



Forced Adoption  
Support Services  
Funded by the Australian Government

*Relationships Australia*  
WESTERN AUSTRALIA

# **Forced Adoption Support Service (FASS)**

## **Small Grants Fund**

**Funding Guidelines 2025**

**Deadline: Monday 12 May 2025**

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**Please read the following guidelines carefully and note the important information.**

### **Timeframe to deliver project**

Applications will be accepted for projects that start from 1 June 2025 and end by 1 March 2026.

### **Deadline to submit application**

5.00pm, May 12 2025

### **Processing Time**

Once an application has been submitted it will take a maximum of 5 weeks to assess, approve and communicate results to applicants.

### **Next Funding Round**

Application dates to be advised for projects in 2026.



## What is the FASS WA Small Grants Fund?

The Forced Adoption Support Service's Small Grant Fund in WA is aimed at **building capacity** and **enhancing support** for people affected by forced adoption currently residing in Western Australia.

Eligible groups and organisations are encouraged to apply for grants that are **specific** to supporting those **affected by past forced adoption** currently residing in WA.

## Who is eligible for funding?

Grants will only be provided to groups or organisations which are:

- Incorporated, not for profit organisations, under the provisions of the Associations Incorporation's Act (1987) based in Western Australia; or
- Unincorporated not for profit associations and community groups based in Western Australia where auspiced by an incorporated association.

## Who is not eligible?

- Local, state and Australian government agencies
- Commercial and for profit organisations
- Individuals
- Political organisations

Criteria - Applications will only be considered for funding if they can show;

- Achievable objectives
- Clear benefits for the target group – those affected by past forced adoption policies and practices
- Realistic timeframe
- Clear budget
- Relevant knowledge, skills and experience with those affected by forced adoption
- Access to necessary resources

## What projects, events and/or activities are eligible?

The Small Grants Fund may be used for a range of activities including, but not restricted to;

- Capacity building opportunities such as local or national training
- Production of memorials
- Forced adoption related group facilitation costs, including cost to engage facilitator
- Forced adoption related group therapy costs, including cost to engage therapist
- Facilitation costs for retreats including accommodation meals and travel for facilitator and/or participants
- Venue and group meeting costs for support and advocacy



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The FASS Small Grants Fund WILL NOT fund the following:

1. Activities normally delivered as part of the Forced Adoption Support Service
2. Activities that will benefit a sole individual
3. Brokerage for individual counselling and other individual services
4. Staff costs
5. Equipment and assets
6. Recurrent operational costs
7. Any activities not specifically targeted at people affected by past forced adoption practices
8. Fund raising projects

#### **How are the applications assessed?**

Applications will be assessed against the following factors:

1. Does the project address the grant criteria and does it meet the objectives focussed on those affected by forced adoption?
2. Does the project have a clear and achievable outcome? Does the proposal demonstrate that it will provide an opportunity for the targeted community?
3. Is there a detailed delivery plan?
4. Is the budget clear and achievable?
5. Has the organisation demonstrated their ability, capacity and experience to deliver the project for the benefit of those affected by forced adoption?

#### **Administrative Requirements - What are the conditions of funding?**

Applicants seeking funds through this program must be prepared to sign a funding agreement in the event that their application is successful. Please provide all quotes in your application.

Successful applicants must be prepared to complete all required documents, such as the funding agreements, within a set time schedule. Until such time as the Small Grants Fund acknowledges the successful applicants on their website, an Organisation cannot issue a public announcement during the offer and acceptance stage.

#### **Acquittal and Evaluation Report**

It is a requirement that a formal acquittal of funds, including receipts or tax invoices, together with a report outlining the success of the project in meeting its objectives, is provided. The acquittal of funds is to occur within six (6) weeks of completion of the project, activity or event. The Small Grants Fund may require a formal audited financial statement.

Applicants will be notified within 6 weeks and monies spent during this application process time will not be funded even if they are a part of the nominated project. Only monies spent after notification of application outcome will be funded.





## FORCED ADOPTION SUPPORT SERVICE (FASS) SMALL GRANTS FUND

### Application Form

Thank you for applying for the Forced Adoption Support Service (FASS) Small Grants Fund. Please read the guidelines for the Small Grants Fund and speak to the Forced Adoption Support Service Program Manager before submitting your application. Your application will be assessed against the criteria outlined in the guidelines.

#### 1. How did you hear about the Forced Adoption Support Service (FASS) Small Grants Fund?

\_\_\_\_\_

#### 2. Group or Organisation

Organisation Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

What is the primary purpose of your organisation? \_\_\_\_\_

\_\_\_\_\_

#### 3. Financial Details

Does your Organisation have an Australian Business Number? Yes ☐ No ☐

ABN: \_\_\_\_\_

Is your organisation registered for the GST? Yes ☐ No ☐

Please provide the account details into which the grant should be paid if your application is successful:

Name of Account: \_\_\_\_\_

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_



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### Details of Project

Name of Project: \_\_\_\_\_

When will the project start? \_\_\_\_\_

Date of Project Completion: \_\_\_\_\_

What are the major milestone dates in the project?

Briefly describe the project:

What are the objectives of the project?

Please demonstrate that your group has access to relevant knowledge, skills or experience to meet the project outcomes:

Please demonstrate that your group has access to the necessary resources to meet the project outcomes:

**ATTACHMENT - Please attach a detailed delivery plan for the project. Including Covid safe practices and contingency plans for if Covid restrictions impact the delivery of the project.**



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## 5. Details of Budget

What is the total cost of the project? \$ \_\_\_\_\_

How much is your grant application for? \$ \_\_\_\_\_

ATTACHMENT - Please list all financial and in-kind contributions from the organisation and other sources and all predicted expenditure of the project on a separate budget sheet.

## 6. Checklist and Signature

☐

I have discussed my application with the FASS Program Manager.

☐

I have read the guidelines for the FASS Small Grants Fund and referred to them in this application.

☐

I understand I will be required to complete an acquittal and evaluation report/form and return it within 6 weeks of completion of the project.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_