

Dust Diseases Board (DDB) FY25 Support Organisation Stream Grants Program Application Form

Disclaimer

The information in this form and its attachments is used to advise the DDB on funding allocation, perform due diligence, and support post-award reporting.

This information may be shared with third parties for assessment and may be shared with other Australian Government Departments or Agencies.

The submission of your application does not guarantee funding. The costs for producing the application are borne by the applicant. The DDB and Dust Diseases Care (DDC) can withdraw funding in prescribed circumstances and dates can be changed. Applicants should read the *DDB Support Organisation Stream Grants Program Guidelines FY25* to be fully informed of requirements.

Freedom of Information

Information provided in this application and related documents is treated confidentially. However, DDC is subject to the *Government Information (Public Access) Act 2009*. As a result, the details contained in this application and other pertinent information may be disclosed if requested under the *Act*.

Application Instructions

Before completing the application, please read the *DDB Support Organisation Stream Grants "How-To" Guide FY25*. **Answer each question** in this form, typing your responses below each question, where relevant.

Additionally, **complete and attach all required documentation and prescribed templates** as specified in the form.

Please note that word limits are strictly enforced; any information exceeding the word limit will not be considered. You are required to adhere to all formatting and submission requirements.

To include an attachment to this PDF document, go to:

Tools > Edit PDF > More > Attach File

Alternatively, follow the instructions on the [Adobe website](#)

Important: When completing this application, please consult the application submission "How-To" Guide. This guide provides detailed instructions on how to complete, format and submit your application.

Part A – Administrative Overview

A1. Application Title

Provide a clear and concise title for your program/service (**maximum 10 words**):

A2. Project Lead Summary

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

Title

First name

Surname

Email address

Qualifications: List professional qualifications relevant to this grant.

A3. Delegated Officer Summary

Provide the title and full name of the Delegated Officer with the authority to administer the grant.

Title

First name

Surname

Email address

A4. Name of the Administering Organisation

Provide the details for the organisation that will sign the funding agreement and assume responsibility for managing the grant funds.

Organisation name

Street address

Postal address (if different from street address)

ABN

Email address

Website URL

Part B – Eligibility

B1. Charity/Not for Profit Status

Indicate whether your organisation is a not-for-profit and registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC) and/or the State or Territory in which it operates?

☐

No – if no, this application is ineligible for funding

☐

Yes [Attach proof]

Which states/territories does the organisation operate in? (tick all that apply):

☐

ACT

☐

NSW

☐

NT

☐

QLD

☐

SA

☐

TAS

☐

VIC

☐

WA

B2. Purpose of the Organisation

The organisation has demonstrated experience in providing support, or a like service, to a particular cohort with similar needs, or their service or program relates to the prevention and treatment of dust diseases, as per the *Workers' Compensation (Dust Diseases) Act 1942* s6(2A).

☐

Demonstrated experience in providing support

☐

Relates to the prevention and treatment of dust diseases

☐

Neither of the above – if neither, this application is ineligible for funding

Provide an outline of how your organisation demonstrates experience in providing support and/or relates to the prevention and treatment of dust diseases (**maximum 250 words**):

B3. Target Demographic

Explain how your organisation supports or proposes to support the target demographic (**maximum 250 words**):

Measurement of Target Demographic

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 (**maximum 250 words**):

The proposed program aligns with one or more of the DDB Support Organisation Grant Stream Priority Areas.

(Please tick the appropriate box/es)

☐

Cohort

☐

Support

☐

Collaboration

☐

Innovation & Technology

The proposal aligns with the overall purpose of the Support Organisation Grant program (tick all that apply):

☐

Optimise the wellbeing of people with a dust disease

☐

To inform and educate people about dust diseases and the Dust Diseases Care Scheme

☐

Support people through the Dust Diseases Care Scheme's compensation process

☐

To measure and increase the impact and reach of the Support Organisation

Part C – About the organisation

C1. Organisational Details

Organisation Description

Provide a short description of your organisation, including its history and mission (**maximum 250 words**):

Beneficiary Demographic

If different to the information provided for the target demographic (outlined in B3. of the How-To Guide), please provide a description of the beneficiaries of the current services/activities that your organisation offers (**maximum 250 words**):

Organisation Activities

Describe the main services, programs and activities your organisation offers (**maximum 250 words**):

Organisation Employees

How many paid employees does your organisation have?

Part time

Full time

How many volunteers does your organisation have?

C2. Financial Details

Financial Report

Provide your most recent audited and signed Financial Report. Alternatively, you can provide the URL to access this information:

☐

Document is attached

☐

URL provided:

Income Source

Provide a percentage breakdown of your organisation's income sources, e.g. government funding 60%, philanthropy 20%, earned income 10%, fundraising 10%.

Significant Changes

If applicable, please provide details of significant financial or organisational changes your organisation is or will be encountering, that are not reflected in the organisation's most recent Annual Report or Audited Financial Report. These can be funding changes, strategic direction or structure changes, property acquisition or other. **(maximum 250 words):**

Part D – About the Proposal

D1. Proposal Details

Proposal Type

The proposal relates to:

- ☐ a specific project, program or services
- ☐ general ongoing support for the operation of the organisation for a discrete time period

Grant duration (1-3 years)

Project start date (between 1 July and 31 December 2025)

Grant amount \$ Amount (Total funding requested from the Dust Diseases Board, excluding GST)

Target Demographic Needs

Please describe the needs of the target demographic that the proposed program/service is designed to meet (please refer to section 2 of the Guidelines for the definition of the target demographic) (**maximum 250 words**):

Alternative Funding

Are you seeking funding for this proposal from additional/alternative source(s)?

☐

No

☐

Yes (please provide details):

Collaboration

Does your proposal include collaboration with another organisation?

☐

No (please go to **Section D2.**)

☐

Yes (please provide details below)

Details of collaborating organisation:

Organisation name

Street address

Postal address (if different from street address)

ABN

Email address (if applicable)

Website URL

Which states/territories does the organisation operate in? (tick all that apply):

☐

ACT

☐

NSW

☐

NT

☐

QLD

☐

SA

☐

TAS

☐

VIC

☐

WA

In a **separate PDF document** provide a letter of support from the collaborating organisation stating the nature of the collaboration and the role of each respective party.

D2. Project Design, Methodology and Impact Evaluation

(Please note that if your application is successful, the DDC Research and Education Team will work with you to further develop aims and indicators to track your progress and complete an Impact Evaluation Plan. Your responses to the below questions will inform this process.)

Aims Describe the aims of your proposed program/service:

(e.g. to improve the psychological wellbeing of people suffering from an occupational dust disease) (**maximum 250 words**):

Activities Describe the activities that you will undertake to achieve these aims:

(e.g. provision of weekly group support sessions run by a licensed psychologist) (**maximum 300 words**):

Outcomes Describe the outcomes that you intend to have achieved as a result of the project. Provide short, medium and long-term outcomes:

(e.g. 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 in psychological distress experienced by dust disease sufferers) (**maximum 250 words**):

Impact Measurement Describe how you will measure the impact of the program/service activities. How will success be demonstrated?

(e.g. participants will complete standardised questionnaires to measure their levels of psychological distress at specific intervals during and at the finalisation of the project) (**maximum 250 words**):

D3. Project Budget and Justification

In a **separate PDF document** attach a detailed budget (using Project Budget Template) listing the proposed income and expenditure of your project. Ensure that you consult with the *DDB Support Organisation Stream Grants Program Guidelines FY25* for detailed information concerning eligible and ineligible items for funding.

D4. Risk Management

The Board expects there to be risks associated with the proposal. In a **separate PDF document** attach the Risk Management Plan Template detailing what risks may affect the successful delivery of your proposal and what your mitigation strategies are.

Part E – Checklist of Attachments

Before submitting your application, please ensure that you have completed and **attached** all the required documents and templates listed below.

- ☐ **ACNC Registration**
- ☐ **Annual Financial Statement**
- ☐ **Completed Project Budget**
- ☐ **Completed Risk Management Plan**
- ☐ **Support letters from collaborating organisations (if applicable)**

Part F – Compliance and Declaration

F1. Declaration by Delegated Officer

I/We hereby confirm that:

- I have read and complied with the *DDB Support Organisation Stream Grants Program Guidelines FY25*.
- Necessary checks have been made to confirm the application meets the eligibility criteria.
- The details in this application and all associated documents are true and complete to the best of my knowledge
- All required documentation and templates have been attached as instructed.

| | |
|----------------------|----------------------|
| Title | Full name |
| <input type="text"/> | <input type="text"/> |

| |
|--------------------------------|
| Position title in organisation |
| <input type="text"/> |

| | |
|----------------------|----------------------|
| Signature | Date |
| <input type="text"/> | <input type="text"/> |