

Communications Outline form template

Form Preview

Purpose

The information in this report will:

- provide DFAT with a description and photograph to promote the project on relevant websites and social media accounts,
- outline key dates for project promotion to expand project impact, and
- provide contact details for the person responsible for project media.

Please note, if additional information becomes available as the project progresses, this form can be easily re-opened by the grants program manager and re-submitted so the details remain current, especially the main project dates and social media accounts.

Communications contact

* indicates a required field

Contact details

This is the person responsible for responding to project enquiries, for example, from the media and/or members of parliament who may contact this person directly via the contact details provided here.

Communications contact

*

Title

First Name

Last Name

**Communications contact
Position ***

Answer 'Individual' if no position within an organisation

**Communications contact
Primary Phone Number ***

**Communications contact
Primary Email ***

**Communications contact
Primary Website**

Project information

* indicates a required field

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Specify the DFAT grant program(s) providing funding *

- | | |
|--|---|
| <input type="checkbox"/> Australia-ASEAN Council | <input type="checkbox"/> Australia-Korea Foundation |
| <input type="checkbox"/> Australia-China Council | <input type="checkbox"/> Council for Australian-Arab Relations |
| <input type="checkbox"/> Australia-India Council | <input type="checkbox"/> Council on Australia Latin America Relations |
| <input type="checkbox"/> Australia-Indonesia Institute | <input type="checkbox"/> Australian Cultural Diplomacy Grant Program |
| <input type="checkbox"/> Australia-Japan Foundation | <input type="checkbox"/> Other: <input type="text"/> |

Project Title

Brief project description

Primary objective

In which country or countries will your project take place?

- | | | | |
|--------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> Australia | <input type="checkbox"/> Fiji | <input type="checkbox"/> Mexico | <input type="checkbox"/> Solomon Islands |
| <input type="checkbox"/> Argentina | <input type="checkbox"/> France | <input type="checkbox"/> Mongolia | <input type="checkbox"/> South Africa |
| <input type="checkbox"/> Brunei | <input type="checkbox"/> Germany | <input type="checkbox"/> Myanmar | <input type="checkbox"/> Spain |
| <input type="checkbox"/> Brazil | <input type="checkbox"/> Guatemala | <input type="checkbox"/> New Zealand | <input type="checkbox"/> Sri Lanka |
| <input type="checkbox"/> Bolivia | <input type="checkbox"/> Honduras | <input type="checkbox"/> Nicaragua | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> Cambodia | <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Oman | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> Canada | <input type="checkbox"/> India | <input type="checkbox"/> Panama | <input type="checkbox"/> Tonga |
| <input type="checkbox"/> Chile | <input type="checkbox"/> Indonesia | <input type="checkbox"/> Papua New Guinea | <input type="checkbox"/> Turkey |
| <input type="checkbox"/> China | <input type="checkbox"/> Italy | <input type="checkbox"/> Paraguay | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> Colombia | <input type="checkbox"/> Japan | <input type="checkbox"/> Peru | <input type="checkbox"/> Uruguay |
| <input type="checkbox"/> Costa Rica | <input type="checkbox"/> Jordan | <input type="checkbox"/> Philippines | <input type="checkbox"/> Vanuatu |
| <input type="checkbox"/> Cuba | <input type="checkbox"/> Kuwait | <input type="checkbox"/> Qatar | <input type="checkbox"/> Venezuela |
| <input type="checkbox"/> East Timor | <input type="checkbox"/> Laos | <input type="checkbox"/> Republic of Korea | <input type="checkbox"/> Vietnam |
| <input type="checkbox"/> Ecuador | <input type="checkbox"/> Lebanon | <input type="checkbox"/> Samoa | <input type="checkbox"/> United Kingdom |
| <input type="checkbox"/> Egypt | <input type="checkbox"/> Macau | <input type="checkbox"/> Saudi Arabia | <input type="checkbox"/> United States of America |
| <input type="checkbox"/> El Salvador | <input type="checkbox"/> Malaysia | <input type="checkbox"/> Singapore | <input type="checkbox"/> Other: <input type="text"/> |

Identify the closest DFAT office in Australia or Mission overseas to your office and project location

- | | | | |
|------------------------------------|---------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Adelaide | <input type="checkbox"/> Brasilia | <input type="checkbox"/> Kuching | <input type="checkbox"/> Ramallah |
| <input type="checkbox"/> Brisbane | <input type="checkbox"/> Buenos Aires | <input type="checkbox"/> La Paz | <input type="checkbox"/> Rio de Janeiro |
| <input type="checkbox"/> Canberra | <input type="checkbox"/> Cairo | <input type="checkbox"/> Lima | <input type="checkbox"/> Riyadh |
| <input type="checkbox"/> Darwin | <input type="checkbox"/> Chengdu | <input type="checkbox"/> London | <input type="checkbox"/> Rome |
| <input type="checkbox"/> Hobart | <input type="checkbox"/> Chennai | <input type="checkbox"/> Madrid | <input type="checkbox"/> Santiago |
| <input type="checkbox"/> Melbourne | <input type="checkbox"/> Colombo | <input type="checkbox"/> Malta | <input type="checkbox"/> Sao Paulo |
| <input type="checkbox"/> Perth | <input type="checkbox"/> Dili | <input type="checkbox"/> Manila | <input type="checkbox"/> Seoul |

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- | | | | |
|--|---|--------------------------------------|--|
| <input type="checkbox"/> Sydney | <input type="checkbox"/> Dubai | <input type="checkbox"/> Mexico City | <input type="checkbox"/> Shanghai |
| <input type="checkbox"/> Abu Dhabi | <input type="checkbox"/> Fukuoka | <input type="checkbox"/> Montevideo | <input type="checkbox"/> Sharq, Kuwait |
| <input type="checkbox"/> Ankara | <input type="checkbox"/> Guangzhou | <input type="checkbox"/> Mumbai | <input type="checkbox"/> Singapore |
| <input type="checkbox"/> Amman | <input type="checkbox"/> Guayaquil | <input type="checkbox"/> New Dehli | <input type="checkbox"/> Suva |
| <input type="checkbox"/> Apia | <input type="checkbox"/> Hanoi | <input type="checkbox"/> Nuku'Alofa | <input type="checkbox"/> Taipei |
| <input type="checkbox"/> Bali | <input type="checkbox"/> Ho Chi Minh City | <input type="checkbox"/> Osaka | <input type="checkbox"/> Tokyo |
| <input type="checkbox"/> Bandar Seri Begawan | <input type="checkbox"/> Honiara | <input type="checkbox"/> Ottawa | <input type="checkbox"/> Ulaanbaater |
| <input type="checkbox"/> Bangkok | <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Paris | <input type="checkbox"/> Vientiane |
| <input type="checkbox"/> Beijing | <input type="checkbox"/> Jakarta | <input type="checkbox"/> Penang | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Beirut | <input type="checkbox"/> Kota Kinabalu | <input type="checkbox"/> Phnom Penh | <input type="checkbox"/> Yangon |
| <input type="checkbox"/> Berlin | <input type="checkbox"/> Kuala Lumpur | <input type="checkbox"/> Port Vila | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Bogota | <input type="checkbox"/> Kuwait City | <input type="checkbox"/> Pretoria | |

Public description of your project

This description will be published on the Foundation, Council or Institute webpages and used to promote your project.

A public description of the project, written for your target audience *

Must be no more than 200 words

Total project value *

\$

Must be a dollar amount. Include GST where relevant.

Publicity graphic

* indicates a required field

Photograph or Infographic

An image of your project significantly increases the impact of project publicity. Photos or graphics attached here should have a resolution of at least 300 dpi and be 1.5MB in file size.

Attach a photograph or infographic promoting your activity *

Caption: Short description, including names, place and date as appropriate *

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Photographer or design credit *

The *Privacy Act 1988* governs the way 'personal information' is collected, used and disclosed in Australia and overseas. Images of individuals are considered to be 'personal information' if the person's identity is clear, or can reasonably be ascertained from the image. This information can only be published if the individual has given consent or would have been aware that the information may be disclosed publicly.

Written consent of individuals appearing in a photograph *will* be necessary to publish that photograph in the following circumstances:

- where the image is not taken in a 'public place', that is, in situations where persons would have a reasonable expectation of privacy, especially where the identity of the person can be established
- where children have been photographed, *and* they are not in a public place, *and* their identity can be established, parental consent will be required.

Where written consent is required, the subject of the photograph, or a parent/guardian in the case of minors, should be asked to sign a [consent for the use of images form](#). This link also provides guideline on ethical photography.

Please indicate whether those photographed have provided permission for the photograph to be published. *

Project events and communications opportunities

* indicates a required field

Events

Identify the key project dates, such as exhibitions, opening ceremonies, workshops or journal article/report publication dates.

Usually between two and six dates would be appropriate, though this can vary.

Highlight where the logo will be used to acknowledge grant funding (as required in the funding agreement).

Activity or Event	Location	Target audience	Expected start date	Expected end date
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Publicity

List key publicity opportunities which may be used to promote the bilateral or regional relationship, the project, grantee and the Foundation, Council or Institute. This may include likely dates of media releases, social media promotion, interviews and other online promotional launches.

Where will the logo be used to acknowledge grant funding (as required in the funding agreement)?

Media activity	Location	Target audience	Date of release	Specific social media account or URL

Social media

Projects' social media sites and accounts (or those most relevant) *

For instance, websites, Facebook, Wechat, Flickr, Snapchat, YouTube and LinkedIn accounts, hashtags and twitter handles.

Have you liked the Facebook page? *

Grantees are encouraged to use the following terms in tweets: @dfat, [#AusASEAN Council, #AusChina Council, #AusIndia Council, #AusIndonesia Institute, #AusJapan Foundation, #AusKorea Foundation, #CAAR, #COALAR].

We look forward to promoting your project on the [FCI name] Facebook page. [insert link]

Certification

* indicates a required field

The personal information you provide in this report is used by the Secretariat and public diplomacy staff within the Department of Foreign Affairs and Trade (DFAT) to promote the project supported by a DFAT grant. The personal information you have provided, including any photographs and audio/visual materials, will be disclosed to the Board members and to other Foundations, Councils and Institutes within DFAT, may be shared with members of parliament and Australian government officials and may be made public through national and local media, annual reports or via the DFAT website and other social media.

Our privacy policy is available on our website ([here](#)) and contains information about access to or correction of your personal information, how you may complain about a breach of your privacy and how we deal with privacy complaints. You should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

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- I understand it is my responsibility to inform any other person named in this report that I have provided their personal information as part of this report;
- I consent to the media and/or members of parliament being given the information in this report about the funded project and agree the communications contact person identified in this report may be contacted directly by them on the contact number provided;
- In giving consent for the personal information stated above to be published on the internet, I acknowledge that if overseas recipients breach the Australian Privacy Principles DFAT will not be accountable under the Privacy Act and that I will not be able to seek redress under the Privacy Act.

Certification: *

Yes, I have read and understand this Privacy notice and consent to the above conditions.

Certification officer *

Certification officer's position *

If an individual rather than an organisation, write 'Individual grantee'.

Date of certification *

Must be a date