructions
<b>Charity/Not for Profit Status</b>	<p>Check the appropriate box to indicate whether or not your organisation is a not-for-profit organisation and registered with the Australian Charities and Not for profit Commission (ACNC).</p> <p>Attach proof of your organisation's registration with the ACNC.</p>
<b>State/Territory</b>	Check the box next to each state and/or territory that the organisation operates in.

### B.2 Purpose of the Organisation

Field	Instructions
<b>Purpose of the Organisation</b>	Check the appropriate box to indicate whether or not your organisation has demonstrated experience in providing support, relates to the prevention and treatment of a dust disease, or neither of these two options.



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	<p>Provide an outline of how your organisation demonstrates experience in providing support or relates to the prevention and treatment of dust diseases.</p> <p>Ensure that you adhere to the 250 word limit.</p>
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### B.3 Target Demographic

Field	Instructions
<b>Target Demographic</b>	<p>Explain how your organisation supports the target demographic.</p> <p>Ensure that you adhere to the 250 word limit.</p>
<b>Measurement of target demographic</b>	<p>List the way in which your organisation measures whether beneficiaries of your proposed program/service fall into the target demographic defined in Section 2 of the Guidelines.</p> <p>Ensure that you adhere to the 250 word limit.</p>
<b>Alignment with DDB Support Organisation Grant Program Priority Areas</b>	<p>Check the appropriate box or boxes to indicate which Support Organisation Grant Program Priority Areas your proposed program/service aligns with.</p>
<b>Alignment with overall purpose of the DDB Support Organisation Grant Program</b>	<p>Check the appropriate box or boxes to indicate which overall purpose of the Support Organisation Grant Program your proposed program/service aligns with.</p>



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### Part C – About the Organisation

#### C.1 Organisational Details

Field	Instructions
<b>Organisation description</b>	<p>Provide a short description of your organisation including its history and mission.</p> <p>Ensure that you adhere to the 250 word limit.</p>
<b>Beneficiary demographic</b>	<p>Provide a description of the demographic that are beneficiaries of the service/activities that your organisation offers, if different from the target demographic (outlined in B3).</p> <p>Ensure that you adhere to the 250 word limit.</p>
<b>Organisation activities</b>	<p>Describe the main activities, services and/or programs offered by your organisation.</p> <p>Ensure that you adhere to the 250 word limit.</p>
<b>Organisation Employees</b>	<p>Indicate how many full-time employees your organisation has.</p> <p>Indicate how many part-time employees your organisation has.</p> <p>Indicate how volunteers your organisation has.</p>



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### C.2 Financial Details

Field	Instructions
<b>Financial Report</b>	<p>Check the appropriate box to indicate whether or not you have attached a copy of the most recent audited financial report or whether you are providing a URL by which the most recent audited financial report can be accessed.</p> <p>Attach a copy of the most recent audited financial report (if applicable) or</p> <p>Provide the URL by which a copy of the most recent audited financial report can be accessed.</p>
<b>Income Source</b>	Provide a percentage breakdown of your organisation's sources of income.
<b>Significant Changes</b>	<p>Describe any significant financial and/or organisational changes that your organisation has undergone that are not reflected in the organisation's most recent Annual Report or Audited Financial Report.</p> <p>Ensure that you adhere to the 250 word limit.</p>





## Part D – About the Proposal

### D:1 Proposal details

Field	Instructions
<b>Proposal type</b>	Check the appropriate box to indicate whether your proposal relates to a specific project or funding for ongoing operations of your organisation for a discrete time period.
<b>Grant duration</b>	Enter the time period that relates to your proposal (one, two or three years).
<b>Project Start Date</b>	Enter the date on which your proposed program/service is scheduled to begin.  Ensure that the proposed start date is between 1 July and 31 December 2025.
<b>Grant amount</b>	Enter the dollar value of funds that you are requesting from the Dust Disease Board for the entirety of your proposal (excluding GST).
<b>Target demographic needs</b>	Describe the needs of the target demographic that your proposed program/service will meet. (Refer to Section 2 of the Guidelines for the definition of “target demographic”).  Ensure that you adhere to the 250 word limit.
<b>Alternative funding</b>	Check appropriate box to indicate whether or not your organisation will seek funding from an alternative source.  Describe the alternative source of funding that your organisation will seek for the proposed program/service (if applicable).
<b>Collaboration</b>	Check appropriate box to indicate whether or not your organisation will seek to collaborate with another organisation on the proposed program/service.



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### Collaborating Organisation

Enter the details of the collaborating organisation (if applicable)

Field	Instructions
<b>Organisation name</b>	Enter the full name of the collaborating Organisation.
<b>Street address:</b>	Enter the street address for the collaborating Organisation.
<b>Postal address:</b>	Enter the postal address for the collaborating Organisation (if it differs from the street address).
<b>ABN:</b>	Enter the ABN (Australian Business Number) for the collaborating organisation.
<b>Email Address</b>	<p>Provide the email address for the collaborating organisation:</p> <p>Use the official email address associated with the organisation or institution.</p> <p>Double-check for accuracy to ensure there are no typographical errors.</p> <p>Do not use personal or informal email addresses.</p>
<b>Website URL</b>	Enter the website URL for the homepage for the collaborating organisation.
<b>State/Territory</b>	Check the box next to each state and/or territory that the collaborating organisation operates in.
<b>Letter of Support</b>	Attach a letter of support from the collaborating organisation.

## D.2 Project Design, Methodology and Impact Evaluation

Field	Instructions
<b>Aims</b>	<p>Describe what you aim to achieve with the proposed program/service.</p> <p>Example – To improve the psychological wellbeing of people suffering from an occupational dust disease.</p> <p>Ensure that you adhere to the 250 word limit.</p>
<b>Activities</b>	<p>Describe the activities that you will undertake to achieve these aims.</p> <p>Example – Provision of weekly group support sessions run by a licensed psychologist.</p> <p>Ensure that you adhere to the 300 word limit.</p>
<b>Outcomes</b>	<p>Describe the short-term outcomes you aim to achieve with the proposed program/service.</p> <p>Describe the medium-term outcomes you aim to achieve with the proposed program/service.</p> <p>Describe the long-term outcomes you aim to achieve with the proposed program/service.</p> <p>Example – To bring awareness of the type of assistance that a support group can provide; the connection of dust disease sufferers with a community of people with similar needs; a reduction of psychological distress experienced by dust disease sufferers.</p> <p>Ensure that you adhere to the 250 word limit.</p>
<b>Impact Measurement</b>	<p>Describe how you will measure if the proposed program/service has had the desired impact (e.g. record of service interactions, participants surveys, number of engagement events, clicks through to specific relevant webpages, etc.).</p> <p>Describe how you will know if the proposed program/service has been successful.</p>

	Ensure that you adhere to the 300 word limit.
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### D.3 Project Budget

#### Proposed Budget and Justification

When completing the "Proposed Budget and Justification " section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
<b>Review the Project Budget Template</b>	Access and download the <a href="#">Project Budget Template</a> Carefully read the detailed instructions and examples included in the template to understand how to fill it out correctly.
<b>Complete the Project Budget Template</b>	Fill out each budget category as specified in the template, such as personnel, equipment, materials, travel, etc.  Provide a detailed breakdown of each cost item within the budget categories. Ensure all amounts are accurate.
<b>Justify Each Budget Item</b>	For each cost item, provide a clear and concise justification. Explain why the expense is necessary for the project and how it contributes to achieving the project's objectives.  Ensure that all proposed expenses adhere to the permissible use of grant funds criteria specified in the <i>Guidelines</i> . Refer to these guidelines as needed to confirm eligibility. If your application is successful, your project expenditure will be tracked against this proposed budget.
<b>Attach the Completed Template</b>	Review the completed template to ensure all information is accurate and complete. Make any necessary revisions.  Attach the finalised Project Budget Template to your application form as required.

#### D.4 Risk Management

When completing the " Risk Management Plan " section of your application form, please follow these detailed instructions to ensure clarity and completeness:

Item	Instructions
<b>Download and Review the Template</b>	<p>Access and download the <a href="#">Risk Management Plan Template</a></p> <p>Review the instructions and examples in the template to understand how to fill it out correctly.</p>
<b>Identify Potential Risks</b>	<p>Identify all potential risks associated with your project. Consider operational, financial, technical, legal, and reputational risks.</p> <p>Provide a clear description for each identified risk.</p>
<b>Assess the Risks</b>	<p>Score Likelihood and Severity: Use the provided scale to score the likelihood (High=3, Medium=2, Low=1) and consequence (High=3, Medium=2, Low=1) of each risk.</p> <p>Calculate Risk Level: Multiply the likelihood by the consequence to get the overall risk level (1-9). Indicate whether the level is acceptable or unacceptable.</p>
<b>Develop Mitigation Strategies</b>	<p>Outline specific strategies to manage each identified risk. Include preventive measures and contingency plans.</p> <p>Assess the adjusted risk level after implementing mitigation strategies and ensure it is within acceptable limits.</p>
<b>Complete and Attach the Template</b>	<p>Provide detailed information for each section as outlined in the instructions.</p> <p>Attach the completed Risk Management Plan Template to your grant application.</p>

## Part E – Checklist of Attachments

Before submitting your application, please ensure that you have completed and attached all of the required documents listed below by ticking each box within the checklist.

Item	Instructions
<b>ACNC Registration</b>	Ensure that your ACNC registration is active and reflects the states your organisation is operational in.
<b>Annual Financial Statement</b>	Ensure that your annual financial statement is for FY24 (July 2023 – June 2024).
<b>Completed Project Budget</b>	Ensure that you have followed the instructions found under D.3 and that your project budget is complete.
<b>Completed Risk Management Plan</b>	Ensure that you have followed the instructions found under D.4 and that your project budget is complete.
<b>Support Letters from collaborating organisations (if applicable)</b>	Ensure that support letters from collaborating organisations clearly state the nature of the collaboration and the role of each respective party.

## Part F – Compliance and Declaration

### F1. Declaration by Delegated Officer or equivalent in the Administering Organisation

Before completing this section, please ensure you follow the instructions outlined below.

Item	Instructions
<b>Read and Follow Guidelines</b>	Confirm you have thoroughly read and understood the <i>DDB Support Organisation Stream Grants Program Guidelines FY25</i> .

<b>Eligibility Checks</b>	Ensure all necessary checks confirm that the applicant organisation meets the eligibility criteria.
<b>Update Notifications</b>	Commit to notifying the DDC of any updates to organisations after submission particularly any changes in your circumstances that may affect your eligibility or ability to undertake the project post-submission.
<b>Legal Compliance</b>	Ensure that all legal requirements will be satisfied before starting the program/service.
<b>Accuracy of Details</b>	Confirm that all details in the application and associated documents are true and complete to the best of your knowledge.
<b>Attach Documentation</b>	Verify that all required documentation and templates have been attached as instructed.
<b>Information Use</b>	Acknowledge that the information in the form and attachments will be used for funding recommendations and post-award reporting. This information may be shared with external assessors and other NSW Government Departments or Agencies as allowed by law.
<b>Use of Funds</b>	Confirm that allocated funds will be used exclusively for the purposes outlined in the grant.
<b>Risk Management</b>	Confirm that potential risks associated with the program/services have been considered and a risk management plan will be implemented before commencement, if funded.
<b>Privacy and Confidentiality</b>	Ensure the Project Lead and others involved in the delivery of the program/service are aware of the Privacy and Confidentiality terms in the <i>DDB Support Organisation Stram Grants Program Guidelines FY25</i> .
<b>Consent</b>	Confirm your consent by completing the declaration.

## General and PDF Formatting Information

The following guidelines are designed to ensure **uniformity** and **professionalism** in the submission of grant applications. Adhering to these standards will help **maintain consistency** and ensure that all necessary information is **easily accessible to reviewers**. This appendix provides detailed instructions on final submission checks to assist you in preparing your documents in accordance with DDC requirements.

### General Formatting

Item	Instructions
Hyperlinks and URLs	Use hyperlinks and URLs sparingly and only when essential.  Do not use web addresses to bypass page limits or include extra information not in the application.

### Attachments:

Attach additional required documents, such as CVs and specified templates, as separate, clearly labelled PDF files referenced in the main document.

### PDF File Specifications

Item	Instructions
File Size	Ensure the PDF file size does not exceed 10 MB.
File Naming	Use a clear, consistent naming convention for PDF files: DDB_FY25SO_Applicant Organisation Name_ 2025.pdf (Grant Type represents the type of grant, and Applicant Organisation's name).
Security Settings	Do not apply passwords or encryption to PDF documents.





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### Final Check and Submission

Item	Instructions
<b>Proofreading</b>	Carefully proofread the document to correct any typographical, formatting, or grammatical errors.
<b>Compatibility Check</b>	Open your finalised PDF on a different computer or PDF reader to ensure it displays as intended.
<b>Submission:</b>	Submit the PDF via the specified email address. Ensure you receive confirmation of submission from the DDC Research and Education Team.

## Glossary of Terms

This is a reference tool which provides clear definitions and explanations of key terms, serving as a comprehensive reference to aid applicants navigate the application process. It offers clear and concise definitions of essential terms, covering medical, legal and procedural language relevant to dust diseases and grant submissions. This resource ensures that applicants fully understand the requirements and terminology, enabling them to complete their application with confidence and accuracy.

Administering Organisation	The organisation that signs the funding agreement, and assumes responsibility for managing grant funds and ensuring compliance with grant requirements.
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Application	Formal request submitted by an individual or organisation to a funding body, seeking financial support for a specific research project.
Charity	A not-for-profit organisation that has only charitable purposes that are for the public benefit. The organisation must be registered with the Australian Charities and Not-for-profits Commission.
Collaborating Organisation	An organisation that operates in collaboration with the administering organisation to contribute to the delivery of the support service or program; or to the management and administration of the grant.
Delegated Officer	The person from the Administering Organisation with the authority to sign the Funding Agreement and administer the DDB grant.
Demographic Data	Statistics that describe the people who the Administering Organisation serves, and the characteristics of those people.
Design	The overall strategy that brings together the different elements of the proposed program or service in a clear way and explains how it will fulfil the stated need.
Eligibility Criteria	The mandatory criteria which must be met to qualify for a grant (Assessment Criteria may apply in addition to Eligibility Criteria).

Funding Agreement	A legal document that outlines the terms, conditions and obligations of funding, project delivery and accountability for both the icare and the Administering Organisation.
Grant funds	The funds provided by icare to the Administering Organisation under the terms of the Funding Agreement.
Impact	Is the demonstrable contribution that support services or programs make to the society, culture, public policy or services, health, economy, the environment, and quality of life for victims of occupational dust diseases and their families/carers.
Methodology	A description of the tasks and procedures and overall framework of how the program or service is carried out and the measures by which success is gauged.
Not for profit	A not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run the organisation, or their friends or relatives). All registered charities are not-for-profit. However not all not-for-profits are charities.
Project Lead	Project Lead is the primary point of contact and the figurehead responsible for the overall management, execution, and reporting of grant-funded projects within support organisations.
Proposal	A document or set of documents that is submitted to an organisation with the explicit intent of securing grant funding.
Purpose	A description of the specific needs and objectives the funded program or service intends to fulfil.
Reach	A measure of whether an organisation is attracting its intended participants.
Scope	An outline of the goals, objectives, activities, deliverables, budget, and timeline of the proposed service or program.
Service activities	The tasks and/or activities undertaken as part of the funded program or service.



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Submission	Process of formally sending or presenting a completed application or required documentation to the funding body for consideration.
Support Organisation	groups or organisations that provide support for victims of dust diseases or their families as provided in the Workers' Compensation (Dust Diseases) 1942 Act.
Target Demographic	Refers to all people that are affected by a dust-related disease that was sustained while having worked in NSW. It also includes their family members, especially if they provide care to the affected person.

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