

# CHSDF Grant Program Instruction Sheet

We are very happy to invite your organisation to apply for the Supporting Aboriginal Registration (SAR) and Breaking Down Barriers to the Big Housing Build (BDB) grant programs.

Aboriginal Housing Victoria and the Victorian Aboriginal Housing and Homelessness Forum (AHHF) have been funded by Homes Victoria through the Community Housing Sector Development Fund (CHSDF) to administer these grant programs.

To begin your application, you will have been provided a Grant Application Pack. This pack contains:

1. Grant Program Guidelines,
2. Application Form,
3. Funding Deed.

Follow the steps below to make sure you understand each document and apply correctly.

## STEP 1: Read the Grant Program Guidelines

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The purpose of the Grant Program Guidelines is to provide an overview of the program to applicants. The document provides some context, expands on eligibility requirements and discusses the management of grants when awarded. Each different grant program has an individual guideline document. It is a requirement to read through and understand the guidelines of each prior to submitting an application.

## STEP 2: Complete the Application Form

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You must complete an Application Form to apply for funding. The Application Form requires you to define a project purpose, determine the outcomes your organisation hopes to achieve, complete a written plan for how funding will be used and provide a breakdown of anticipated costs. The answers provided will be used by the Assessment Panel grade your application.

A Word.doc and PDF version of the Application Form is provided. You are only required to complete one version.

## STEP 3: Submit your Application Form

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To submit an application, please submit a completed Application Form via email to the [grantprograms@ahvic.org.au](mailto:grantprograms@ahvic.org.au) inbox.

An authorised representative of your organisation must submit the application.

## STEP 4: Complete Funding Deed, if funding is awarded

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Completion of the Funding Deed will only be required if your organisation is awarded funding through the program. The Funding Deed has been provided for your organisations information allow you to seek legal advice on the terms and conditions prior to applying for funding.

