



# Level the Field

## Grant Application - User Guide

Version 1

January 2026



## Version history

Version	Reason for version/update	Release Date
1	Original guide – for publication	8 January 2026

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## INTRODUCTION

### Purpose of this guide

The primary purpose of this guide is to support organisations to successfully complete an application for funding under the Level the Field program. It contains detailed instructions covering each step of the application process.

For more general information about the Program, visit [www.levelthefield.org.au](http://www.levelthefield.org.au)

### Things to know before you get started

#### Refer to the Program Guidelines

The primary source of information about the program is the Guidelines document. It is important to read this before commencing an application.

The program guidelines are available on the website.

#### Read the FAQs

Answers to common questions, including about how to complete the application are available on the website.

These will be updated if/when new questions arise.

#### Follow the built-in instructions

Always follow the instructions built into the grant platform online form and the mandatory project templates.

Every effort is made to ensure this User Guide is up to date and correct, however there may be minor changes to the form and templates after the guide is published.

Throughout this document you will find important information, hints and tips highlighted in callout boxes.



Open files in Desktop application view for optimal user viewing experience.

While most of the content is the same for both streams, there are some special instructions for Stream 2 Levelling Up – these will be indicated with **coloured and bolded** text. If you are applying for Stream 1, please ignore these instructions.

## Section 1: Application process

### Overview

All applications must be submitted via the online grant portal.

There are 3 components to the application:

- Portal application form (completed online in the portal)
- Project Plan and Budget templates (completed offline and uploaded to the portal application form)
- Other documents (copies of documents to be uploaded to the portal application form)

The program is open to applications from Thursday 8 January 2026 to 11:59pm on Thursday 26 February 2026. All times are Australian Eastern Daylight Savings Time.

### Portal application form

For an overview of the grant portal and detailed instruction on how to register and complete the portal application form – see Section 2: Using the Grant Portal.

### Project templates

There are two mandatory templates to be completed – the Project Plan and the Budget - downloadable from the portal application form.

For more information on the project templates, including detailed instructions – see Section 3: Project Plan and Section 4: Budget Template.



There are different templates for each stream.  
If you are submitting applications for both streams, be careful that you complete the correct templates for each application.

### Other documents

All applications must include Letters of Support providing evidence of commitment from partners, and your organisation's board, executive leadership or CEO.

For organisations other than LGAs and publicly funded universities and educational institutions that are applying for grants of \$50,001 or more, copies of financial documents are also mandatory. Refer to the Guidelines for more details.

If you are providing services to children, you may be required to provide evidence of appropriate insurance cover.

For more information on the upload of supporting documents to the portal – see *Page 6. Supporting Documents* in Section 2.

## Section 2: Using the Grant Portal

### Overview

What is the Grant Management Portal used for?

To manage the anticipated volume of applications and ensure all applications are handled equitably and fairly, Leisure Networks are utilising a grant management portal supplied by a third party (Tahua). This portal will facilitate both the application process and also the administration of grants for successful organisations.

Applicant organisations will need to sign up for the portal and register for the Level the Field grant program to access the grant application form/s.

When you first sign into the portal, you will be offered a short tour.



The portal is not optimised for mobile devices. It is recommended that you complete the application on a large screen device.

### Getting started

#### Registration

To register – go to the Level the Field website and select **Click here to apply**.

This will take you to the online grant portal sign up screen.

#### Step 1 – Sign up for Portal access

The person completing the application on behalf of the organisation should do the initial registration. Once the organisation is registered, you will be able to add additional users to collaborate on the application.

Type in your name (not the organisation name), your email and preferred password. Passwords must be at least 10 characters, including upper case and lower case characters and at least one number.

### Welcome to Level the Field's Funding Portal

Let's get started! Type in your email and a password below to begin your Level the Field's Funding Portal journey

**Full name \***

**Email address: \***

**Choose a password: \***

I agree to the [terms and conditions](#)

Sign up

### Already Registered?

Click the button below to sign into your existing account.

Sign in

Review and agree to terms and conditions, then click **Sign up**.

## Step 2 – Register your organisation

Select to apply **as a company**

2a – Read the Important Information, then click on **Next** to proceed to the next page

2b – Enter details for the application organisation

You must provide the organisation name (using the legally registered name), main address and ABN. You can check your ABN using the [ABN Lookup](#) tool.

Please provide details of the organisation that will be the lead applicant.

**Entity name \***  
Please ensure the organisation name listed here matches your ASIC, CAV or other regulator registration.

**Registered address**

<b>Address Line *</b> <input type="text" value="Enter an address line"/>	<b>Suburb/Town *</b> <input type="text" value="Enter a suburb or town"/>
<b>State *</b> <input type="text" value="VIC"/>	<b>Post Code *</b> <input type="text" value="3xxx"/>

**Website**

**Australian Business Number \***

11 characters left

Applicant organisations must be a registered legal entity. You must provide details of legal entity registration (registration type and number).

Legal Entity Registration

a) Registered/Regulated Number Type (eg incorporated association registration number or Australian Company Number (ACN)) \*

b) Registered/Regulated Number \*

For example:

- a company registered with the Australian Securities and Investment Commission (ASIC) should supply their Australian Company Number (CAN).
- an organisation registered with Consumer Affairs Victoria as an incorporated association should supply their registration number.

Click on **Next** to proceed to the next page.

## 2c – Enter contact details

You must nominate a primary contact person. This person is authorised by the applicant organisation to respond to queries from Leisure Networks in relation to this Application. Usually this will be the person *completing* the form on behalf of the organisation.

You must also nominate the person who is the Authorised Representative for the organisation – this is the person who is authorised to sign the grant agreement (if application is successful). Usually this is also the person who will be responsible for *submitting* the application.

If the same person is filling both roles, just complete the primary contact details section and then **Yes** at the Question “Is the Contact Person also the Authorised Representative”.

Is the Contact Person also the Authorised Representative?

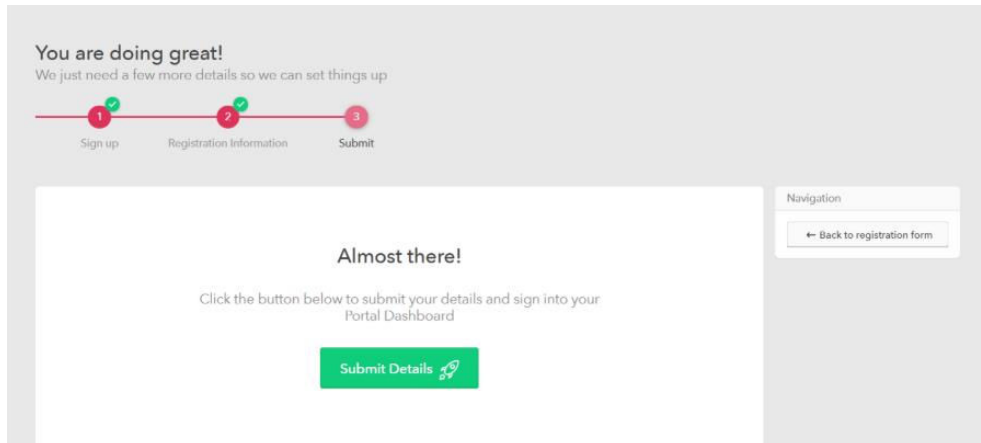
Yes

No

If you select **No** to this question – an authorised representative contact details section will display for you to complete.

When all the mandatory fields are complete – the Submit button will become active.

Click on **Submit** – a final review screen will appear.



Click on **Submit Details** to complete the registration.

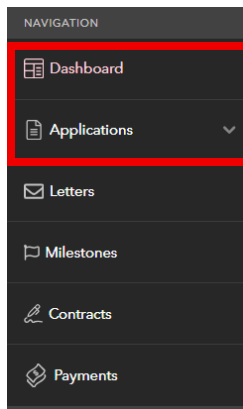


Applications must be submitted on behalf of an eligible organisation. While you sign up for the portal as an individual, you must register as a **company**.

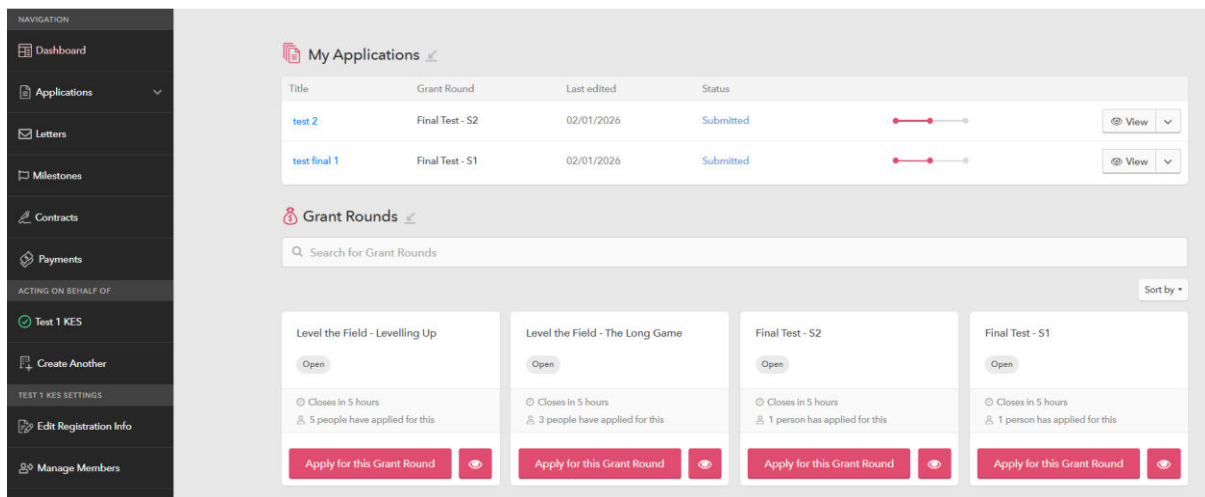
## Navigating the portal

Every time you log in, you will be taken to the Dashboard for your organisation.

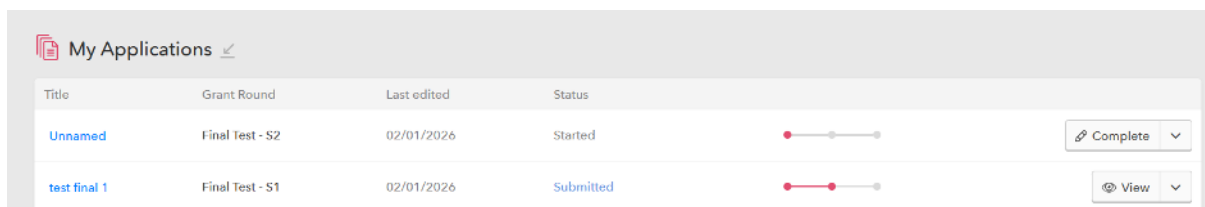
### Left hand navigation panel



**Dashboard** – landing page, displays summary of applications and any active grant rounds

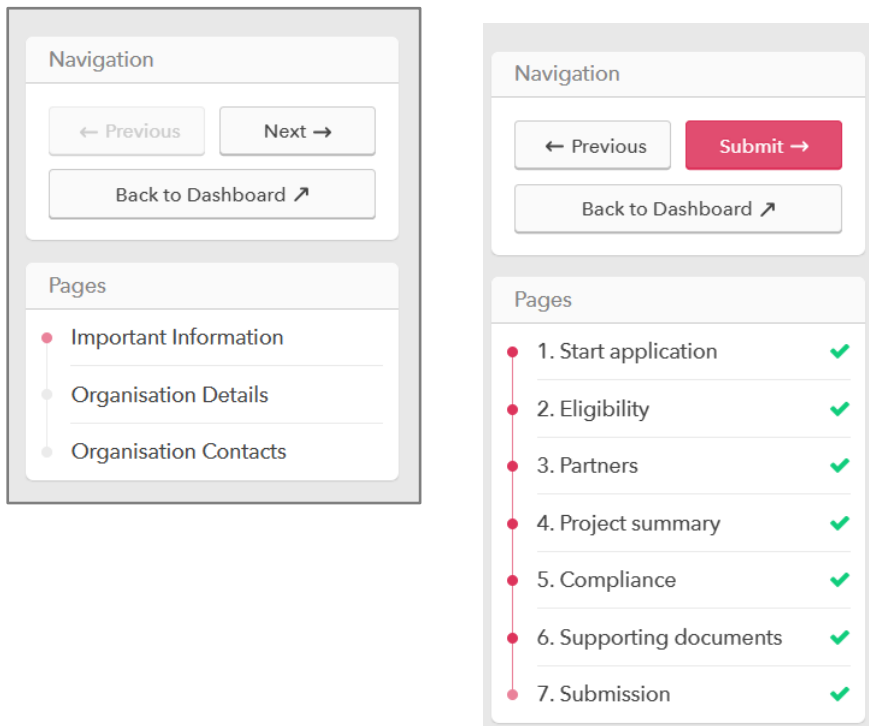


**Applications** – displays any applications started or submitted by the applicant



## Navigation within forms

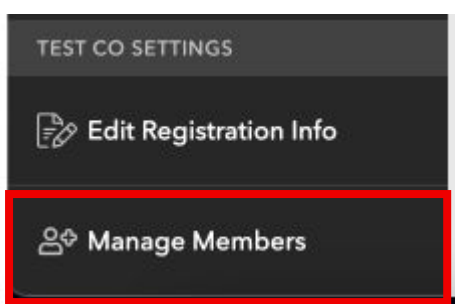
Moving through the form using the Previous and Next buttons in the Navigation box on the right side of the page. Progress will be displayed in the Pages box.



## Add users to your organisation's account

Adding a 'member' will give the user full and equal access to your organisation and data associated with it.

Within the left-hand menu of a Registered Organisation, click **Manage Members**.



In the top right of the screen click **Add Member**.

Test Co

Details Registration **Applicants** Applications Contracts Milestones

Name Email

Bec Wilson bec@wilson.com

Add Member +

Enter the name and email of the user then click **Invite** — this will send them an invitation email to complete their password and get access to your Organisation.

Test Co

Name: Steve Jobs

Email: steve@jobs.com

Back to Users List

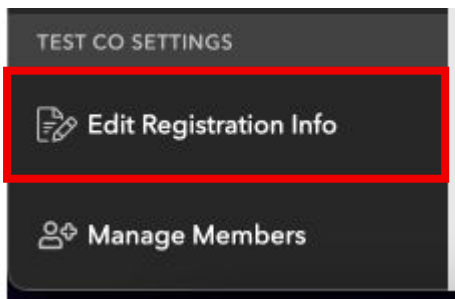
Decisions

Invite

## Update details

### Organisation

Within the left-hand menu of a Registered Organisation, click **Edit Registration Info**.



This will take you back to the original registration form where you can update details and re-submit.

### Individual User

Click on your name at the very top right of the page (it shows your initials), then click **My Profile**.

Update your details, then click **Save Changes**.

**Tips:**

- To edit your email preferences, tick or untick applicable boxes, and click **Save Changes**.

**Private notes**

The portal has a notes function which allows multiple users collaborating on an application to leave comments. These are private to the organisation and are not shared with Leisure Networks.

**New application**

While most of the content is the same for both streams, where there is a field or instruction specific to one funding stream, this will be indicated with **coloured and bolded** text.

**Create a new application**

In your Dashboard, all available Grant Rounds will be displayed. Select the grant you wish to apply for.

Click on **Apply for this Grant Round** to start a new application. Your application will automatically be saved by the system.

Click on the eye symbol to preview the form. This will allow you to access the form to review all the questions without creating an application.

Exit the Application form and return to it later.

Changes automatically save whenever you exit the form. At any time, you can return to where you left off.

To find your draft Application go to your Dashboard or the Applications menu.

The status of a draft Grant is “Started”.

Click **View** to open the application.

Status	Amount	
1/2021 Submitted	\$10,000.00	<a href="#">View</a>
2/2020 Approved	\$3,200.00	<a href="#">View</a>
Started	\$50,000.00	<a href="#">View</a>

Details Form Conditions Milestones

Grant Round: Final Test - S2 Status: Started

Amount Requested: \$0.00

Submission Date:

Notes

These notes will not be shared with Leisure Networks

There are no notes on this Application yet.

Navigation

Back to Applications ↗

Decisions

Edit Application ✎

Withdraw Application 🗑

Actions

Copy Application 📄

Export Application 📄

Manage Collaborators 👤

Then click **Edit Application**.

Navigation

Back to applications ↗

Decisions

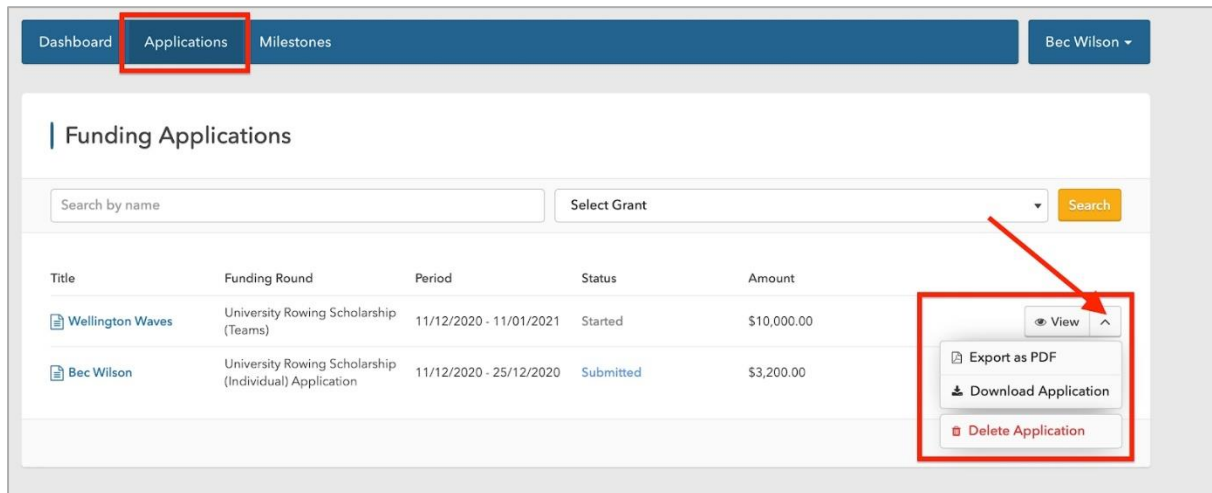
Status: Started

Edit Application ✎

Withdraw Application 🗑

## Download application

At any stage of the Application process, there is an option to export your Application as a PDF, or download your Application. This is a useful tool, especially if you want to email or print your Application for others to review before you submit it.



## Completing the form

You can move backwards and forwards through the form using the navigation buttons at the top right.

Fields with an asterisk (\*) next to them are mandatory.

You will be able to progress to the next page without completing mandatory fields, but you will not be able to submit the application until all required fields are complete.

## Page 1. Start application

Read the information on the first page before commencing your application.

On this page you will also find links to the required project templates that must be completed as part of your application.

These templates should be downloaded and completed offline. When you download each template, we suggest changing the file name from the default so that the document can be clearly identified (at a minimum please include the organisation name). You will be asked to upload the completed templates on page 4

See Section 3 and Section 4 for more information about these templates.

## Page 2. Eligibility

Complete the tick boxes to confirm that the application organisation meets the primary eligibility criteria.

Note, this information will be verified as part of the assessment process, using the content of this page and data from the organisation registration form.

### Page 3. Partners

In this section, you are asked to identify any partner organisations that have been engaged to collaborate on the proposed project.

To be considered a 'partner' under the program, an organisation must have been assigned a specific role or responsibilities for the project, i.e. they are not just an interested party or stakeholder.

It is expected that written or formalised agreements setting out how the parties will collaborate will be established e.g. a memorandum of understanding.

Are there any Partners involved with the application?

Yes

No

If you click yes, the partner information input screen will display.

1

Organisation Name

ABN

11 characters left  

Address line

Suburb/Town

State

Post Code

4 characters left

You will be asked whether this partner is involved in another application – answer to the best of your knowledge (at the time of application).

Is this Partner involved with another Level the Field grant application?


Yes

No

Unsure/Don't know

[Add another +](#)

Click on **Add another +** to include additional partner organisation/s.


	Note, collaboration is a critical component of this program, so it is expected that most applicants will have engaged at least one partner, although this is not mandatory.
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**Page 4. Project summary**

In this section, you are asked to provide a summary of the project. This information should match what is provided in the Project Plan (data is captured here for reporting purposes).

**Project Details**

Provide project name and indicate whether it is an entirely new project or an extension of an existing or previous project.

	Note, funding will not be granted to continue an existing project. Level the Field project proposal may build on the foundations of an existing project, but it must expand and extend that work to create something new. Management of the project and funding must be entirely separate and stand alone.
---	--

Project name \*

Project type \*

This is an entirely new project

Building upon (scaling up) an existing project

You will also be asked to indicate which of the four program objectives will be targeted by the project. Only select objectives where the project is expected to have a meaningful impact.

**Funding**

You must provide the total grant funding amount being requested (to the nearest whole dollar).

**For Levelling Up (Stream 2) only** – you must also include the amount of salary co-contribution being funded by the applicant organisation.

If there are any other costs associated with the project that are not included in the funding request, enter the total under Other funding.

Note – the sum of all financial fields should equal the total cost of delivering the proposed project. Do not duplicate costs across fields (ie do not include Stream 2 salary co-contributions under Other funding).

## Uploads

Upload the mandatory application templates here. Do not upload any other documents in this section.

Remember to check:

- You have downloaded & completed the correct templates for your stream from page 1
- All content is complete in each template
- If uploading as a PDF, make sure all content is readable (e.g. rows are sized so no words are cut off or hidden)

Upload grant application templates

Attachment 1: Project Plan

Upload completed Project Plan template (required) \*

You must use The Long Game Project Plan template provided with this application (downloadable on page 1).

Attachment 2: Budget

Upload completed Budget template (required) \*

You must use The Long Game Budget template provided with this application (downloadable on page 1).

## Page 5. Compliance

In this section the applicant organisation is asked to 'attest' to their compliance against a range of legislation and policy requirements.



The person who authorises submission of the application (on page 7) is accountable for ensuring the information supplied on this page is true and correct to the best of their knowledge at the time of application.

If you are unsure whether any of these requirements apply to your organisation, check the Program Guidelines for more information.

Compliance with these requirements is a pre-requisite of receiving funding under the Program. If your application is successful, you may be asked to provide further documentary evidence of compliance. Failure to comply, or to provide satisfactory evidence of compliance, may lead to the withdrawal of grant funding.

If you select **Yes** to the following question, you will be required to upload evidence of child abuse insurance cover and policy on page 6.

Providing Services to Children - Insurance Requirements

If the project outlined in the grant application includes children, are all applicants appropriately insured against child abuse claims (\$5m per claim and \$10 m in the aggregate)? \*

Yes

Not applicable

## Page 6. Supporting documents

In this section you will be asked to upload any mandatory supporting documents.

Click on **Choose file** to select and upload a file (any format).

Click on **Add another +** to upload additional files.

Choose file

Add another +

## Letters of support

For all organisations, Letters of Support are required from the organisation's leadership (Board, CEO or equivalent) attesting to their support for the project.

Letters of Support should also be provided for each Partner organisation, confirming their commitment to the project.

File names should clearly indicate the content, including document type [e.g. Letter or Testimonial] and the name of the organisation providing the document.

For example:

- Letter\_SacredHeart Mission Dec 2025
- Letter\_Lead Organisation CEO

### **Financial documents (if applicable)**

Organisations other than LGA's and publicly funded universities and educational institutions must also upload evidence of the organisations financial status. Refer to the Program Guidelines for details of what is required.

File names should clearly indicate the content, including document type (e.g. Audit Report) and date/period.

For example:

- Audit Report – FY24/25
- Board Report – Summary of Financials to Dec 2025

### **Insurance documents (if applicable)**

This section will only display if you answered Yes to the question regarding insurance cover related to providing services to children (on page 5)

### **Other documents**

While you can upload additional documents as part of your application, these will not be reviewed as part of the assessment.

## **Finalise application**

### **Page 7. Submission**

Prior to submitting the application, the authorised representative must complete the declarations section and the Authority to Submit.

Name and role fields must indicate the person who has the authority to submit the application (even if they did not complete the form). They are accountable for the information in the form.

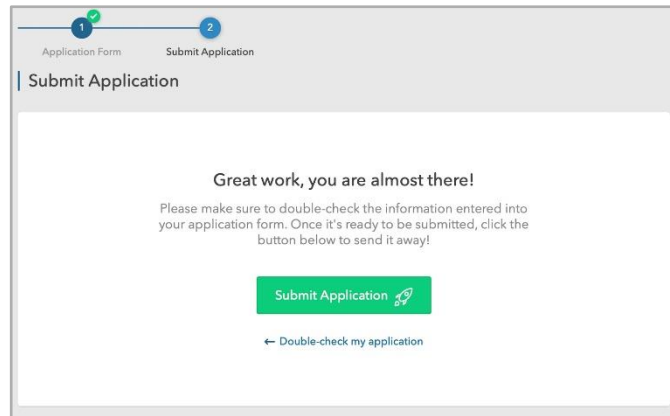
When your application is complete and all declarations have been made - Click **Submit**.



If the Submit button is greyed out, it means you have not completed mandatory information.

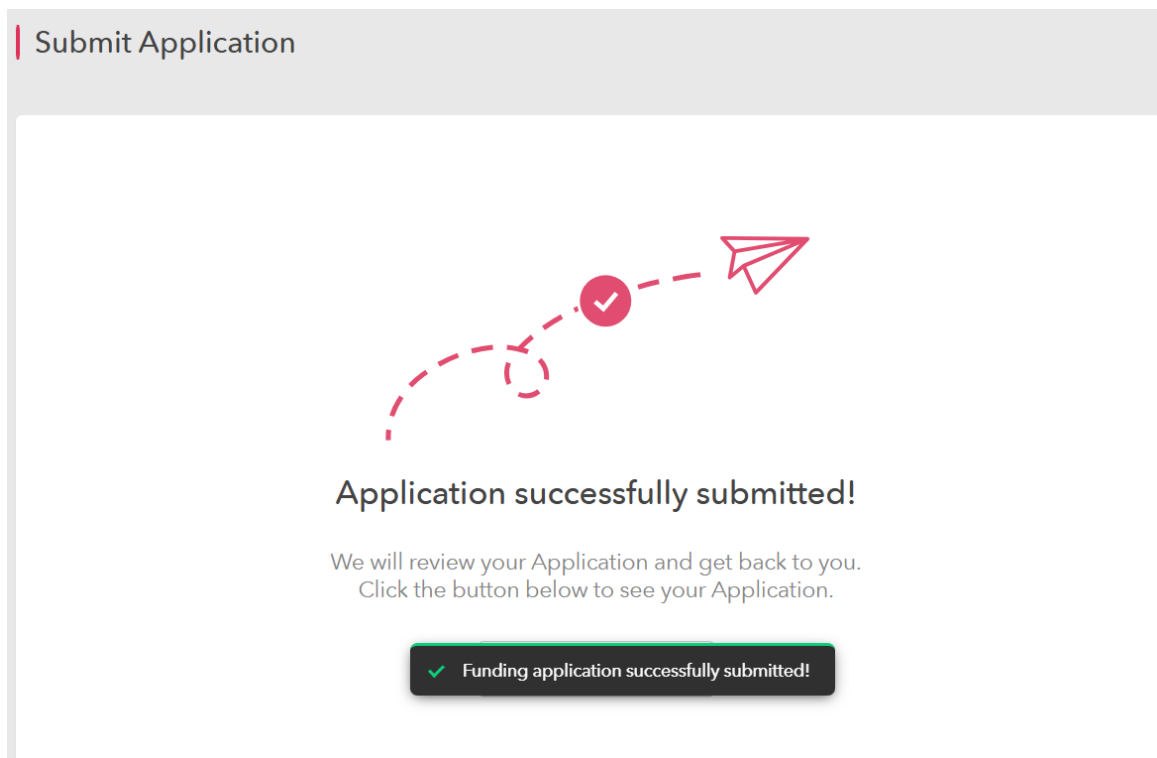
1. Check the progress bar (right hand side of screen) – any page that does not have a green tick is missing information.
2. Go back to the incomplete page and re-check all the questions.

After you click Submit, you have the option to double-check the information entered into your Application form by clicking **Double-check my Application**. Alternatively, you can click **Back to Application form**.



If you opted to double-check your application — review and revise if needed, then click **Submit**.







To finalise submission, click **Submit Application**. A success message will display.



### Post submission

Once your application is completed, you will receive a confirmation email.

You will be able to see your application in your Dashboard.

Title	Grant Round	Last edited	Status		
test 2	Final Test - S2	02/01/2026	Submitted		 View 
test final 1	Final Test - S1	02/01/2026	Submitted		 View 

From here you can review your application (in read only mode), download a copy, or choose to withdraw your application. You cannot edit your application once it has been submitted.

If you do need to make changes, contact Leisure Networks for advice and support.

### Section 3: Project Plan

Download the correct template for the Stream you are applying for. You must complete all 3 parts:

Part 1 – Organisation Details

Part 2 – Project Details

Part 3 – Co-Design, Equity and Inclusion

The completed template can be uploaded as a word document or PDF – if uploading a PDF, check that all content is readable (i.e. make sure table cells are big enough so words are not cut off/hidden).

It is recommended that this document is viewed and edited in Desktop application mode (rather than viewing online).

While most of the content is the same for both streams, where there is a question specific to one funding stream, this will be indicated with **coloured and bolded** text.

#### Part 1 – Organisation details

Organisation name must match the information used for Registration to the Grant Portal.

If you have entered details into the portal incorrectly –you can go to ‘Edit Registration Details’ in the portal to make the necessary changes, or contact [levelthefield@leisurenetworks.org](mailto:levelthefield@leisurenetworks.org)

#### S1.2 About the Organisation and S1.3 Connection to Rural & Regional Victoria

The purpose of these questions is to give you an opportunity to outline the credentials of your organisation and explain how these support your application.

Specifically, we are looking for:

Organisations with an established history of, and ongoing commitment to, working with and for people with disability. This should be evidenced by actions and outcomes.

Organisations that are embedded in the community, who have a deep understanding of the community needs and wants.

Organisations with extensive connections and networks in/across their region that will contribute to the success of their project.

- ✓ Be brief and to the point.
- ✓ Bullet points are acceptable.
- ✓ Keep to the word limit.

## Part 2 – Project details

In this section, outline the details of the proposed project. Pay attention to the explanatory text and examples provided in the template, as these will assist you in ensuring the correct information is captured for each question.



TIP – it is important that relevant information is entered in the right sections – assessors have instructions to review specific sections of the template for each assessment criteria so if information is in the wrong place, it may not be considered.

### 2.1 Summary

Information in this section should match what is provided in the online portal application (where relevant).

**Project name** should be brief and distinctive.

**Project description** should outline the ‘what’ and ‘why’ of the proposal – i.e. what do you plan to do/deliver and why or how does it meet the program objectives.

Think of the description as an ‘elevator pitch’ – where you have only a short time to explain why your proposal should be funded.



An elevator pitch is a brief description that explains an idea or concept in a way such that any listener can understand it in a short period of time. This description typically explains who the thing is for, what it does, why it is needed, and how it will get done. It's called an elevator pitch because it takes roughly the amount of time you'd spend riding an elevator with someone.

## New project or upscaling?

If this is an entirely new idea, just write 'New' and move to the next question.

If the proposal is based upon or is an extension of a previous project – provide a brief summary of the project including start/end dates, funding source, objectives, what has been delivered.



Note: funding will not be granted to continue an existing project. Your proposal may build on the foundations of an existing project, but it must expand and extend that work to create something new. Management of the Level the Field project and funding must be entirely separate and stand alone.

**Project locations** should include areas where the project will be delivered and/or have significant impact. Be realistic about the reach of your project.

**Project start and end dates** should be your best estimate based on funding being approved and available from 1 July 2006 (noting that this timeframe is not guaranteed).

## 2.2 Project Scope

This section captures what the project will deliver, and when.

### 2.2.1 Project scope and implementation plan

Outline the scope of the project.

Project plans must provide adequate detail to ascertain what activities will be delivered and demonstrate that activities align with the program objectives and can be delivered in line with Program funding from 1 July 2026 to December 2027.

Make sure you include enough detail that it is clear what the project plans to do, and that the plans are comprehensive, complete and doable.

You can add as many rows as you like – but volume is less important than quality and clarity.

### 2.2.2 Continuation of project impacts and benefits after the funding period ends

Plans for how the organisation will embed the system change beyond the funding for example, policies, processes and approaches to support continued opportunities for people with disability to participate in the workforce.

How will the skills and knowledge developed through the project be shared within the organisation's network, including sharing with the broader sport and active recreation sector in the region/state if appropriate?

Outline any specific actions that are planned to ensure that project outcomes are embedded within the sector (i.e. transitioned to Business As Usual activity).



This question relates directly to **CRITERIA 3: Sustainability**

## 2.3 Expected benefits

This section captures the anticipated outcomes and how success will be measured.

### 2.3.1 Delivering on Program objectives

Explain how the recommended interventions/activities will deliver on the objectives for the Program, including who are the expected beneficiaries.

E.g. adults with disability within a region, volunteers with clubs within a region; a group of adults with specific disability type in a region, women aged 50+ with disability etc

If the project **is not** expected to impact a specific objective, leave that row blank.

If the project **is** expected to impact a specific objective, provide details of how and who will benefit.

### 2.3.2 Key Performance Indicators

Outline the Key Performance Indicators (KPIs) for the project including how they will be measured and the target measure. Consider how the KPI will be measured across the project, e.g. difference from baseline, set value at endpoint and ensure that target measures are reasonable and valid in this context.

KPIs should relate to the objectives of the Program.

## 2.4 People

This section captures the all the people who will be involved in delivering the project, including dedicated project resources, partner organisations, and other collaborators.

**For Levelling Up (Stream 2)** -it also captures details of organisations that will act as host sites for workplace activities.

### 2.4.1 Project personnel

Identify key personnel responsible for delivery of the project.

Who will deliver the project? Provide a list of key roles including names where known. Indicate if key role is to be fulfilled by a partner organisation. Indicate if the role has been earmarked for (or is currently filled by) a person with disability.

### 2.4.2 Partnerships

Provide details of all organisation included as partners in the grant application.



To be considered a 'partner' under the program, an organisation must have been assigned a specific role or responsibilities for the project, i.e. they are not just an interested party or stakeholder.

Outline the partner's role on the project, including how their specific attributes (skills, experience, networks etc) will help to deliver the project outcomes. Provide details of the partnership arrangement and any funding allocated to the partner.

If a formal agreement is not yet in place, this will be required to be established before funding is released.

The template has two tables as standard, if you need more, copy and paste the entire table for Partner 2 and update the heading to Partner 3.



It is not expected that an organisation will have a large number of partners. Consider the impacts on governance when determining whether a contribution organisation should be made a formal partner rather than a stakeholder or collaborator.

### 2.4.3 Other collaborators (non-Partner) and contractors/consultants

List any other organisations that will be engaged with as part of the project – as stakeholders, advisers, consultants, delivery partners etc.

**Do not** include project personnel (2.4.1) or formal project partners (2.4.2) here.

**Do** include any networks identified at 1.3 that have committed to supporting the project (that are not already listed as partners).

### For Levelling Up (Stream 2) only

### 2.4.4 Organisations engaged to host employment and/or volunteering

List the organisations (or types of organisations) targeted to host employment or volunteering opportunities under the project.

## 2.5 Governance

This section is an opportunity to outline how the project will be managed.

- Explain how the project will be governed. What structures/processes are in place to ensure delivery and quality?
- Explain how the lead org will work with partners. And how will the lead organisation manage sub-contractors or consultants?

It is expected that Level the Field projects will engage and involve a broad range of people, organisations, communities etc. It is important to have structures in place to support collaboration, but also to ensure responsibilities and decision-making accountability are clear.

## 2.6 Risk

This section captures any risks identified in relation to the proposal.

All risks with at least medium likelihood and/or impact should be documented, including a plan for mitigation.

You can add as many rows as you like – but volume is less important than quality and clarity.

## 2.7 Quality

This section is an opportunity to explain how you will ensure optimal results through leveraging all available resources and experience.

- How will the project draw on learnings and/or best practice evidence from previous projects?
- How does the project plan to leverage the additional support available under the Program?  
Level the Field includes other program elements including 8 Inclusion Coaches with lived experience of disability employed across regional Victoria and the Learning and Development Hub currently in development led by Disability Sport and Recreation.
- How will the lead organisation track and measure progress/success?  
Assessment and evaluation should occur throughout the project (not just at the end)

## Part 3 – Inclusion

The Level the Field program aims to facilitate collaboration between sport and recreation, disability and other community sectors to support systemic and sustainable

change. It is critical that projects engage meaningfully with people with disability at every stage.



The questions in this section relate directly to **CRITERIA 1: Co-design, equity and inclusion**.

### 3.1 Co Design and Equity

#### 3.1.1 Engaging people with disability

How will the lead organisation ensure a diverse range of voices and lived experiences of people with disability are elevated and involved in design, delivery and decision-making?

#### 3.1.2 Identifying & addressing needs and barriers

How does your application identify and address the needs, issues, and barriers faced by people with disability in participating in the sport and recreation workforce in the identified regional or rural Victoria?

#### 3.1.3 Intersectionality

In what ways does your application take an Intersectional approach, considering multiple and complex barriers that people with disability may experience?



Intersectionality is a framework for understanding how various aspects of a person's identity (like race, gender, class, sexuality, disability) overlap and interact, creating unique, compounded experiences of privilege or discrimination, rather than just adding separate disadvantages together.

### 3.2 Inclusion

#### 3.2.1 Ongoing commitment to inclusion

Explain how the lead organisation supports people with disability within the organisation, organisational leadership, executive and board.

#### 3.2.2 Inclusion action plan

Does the lead organisation have a current inclusion action plan in place?

#### For Levelling Up (Stream 2) only

#### 3.2.3 Employment/Volunteering sites

For identified sites where employment or volunteering will occur – what has/will be in place to ensure an inclusive and safe workplace environment is provided?

## Section 4: Budget Template

Download the correct template for the Stream you are applying for (from Page 1 of portal application form).

You must complete Sheet 1 - Budget Input.


Sheet 2 – Eligible Expenditure is included for information only.

While most of the content is the same for both streams, there are some special instructions for Levelling Up Stream 2 – these are indicated with **coloured and bolded** text. If you are applying for Stream 1, please ignore these instructions.

### Sheet 1 – Budget Input

Provide a detailed project budget for the **entire** funding period.

**Add rows** as required but do not change order of categories.

	<p><b>How to add rows</b></p> <p>Place the cursor in the <u>last</u> data entry row and either:</p> <ul style="list-style-type: none"><li>- Right click the mouse and select 'Insert' from the displayed menu. A pop-up window will appear, select 'Entire row' and click Ok. A new row will appear above, or</li><li>- Go to the menu bar and click on the Insert icon, then select 'Insert Sheet Rows'. A new row will appear above.</li></ul> <p>Note, <b>do not add rows</b> from the Sub total row, as the new rows will not be captured in the auto sum function.</p>
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Don't forget to include organisation and project name! This is important as this information will be used to validate that the correct documents have been provided with each application.

### Break down by type of expense

The template is set up with 5 sections for specific categories of expense covered by the funding request. The sub totals of these 5 sections should add up to the total amount of funding being applied for.

Where an expense could be included in more than one category, choose one – do not duplicate expenses.

### Lead organisation salaries – project delivery roles

Enter any staffing costs for the **lead organisation** to support delivery of the project.

Do not include costs for resources provided by partner organisations (include these in Payments to Partners).

### **Payments to Partners**

Enter all payments to partner organisations in this section. Complete **at least** one line per partner organisation.

Where partner funding is a significant portion of the overall budget, break down into multiple lines based on what is being delivered.

### **Payments to Consultants & Sub-Contractors (non-Partners)**

Enter all payments to consultants and sub-contractors in this section.

Do not include payments to partner organisations (even if for consultancy fees).

### **Project Delivery Costs - incl training, promotion, project travel**

Enter costs for other expenses required to deliver the project.

Be sure to check that the expense is eligible under the guidelines!

Provide enough details so that the assessor can understand what the money is being used for.

### **Miscellaneous**

If there are any project costs that do not fit in the previous sections, you can enter them here.

### **Other funding (non-grant \$)**

Use this section to document any project expenses **not** being funded by the grant.

This includes mandatory salary co-contributions (for Stream 2), any other funding (e.g. a separate grant) and in-kind contributions (money contributed by the applicant/s).



If any of the other funding is provisional or conditional – this must be specified. For example, if a grant has been applied for but money has not been formally awarded.

### **Explanation of input fields**

Standard columns apply across all types of expense.

**Funding for:** The purpose of this field is to outline what the funding is being used for. Refer to Eligible Expenditure sheet in this workbook for eligible and ineligible expenses (as per the Program Guidelines)

Costs should be broken down into sufficient detail that assessors have a clear view of how the money will be used.

Where a sum total is being used, ensure description in the Details/Specification field provides a breakdown of costs.

- Salaries - specify the role or role type,
- Partner or consultant/subcontractor costs - specify who will receive payment
- Other costs - specify the type of expense.

**Funding Requested:** Total funding requested per line item, to be provided ex GST

**For Levelling Up (Stream 2) only Co-Contribution:** Specify the amount that will be contributed by the organisation (this is **on top of** funding requested i.e. Funding Requested + Co-contribution = total salary cost)

**Details/Specification:** Include a description of what the funding will be used for e.g. if funding salaries, number of roles, % of FTE, for what period

**Other funding:** include any in-kind costs and other funding contributions towards the total cost of the project (if applicable)



The spreadsheet should automatically calculate sub-totals and totals. If there is an error – check the formula has not been corrupted and is capturing the correct fields.  
Eg =SUM(C19:C21) – adds up rows 19 to 21 in column C.