

## Eligibility

\* indicates a required field

### Eligible entities and activities - \*Remember to regularly save your answers\*

This section will help you determine whether you are eligible for the program. If you are an individual applying in partnership with an organisation, please complete the below questions in relation to your partnership organisation. For further information about this application form and the Access to Justice Innovation Fund, please refer to the [Program Guidelines](#).

You are required to answer all questions in this section.

If you encounter any difficulties with this form please email [accesstojusticegrants@justice.nsw.gov.au](mailto:accesstojusticegrants@justice.nsw.gov.au).

Where the term 'Department' is used in this application form it should be taken to be a reference to the Department of Communities and Justice.

## Eligibility requirements

For further information regarding the eligibility requirements please refer to the [Program Guidelines](#).

- 1.The proposal addresses the core grant funding requirement of an innovative project that increases access to justice
- 2.The services provided in your application are to the primary benefit of communities within NSW
- 3.The proposal does NOT solely provide services for a business or businesses
- 4.The applicant is a partnership, an incorporated association, an industry/trader association and/or chamber of commerce, or a registered business
- 5.The applicant organisation is NOT a local council or NSW Government agency
- 6.The applicant organisation has an Australian Business Number (ABN), Australian Company Number (ACN) or Incorporation Number
- 7.The applicant organisation has the relevant organisational and policy procedures in place to meet legislative obligations in relation to child protection
- 8.The applicant organisation has authority to use all information, data or facilities that will be needed as part of the proposal
- 9.The applicant organisation has existed for two complete (12 month) financial year periods
- 10.The activities in the proposal are not funded by other grants programs

### **1.1 - The applicant confirms the above statements to be true \***

Yes

The applicant must confirm all statements to be eligible to apply. You confirm you have authority to use all required information, data or facilities required to execute your proposal. Consider for example: access to data and rights over information, intellectual property, privacy, and courts / justice related restrictions. Please note the funding agreement will require copies of Working With Children Checks (WWCC) for all positions relating to the project that involve child-related roles. These will need to be provided before any funding agreement is finalised. The Department may require evidence of the truth of the above statements before progressing your application.

### Start date

#### **1.2 - Are you able to commence your project within 8 weeks of executing a grant agreement? \***

Yes

Commencement of the project may include project planning activities. We expect grant agreements to be executed by 1 June 2022 (and no later than 30 June 2022). You must complete your project within 12 or 18 months of your project start date (depending on your funding agreement).

### Conflicts of interest

#### **1.3 - Do you have any real or perceived conflicts of interest to declare? \***

Yes

No

### Conflict of interest - description

#### **1.3.1 - Describe the perceived or existing conflict/s of interest and how you anticipate managing the potential conflict of interest. \***

Word count:

Must be no more than 175 words.

### Ineligible activities

- Recurrent or core operational costs
- Activities already funded by another government grant
- Commercial or profit-making activities
- Activities not of benefit to NSW
- Studies to obtain a degree or diploma, or academic research
- Litigation costs
- Political activity or lobbying
- Delivery of practical legal training
- Travel costs, unless they relate to direct service delivery
- Costs incurred prior to grant approval
- Prizes, awards, competitions or conferences

#### **1.4 - Confirm that your project will not fund any of the above activities \***

Yes

## Applicant Details

\* indicates a required field

Type of applicant - \*Remember to regularly save your answers\*

# Access to Justice Innovation Fund - 2021-2022 - Application Form

## Form Preview

If you are applying as a partnership, please complete this section as the partnership organisation.

### 2.1 - Select what type of entity your organisation is: \*

- Australian registered business or company (with an ABN or ACN)
- Incorporated not-for-profit organisation
- Other incorporated entity

If your organisation type is not on the list, please refer to the Guidelines as you may NOT be eligible to apply for this grant.

### Other incorporated entity

### 2.2 - Please attach any files here to provide evidence of status as 'other incorporated entity' \*

Attach a file:

This evidence may include evidence of an Indigenous Company Number (ICN) or details of your business structure that does not fit within the categories of incorporated not-for-profit or Australian Registered Business of Company (ABN or ACN). It is recommended that each uploaded file is not more than 5MB.

### Not-For-Profit Status

### 2.1.1 - If you selected 'Incorporated not for profit', how can you demonstrate your not-for-profit status? \*

- currently registered with the Australian Charities and Not-for-profits Commission (ACNC)
- currently registered on a state or territory incorporated association register
- other evidence such as constitutional documents or articles of association\*

\*If you select 'other evidence' we may request these documents from you.

### 2.1.2 - Please attach any files here to provide evidence of your not for profit status

Attach a file:

e.g. evidence of incorporation number, incorporation certificate, evidence of registration, articles of association, constitutional documents etc. It is recommended that each uploaded file is not more than 5MB.

### 2.3 - Do you have an Australian Business Number (ABN) or Australian Company Number (ACN)? \*

- Yes
- No

### 2.3.1 - Please enter your ABN or ACN here: \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

If you are unsure what your ABN number is, you can find it at: <http://abr.business.gov.au>

## Partner Organisations

### 2.4 - Does your project include any partners collaborating with your organisation?

\*

- Yes
- No

### Describe partner organisations

#### 2.4.1 - If yes, please provide details here of the structure of the partnership and the respective roles and responsibilities of each partner in managing the project:

\*

Word count:

Must be no more than 100 words.

#### 2.4.2 - Please include ABN of partner organisation

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	

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## Form Preview

DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

You can look up a partner organisation ABN at <http://abr.business.gov.au>

### 2.4.3 - Please include ABN of second partner organisation (if applicable)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

You can look up a partner organisation ABN at <http://abr.business.gov.au>

## Address details

### 2.5 - Provide your organisation's street address (Australian Head Office) \*

Address

  

### 2.6 - Provide your organisation's postal address (if different to above)

Address

  

## Website address

### 2.7 - Provide your organisation's website address

Latest financial year figures (from the most recent two financial years)

**2.8 - Has the applicant organisation existed for two complete financial years? \***

Yes

It is a requirement that applicant organisations have existed for two complete and consecutive financial year periods. If you are unable to provide financial statements and cash-flows you will need to partner with an organisation that is able to provide this information.

Two years of financial information - the following files must be attached (note: files must not be more than 5MB each)

If your organisation has not existed for a minimum of two financial years you are not eligible to apply. Please see the [guidelines](#) for further information about eligibility criteria.

The prior two years of financial information should include documentation for financial years 2019-2020 and 2020-2021. Note that multiple files may be uploaded for each requirement of this section.

It is recommended that each uploaded file is not more than 5MB.

**2.9 - Statement of profit or loss and other comprehensive income \***

Attach a file:

**2.10 - Statement of financial position \***

Attach a file:

**2.11 - Statement of changes in equity \***

Attach a file:

**2.12 - Statement of cash flows \***

Attach a file:

**2.13 - Notes to statements \***

Attach a file:

**2.14 - Auditors independence declaration \***

Attach a file:

**2.15 - Copies of current insurance details (public liability, professional indemnity and workers compensation) and certificates of currency \***

Attach a file:

### **2.16 - True and fair certification of financials by owners/committee/board \***

Attach a file:

## Employees

### **2.17 - Number of employees, including working proprietors and salaried directors (headcount) \***

Must be a number.

This is the number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.

### **2.18 - Number of independent contractors (headcount) \***

Must be a number.

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site and/or remotely.

## Ultimate Holding Company

### **2.19 - Does your organisation have an ultimate holding company? \***

- Yes  
 No

### **2.19.1 - Does the ultimate holding company have an ABN or ACN?**

- Yes  
 No

## Ultimate holding company ABN/ACN

### **2.19.2 - Please enter the ABN of the ultimate holding company:**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)

DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

You can look up an ABN at <http://abr.business.gov.au>

Holding company does not have ABN or ACN

### 2.19.3 - Please provide a short description of the business structure of the ultimate holding company

Must be no more than 100 words.

### 2.19.4 - If you have additional information about the ultimate holding company you can upload that information here

Attach a file:

## Contact Details

\* indicates a required field

Details of primary contact - \*Remember to regularly save your answers\*

This section seeks the details of the person authorised to act on behalf of the applicant. If you are an individual applying in partnership with an organisation, you should nominate which person is intended to be the primary point of contact for management of the grant below.

### 3.1 - Applicant \*

Individual  Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

### 3.2 - Role of applicant in organisation \*

e.g. Job title

### 3.3 - Applicant postal address \*

Address



### 3.4 - Applicant primary phone number \*

Must be an Australian phone number.

### 3.5 - Applicant primary website

### 3.6 - Applicant email address \*

Must be an email address.

This should be the email address of the person who is submitting the form.

## Contact's relationship to applicant organisation

### 3.7 - Is the primary contact employed by the applicant organisation?

- Yes  
 No

## Details of the primary contact's employer

### 3.7.1 - Name of primary contact's employer

### 3.7.2 - What is the relationship of the primary contact to the applicant?

### 3.7.3 - Australian Business Number (ABN) of primary contact's employer

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	

Tax Concessions

Main business location

Must be an ABN.

### 3.7.4 - Provide a contact for the applicant organisation (if different to the applicant named above)

Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 3.7.5 - Position title of contact

### 3.7.6 - Primary phone number

Must be an Australian phone number.

### 3.7.7 - Primary email address

Must be an email address.

## Project details and funding

\* indicates a required field

Project title and description - \*Remember to regularly save your answers\*

If your application is successful, the details you provide below may be published by the Department of Communities and Justice. Published project details include:

- name of the applicant
- title of the project
- a description of the project and its intended outcomes
- amount of funding awarded.

### 4.1 - Provide a project title \*

Must be no more than 100 characters.

### 4.2 - Provide a brief project description for publication \*

Word count:

Must be no more than 250 words.

### **4.3 - Describe the issue your project is designed to address and the evidence that informed your selection \***

Word count:

Must be no more than 250 words.

### **4.4 - Outline your proposed project strategy, including the key activities and project outcomes \***

Word count:

Must be no more than 250 words.

## Project duration

The project end date can be no later than 12 or 18 months after the date the agreement is executed. The project must commence within 8 weeks of execution of the funding agreement with the Department. The Department aims to have Agreements executed by 1 June 2022 (and no later than 30 June 2022).

### **4.5 - Do you propose to complete your project in 12 or 18 months from execution of agreement with the Department? \***

- 12 months
- 18 months

## File upload

### **4.6 - Attachment: Attach additional documentation in support of answers provided at 4.2 - 4.5 (if applicable)**

Attach a file:

It is recommended that each uploaded file is not more than 5MB.

## Project milestones and key activities

Please outline a basic project plan highlighting commencement date, key milestone and completion dates.

Ensure that each milestone has specific and measurable outcomes and that you will be able to provide evidence of to show project achievement. You can group multiple related and unrelated outcomes within a single milestone. Provide detail on the activities occurring at each milestone. You will need to include at least four milestones.

# Access to Justice Innovation Fund - 2021-2022 - Application Form

## Form Preview

Where requested, please provide estimate dates. You will have an opportunity to revise milestone dates prior to entering into a funding agreement if you are successful in your application.

### 4.7 - Project Milestone 1 - Title \*

Must be no more than 100 characters.

### 4.8 - Project Milestone 1 - Description \*

Word count:

Must be no more than 250 words.

### 4.9 - Milestone 1 - estimated start date \*

Must be a date.

Please provide estimate dates. You will have an opportunity to revise milestone dates prior to entering into a funding agreement if you are successful in your application. .

### 4.10 - Milestone 1 - estimated end date \*

Must be a date.

### 4.11 - Project Milestone 2 - Title \*

Must be no more than 100 characters.

### 4.12 - Project Milestone 2 - Description \*

Word count:

Must be no more than 250 words.

### 4.13 - Milestone 2 - estimated start date \*

Must be a date.

### 4.14 - Milestone 2 - estimated end date \*

Must be a date.

### 4.15 - Project Milestone 3 - Title \*

Must be no more than 100 characters.

### 4.16 - Project Milestone 3 - Description \*

Word count:

Must be no more than 250 words.

**4.17 - Milestone 3 - estimated start date \***

Must be a date.

**4.18 - Milestone 3 - estimated end date \***

Must be a date.

**4.19 - Project Milestone 4 - Title \***

Must be no more than 100 characters.

**4.20 - Project Milestone 4 - Description \***

Word count:

Must be no more than 250 words.

**4.21 - Milestone 4 - estimated start date \***

Must be a date.

**4.22 - Milestone 4 - estimated end date \***

Must be a date.

**4.23 - Project Milestone 5 - Title**

Must be no more than 100 characters.

**4.24 - Project Milestone 5 - Description**

Word count:

Must be no more than 250 words.

**4.25 - Milestone 5 - estimated start date**

Must be a date.

**4.26 - Milestone 5 - estimated end date**

Must be a date.

### File upload

#### 4.27 - Attachment: Attach additional documentation to support information provided about project milestones (if required)

Attach a file:

It is recommended that each uploaded file is not more than 5MB.

### 4.28 - Project budget

Provide details on your eligible project costs over the life of the project.

If you are registered for GST, enter GST exclusive amounts. If you are not registered for GST, enter GST inclusive amounts.

We only provide grant funding based on eligible expenditure. Refer to the Program Guidelines for guidance on eligible expenditure.

Examples of costs incurred: Data collection, IT development, project management costs (it is suggested that project management costs be limited to approximately 5% of total eligible expenditure).

You should attach evidence such as quotes (where available) to validate the costs of your project.

If your application is successful, you may be required to submit additional documentation to justify your project costs.

Hint: Income will include the program amount applied for and may include any co-contributions or in-kind contributions from your organisation.

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

### 4.29 - Budget Totals

**Total Income Amount**

This number/amount is calculated.

**Total Expenditure Amount**

This number/amount is calculated.

**Income - Expenditure**

This number/amount is calculated.

### File upload

### 4.30 - Attach evidence such as quotes to validate the costs claimed in the budget

Attach a file:

It is recommended that each uploaded file is not more than 5MB.

### Grant amount requested

Please note we cannot fund your project if the same activities receive funding from other government grant programs.

Note the minimum grant amount is \$50,000 and the maximum grant amount is \$250,000.

### 4.31 - Program grant amount requested \*

\$

Must be a dollar amount and between 50000 and 250000.  
(\$AUD)

### 4.32 - Cash co-contribution from your organisation (if applicable)

\$

Must be a dollar amount.  
(\$AUD)

### 4.33 - Cash co-contribution from your organisation (if applicable)

\$

Must be a dollar amount.  
(\$AUD)

### 4.34 - In-kind co-contribution from your organisation (if applicable)

\$

Must be a dollar amount.  
(\$AUD)

### 4.35 - Total project cost \*

\$

Must be a dollar amount.  
(\$AUD)

## Assessment Criteria

\* indicates a required field

Project addresses demonstrated legal need and improves access to justice for people in NSW - \*Remember to regularly save your answers\*

Your application will be assessed against the criteria as listed in this section. The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested.

**5.1 - What evidence is available to support your claim that your project will address the issue it is designed to address \***

Word count:

Must be no more than 250 words.

Project is appropriate to meet the identified need

**5.2 - Describe the relevance of the project to the identified constraint or issue of access to justice services \***

Word count:

Must be no more than 250 words.

**5.3 - Provide a clear explanation of how the project will be an effective response to overcome the identified issues to provide improved justice services to communities in NSW \***

Word count:

Must be no more than 250 words.

Project focuses on NSW laws and/or NSW Courts and Tribunals

**5.4 - Which NSW laws and/or NSW Courts and Tribunals do intended service recipients engage with? \***

Word count:

Must be no more than 250 words.

Project uses technology and/or delivers legal services in an innovative way

**5.5- How does your project use technology and/or deliver legal services in an innovative way? \***

Word count:

Must be no more than 250 words.

Applicant project management capacity, capability, and resources to deliver and evaluate the project



**5.6 - What is your capability to manage the project and key risks? Include detail on the key personnel who will manage the delivery of the project and commentary on the likelihood of success. \***

Word count:

Must be no more than 250 words.

**5.7 - How will you measure the performance of the project and outcomes? \***

Word count:

Must be no more than 250 words.

Value for money and extent of community benefit derived from the project

**5.8 - Provide a description of the value for money obtained from the project, including expected benefits of project outcomes and/or cash and in-kind contributions by your organisation \***

Word count:

Must be no more than 250 words.

File upload

**5.9 - Attachment: Attach evidence to support your answers at 5.1 - 5.8 (if applicable)**

Attach a file:

It is recommended that each uploaded file is not more than 5MB.

## Applicant Declaration

\* indicates a required field

Privacy and confidentiality provisions

### Privacy and confidentiality - collection notice

- I understand and accept that the information I have provided is being collected by the Department of Communities and Justice ('Department') and will be handled in accordance with the Department's [Privacy Policy](#), [Privacy Management Plan](#) and any applicable laws.

# Access to Justice Innovation Fund - 2021-2022 - Application Form

## Form Preview

- I understand that that information I have provided was given freely and voluntarily. I also understand that failure to provide the information (or any part of the information) requested may result in the Department refusing to consider my application for an Access to Justice Innovation Fund grant.
- I understand that the Department will disclose the information I have provided within the Department and with other Government departments and agencies, including Treasury, Legal Aid NSW and the Attorney General's Office. I understand those departments and agencies will use the information for the purpose of verifying and assessing my application for an Access to Justice Innovation Fund grant.
- I understand that I have a right to access and correct any of the information I have provided, to ensure that it is accurate, relevant, up to date, complete and not misleading.
- I understand that information contained in my application will be treated as confidential. However, I understand and accept that documents in the possession of the Department are subject to the *Government Information (Public Access) Act 2009* (GIPA). Accordingly, a copy of the application form and other material supplied may be released in accordance with the Act (subject to the deletion of exempt material).
- If you have any other questions about how the Department will deal with the information you have provided, please read our [Privacy Policy](#) or contact our Open Government Information and Privacy Unit at [infoandprivacy@justice.nsw.gov.au](mailto:infoandprivacy@justice.nsw.gov.au) or call (02) 8346 1329.
- If you have any general questions about the application process for the Access to Justice Innovation Fund, please contact [accesstojusticegrants@justice.nsw.gov.au](mailto:accesstojusticegrants@justice.nsw.gov.au).
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## Applicant declaration

- I declare that I have read and understood the [Program Guidelines](#), including the privacy (collection notice), confidentiality and disclosure provisions.
- I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project. I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.
- I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that the giving of false or misleading information is a serious offence.
- I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and information provided in the application.
- I understand that I am responsible for ensuring that I have met relevant state or territory legislative obligations related to working with children.
- I understand that any person that has direct, unsupervised contact with children as part of any project under this grant, will be required to have undertaken and passed

a current working with children check (if required under relevant state or territory legislation).

- I understand that I am responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.
- I acknowledge that if the Department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the Department may, at its absolute discretion, take appropriate action. This may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation and/or terminating any grant agreement between the Department and the recipient including recovering funds already paid.
- I agree to participate in the periodic evaluation of the services undertaken by the Department.
- I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

### **6.1 - Confirmation \***

By checking this box I agree to all of the above declarations and confirm all above statements to be true.