

## **HOW DO I APPLY?**

Applying for a Volunteer Grant is a two-stage process:

1. Submission of “**Expression of Interest**” (EOI) to the Member for Longman.
2. Submission of “formal” application to Department of Social Services (the Department) via the Community Grants Hub.

## **WHAT IS THE PROCESS?**

1. Complete an Expression of Interest (form enclosed) and scan and email to [Terry.Young.MP@aph.gov.au](mailto:Terry.Young.MP@aph.gov.au).

**EOI'S MUST BE RECEIVED BY THE ELECTORATE OFFICE NO LATER THAN FRIDAY 16<sup>TH</sup> SEPTEMBER 2022. EOI'S RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED**

2. Expressions of Interest will be assessed by the Longman Volunteer Grants Committee (the Committee) between **26<sup>th</sup>-30<sup>th</sup> September 2022**. The Committee is made up of a range of community members who assess EOI applications impartially.
3. Successful and Unsuccessful Expressions of Interest applications will be notified to each organisation between **10<sup>th</sup>-14<sup>th</sup> October 2022**. (Note total grant funding for distribution in each electorate totals \$66,225 but there is no limit in the number of grants for allocation).

**Please note approval of your Expression of Interest by the Committee does not guarantee approval of your formal grant application. Your formal grant application will be assessed by the Department of Social Services.**

4. Prior to 15<sup>th</sup> November 2022 you will be notified by our office if your EOI has been progressed to stage 2. The Department will then send invitations to successful EOI/nominated organisations to submit their “formal” applications for the 2022-23 Volunteer Grant Round.
5. “Formal” applications close 5<sup>th</sup> December 2022.

**Formal Grant Applications can only be made via the link in the invitation the Department sends direct to your organisation. Please ensure the email you provide in the EOI stage 1 is an email that is regularly monitored.**

6. 6<sup>th</sup> December 2022-April 2023 the Department will assess the “formal” grant applications.
7. May 2023 our office will advise the successful applicants.
8. June 2023 Grant agreements and money paid by Department.