

# APPLICATION FOR FUNDING GRANT



Now! For the Future



## 2011 Community Grants

The Ballarat Foundation makes money available for grants, usually between \$500 and \$5,000 per grant distributed to successful applicants. The purpose of this application form is to register your proposal to be considered for financial assistance from the Fund and to outline the terms and conditions that apply to the application process.

### SECTION A • COVER SHEET

*NOTE: A typed application (electronic or hard copy) is preferred using this form as the template. An application must be for a project or program. One application per grant round.*

Name of organisation

ABN  Date of Application

Geographic Area or Community of interest served by the organisation

Purpose, mandate or mission of the organisation

Title of project, program or activity

Address where project will operate from

Area of application (TICK ONE OR MORE OF THE FOLLOWING BOXES)

- |  |   |  |
|--|---|--|
| HEALTH & COMMUNITY WELL BEING <input type="checkbox"/> | EDUCATION <input type="checkbox"/>                  | ARTS & HUMANITIES <input type="checkbox"/> |
| SPORT & RECREATION <input type="checkbox"/>            | CONSERVATION & ENVIRONMENT <input type="checkbox"/> | RESEARCH <input type="checkbox"/>          |
| COMMUNITY DEVELOPMENT <input type="checkbox"/>         | COMMUNITY DISASTER RELIEF <input type="checkbox"/>  |  |

#### Contact person

Name

Address

Telephone no.  Fax no.

Email address

Amount requested for this project / activity \$ .00 (Must relate to attached Budget)

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Does the organisation seeking funding, have Deductible Gift Recipient (DGR) status?

(Supply copy) YES  NO  NOT SURE

Does the organisation seeking funding, have funding as a registered charity?

(Supply copy) YES  NO  NOT SURE

Does the organisation seeking funding, have income tax exemption?

(Supply copy) YES  NO  NOT SURE

### SECTION B • PROPOSAL

Limited to a **maximum of three (3) pages**, (ANSWER SHEETS PROVIDED ON PAGES 3 - 5) address the following questions

#### 1. Description of project.

- 1.1 Briefly describe the project or activities proposed.
- 1.2 What exactly are you trying to achieve, and with whom? Who will benefit?
- 1.3 How will you do so and why is this considered the best approach?
- 1.4 Is there anything else we should know about this project or organisation? Is there anything particularly innovative or unique about your project?
- 1.5 Are there any project risks that may impact on the implementation of the project or its outcomes. (NOTE: listing risks does not disadvantage you application. When made aware of risks the Foundation can better understand the needs of your organisation and the problem that the project seeks to address).
- 1.6 Does the money remain within the municipal boundaries?

#### 2. Project Budget

- 2.1 A detailed project budget must be provided with your application. (Must be included for application to be considered)
- 2.2 If your project involves a straight purchase (for example to purchase an item of equipment) and the requested amount is simply for this equipment with no other costs or funding, then a copy of an official quotation is acceptable in lieu of a project budget.

#### 3. Support and involvement.

- 3.1 Do you have support and / or co-operation of other organisations or agencies?
- 3.2 Are other groups presently providing this or similar service? Have you co-ordinated with them?
- 3.3 Do you require assistance in the management of this project?
- 3.4 Will the project continue beyond the funding period?
- 3.5 What makes your organisation qualified to do the project? Do you have special skills or resources?
- 3.6 How many staff does your organisation employ full or part time?
- 3.7 Do you have a volunteer team? If so, how many volunteers?
- 3.8 Will additional staff be required for this project? If so, how many?

#### 4. Project Timetable.

- 4.1 When will the project begin and end?
- 4.2 Have you established a time frame? (If yes, please include in attachments).

#### 5. Evaluating success.

- 5.1 How will you determine if your project has been effective or successful?
- 5.2 What are your plans for evaluating this project?
- 5.3 Who will undertake evaluation of the project? Will it be done internally, outsourced, or both?

#### 6. Other funding applications

- 6.1 What other requests for funds have you made from foundations, business/corporations or government?
- 6.2 What is the status of these requests?

#### 7. Sustainability

- 7.1 How will the project or project outcomes be sustained after the funding period is finished?
- 7.2 Are there any plans proposed for funding continuation or expansion of the project?

#### 8. Research projects only

- 8.1 Have you sought ethics approval? If so, what is the status of your ethics approval?

**Add any additional comments you may wish to make.**



### SECTION B • PROPOSAL // ANSWER SHEET



### SECTION B • PROPOSAL // ANSWER SHEET



### SECTION B • PROPOSAL // ANSWER SHEET

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### SECTION C • ATTACHMENTS

One copy of each of the following must accompany application as relevant to your project and organisation:

1. Your proposal as shown in Section B, above.
2. Itemised project budget for the coming year detailing proposed funding (Must be included for application to be considered)
3. Current annual report if applicable.
4. Tax-exemption status from the Australian Taxation Office if applicable.
5. Financial statement tabled at the last Annual General Meeting or last available audit for the organisation
6. Time frame if applicable.
7. Research proposal document (Research projects only).

### LIST ALL ATTACHMENTS

### TERMS AND CONDITIONS

#### Key dates

1. Funding Application Workshop – Scheduled to be held in July each year. Please check our website for dates and venue in the weeks prior. It is expected that a representative attend this session – please book by calling 03 5329 4613.
2. The closing date for submitting application forms for the next round of grants is **5pm on Friday August 12th, 2011.**
3. Applicants will be notified of the outcome of their application after due process, by The Ballarat Foundation. It is anticipated that this would be in early October.
4. A grants ceremony will be held in early November 2011 (subject to confirmation)

#### Submitting your application

5. The submission of the application form will be deemed acceptance of these terms and conditions.
6. You may submit this application form by email or by mail.
7. If you are submitting the application form on behalf of a third party, including a club or community group, you acknowledge and agree that you are authorised to submit the application form on their behalf. References to “you” in these terms and conditions and includes any third party on whose behalf you are applying.
8. Only one application for each project/organisation/club or other entity will be accepted per grant round.
9. Each application must be on the official application form.
10. Attachments must be clearly labelled and be listed on the Attachment listing on the Application Form.
11. Each application must include the following documents, if applicable:

#### Checklist

- Official and completed Application Form
- Project Budget
- Other attachments supporting the application.
- Current annual report;
- Financial statement tabled at the last Annual General Meeting, or last available audit for the organisation; and
- Tax-exemption and/or Deductible Gift Recipient (DGR) certificates from the Australian Taxation Office.

12. The Application Form must be sent to the following:

**The Ballarat Foundation**  
**P.O. Box 1676**  
**Ballarat Mail Centre, 3354**  
**Email: [Info@ballaratfoundation.org.au](mailto:Info@ballaratfoundation.org.au)**  
**Phone: 5329 4613**

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### **Available funding**

13. The total amount of funding available at any one time or for any round of distribution grants is as determined by The Ballarat Foundation Trustees.

### **Eligible Applicants**

14. Applications will only be accepted from applicant projects which are based within the City of Ballarat, as determined by The Ballarat Foundation.

### **The Application**

15. You must ensure that your application form and any supporting documentation does not infringe any other person or entity's confidential information or intellectual property or moral rights.
16. Projects must not involve applications, tools, and technologies or content that is inconsistent with The Ballarat Foundation's values or standards of decency or breach any of the provision in any agreement between The Ballarat Foundation and you regarding the funding.
17. You must keep confidential any information that The Ballarat Foundation provides you with and only use it for the purposes of submitting your application and providing us with information about your project.
18. Third party interest, finance or commitment to your project must be disclosed to The Ballarat Foundation with all relevant details provided.
19. Do not submit any original documents as The Ballarat Foundation will not return your application form and supporting documentation to you.
20. The Ballarat Foundation will not be liable for any costs incurred by you in preparing your application.
21. Co-funding of projects with other funding bodies, corporate entities or individuals is permitted, but any co-funding must be detailed in the application form.

### **Conditions of grant**

22. You also acknowledge the following key conditions that apply to any grants:
  - a. Grants cannot be transferred;
  - b. Grants will not be provided retrospectively for completed projects, or for work done on incomplete projects prior to the date of notification of approval of grant.
  - c. Your rights to all project material (including, but not limited to, all intellectual property) must be sufficient to enable you to meet all of your obligations; and
  - d. Projects that are funded by the foundation cannot be deferred and must progress according to the timelines detailed in the application form.
23. You acknowledge and agree that The Ballarat Foundation may make any press or other announcement or release relating to the grant of funds to you without your prior written consent. You also agree that you will participate in any media events or promotions to be conducted by The Ballarat Foundation if you are granted any funding.

### **Acquittals**

24. Successful applicants who receive grants agree to comply with and abide by the terms of reporting on projects and completing the Acquittal process within the required time frame(s).

### **Privacy**

25. You acknowledge and agree that any personal information submitted as part of the application process will be used for the purposes of assessing this application and may be used and disclosed for the purpose of making any press or other announcement or release relating to the grant of funds to you.

### **Assessing the application**

26. The Ballarat Foundation's Ethics and Allocations Committee will appraise each application and give recommendations to The Ballarat Foundation Trustees for final approval.
27. The Ballarat Foundation Trustees may decide that a partial grant should apply to an application and/or if a grant should be subject to certain requirements being met.
28. The Ballarat Foundation Trustees are not obliged to make a particular number of grants or to extend any or all of the available fund resources.
29. The decisions made by The Ballarat Foundation Trustees are final and there is no appeal process.
30. The Ballarat Foundation is not required to give reasons for the approval or rejection of an application.

### **Disclaimer**

31. In situations not covered by these terms and conditions, or where there is ambiguity, The Ballarat Foundation reserves the right to exercise its discretion and the decision of The Ballarat Foundation will be final.
32. The Ballarat Foundation also reserves its right to amend these terms and conditions at any time. However, if these terms and conditions are amended once you have submitted your application, The Ballarat Foundation will give you the opportunity to resubmit your application form, if, in The Ballarat Foundation's opinion, your application is adversely affected in a material way.