# Community Grant Application Form

**Prior to completing this application form, please ensure that:**

* **You have read “General Information for Grant Applicants” and**
* **You have contacted the Community Foundation to discuss your application**

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| **APPLICANT DETAILS** |
| **Organisation Name**  |  |
| **Organisation ABN** |  |
| **Postal Address:****Website Address:** |  |
| **Contact Person 1****Telephone****Email Address** |  |
| **Contact Person 2****Telephone****Email Address** |  |
| **Is your organisation incorporated?** (*Please provide Certificate of Incorporation. If not incorporated, you must be auspiced and the auspicing organisation completes this Application*) | [ ]  Yes [ ]  No N/A [ ]  |
| **Is your organisation registered with the Australian Charities and Not for Profits Commission (ACNC)? See** [**www.acnc.gov.au**](http://www.acnc.gov.au)(*this is not a pre-requisite*) | [ ]  Yes [ ]  No N/A [ ]  |
| **Is your organisation endorsed for Tax Concession Charity (TCC) or Income Tax Exempt Charity (ITEC)?** (*this is not a pre-requisite*) | [ ]  Yes [ ]  No N/A [ ]  |
| **Are you the auspicing organisation for this project?** | [ ]  Yes [ ]  No N/A [ ] (*if yes, please provide Memorandum of Understanding between your organisations as well as details of the auspiced Group*)**Name:****Contact Person:****Contact:** |
| **Please identify which category your project falls within. You can select more than one:** | * **Health and well-being** [ ]
* **Education** [ ]
* **Youth** [ ]
* **Aged** [ ]
* **Disability** [ ]
* **Environment** [ ]
* **Arts and Culture** [ ]
* **Community Strengthening** [ ]
* **Other** [ ]
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**PROJECT DETAILS**

**TELL US ABOUT YOUR PROJECT**

* **Please complete all of the sections below**
* **Each of the questions 1-7 and 10 should not exceed 250 words**
1. **PROJECT NAME** (Note this namewill be usedby MNDCF in all public communications)
2. **WHAT** are you going to do? WHAT is the purpose of your Project?

*The project description should summarise the main activity of the project, together with a brief description of other activities to be undertaken and most importantly who will benefit from this project and the anticipated outcomes. What you hope to achieve.*

1. **WHY** is this project important? **WHY** is it needed?

*Please explain how you have identified the need for this project and how is it different from other existing projects. Explain the* ***beneficial impacts*** *the project will have for the community, e.g not just provide an asset but what that asset will enable/achieve.*

1. **WHO** will be involved in the project?

*Include details of any community partnerships or stakeholder support and key staff that might be involved in the project.*

*If the applicant is an auspicing organisation, please detail how the auspice and the organisation undertaking the project will work together.*

*Where project requires planning permits or permission from land/facility owner, please provide documented approval or details of process and expected approval date.*

1. **WHEN?**

*What is the time frame for project? (Note projects should be able to be completed and acquitted within 1 calendar year unless prior arrangement with the Executive Officer)*

1. **EVALUATION - How** will you know the Project has **made a difference** in your community? How will you **measure success**?

*Your evaluation process will depend on the type of project you undertake, but may include:*

* *What will occur if the project is successful that doesn’t occur now?*
* *How will you measure that you attained the outcome that your group is seeking?*
* *Please provide measurable numbers e.g. train 25 people, reach 60 families.*
* *How will you communicate the success and learning of this project and who will you sharing it with?*
* *How will the impact of the project be sustainable?*
1. **BUDGET**
* Please provide details of the income and expenditure for your project, excluding GST. The INCOME must equal EXPENDITURE in the totals at the bottom.
* Quotes for expenditure must be attached.
* Please provide financial statements for your last financial year.

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| --- | --- | --- | --- |
| Income (excl GST) | Whole $ | Expenditure | Whole $ |
| Amount requested from MNDCF (maximum $10,000) |  | Equipment and materials  |  |
| State or federal Govt funding |  | Labour |  |
| Local Govt funding |  | Administration |  |
| Funds from other organisations (specify who) |  | Operational  |  |
| Funds from your organisation |  | Education and Training |  |
| Volunteer value to project (hours x value) |  | Volunteer value to project(hours x value) |  |
| In Kind value to project (materials and services) |  | In Kind value to project(materials and services) |  |
| Other Sources |  | Other Expenses |  |
| **Total** |  | **Total** |  |

1. **Letter/s of support** for your project.

Please ensure that letters of support indicate how the author will utilise, contribute to, benefit from or otherwise participate in your project. Please limit to a maximum of 3 letters.

1. If MNDCF is not able to fund your grant application in full, will the project be able to go ahead? (IE. Can the project be delivered in multiple stages or can your organisation fund the shortfall?) Please provide details.
2. Please add any **other relevant information** you would like us to know.

### CERTIFICATION & PRIVACY

The Mirboo North & District Community Foundation is committed to protecting your privacy and ensuring that all information provided in relation to this grant application is kept confidential. During the assessment process however, the Mirboo North & District Community Foundation may need to collect, use and circulate information about your organisation and the project to its Board, officers and agents or external people to assist in assessing the grant application.

* I give permission for the details of this application to be circulated to the individuals who are carrying out the assessment [ ]  Yes [ ]  No
* I give permission to add contact details to Mirboo North & District’s Community Foundation mailing list [ ]  Yes [ ]  No
* I confirm that our Organisation is following the Mirboo North & District Community Foundation’s Facebook page. [ ]  Yes [ ]  No
* I confirm that the organisation has permission from the land-owner or manager to carry out the project and attach the written proof of same.

 [ ]  Yes [ ]  No [ ]  N/A

* I confirm that I am the President / Chair / Manager / of the organisation and authorised to sign this application [ ]  Yes [ ]  No

OR

* that the President / Chair/ Manager of the organisation has authorised me to sign this application (*written authorisation to be attached.*) [ ]  Yes [ ]  No
* I confirm that all details in this application are true and accurate and that I will notify the Mirboo North & District Community Foundation if there are any changes of circumstances that may affect this application: [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| Name |   |
| Signature |  |
| Position within Organisation |  |
| Date |  |

**GRANT APPLICATION CHECKLIST**

* Received and read the “Community Grant Guidelines” and spoken with Executive Officer.
* Prepared application form. Questions 1-6 and 10 should not exceed 250 words
* Copy of TCC status (if applicable) has been provided
* Certificate of Incorporation has been provided
* Budget has been provided
* Retained copy of your application
* The declaration has been signed by an authorised member of the organisation or written authority for signatory has been given
* Copy of most recent Annual Report or Financial Accounts are attached
* Letter of consent / approval from the landowner in relation to the Project (if applicant is not owner).
* Letters of support are included.

GRANT APPLICATIONS CLOSING DATE

**The 2020 grant round closes on 30th September 2020.**

No late applications will be accepted.

Mailed applications must be received by the relevant closing date.

Applications can be emailed to

[**info@mirboodistrictfoundation.org.au**](file:///C%3A%5CUsers%5CJeanette.Study%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CAppData%5CUsers%5CJeanette%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CX5NLYVA7%5Cinfo%40mirboodistrictfoundation.org.au)

Applications may be mailed to:

Executive Officer

Mirboo North & District Community Foundation

Community Grants Program

PO Box 327

Mirboo North, 3871

Victoria

Further information can be obtained from:

Ruth Rogan

Executive Officer

Phone 0418 301 092

Email info@mirboodistrictfoundation.org.au

Website <http://www.mirboodistrictfoundation.org.au>