

ROUND 12 GRANT APPLICATION FORM



The Telstra Country Wide Ballarat Community Fund is fully funded by Telstra and makes money available for distribution to successful applicants in their endeavour to succeed in their chosen field in Ballarat. The Telstra Country Wide Ballarat Community Fund is established under and is administered by The Ballarat Foundation.

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 is preferred using this form as the template. Please refer to the terms and conditions section for detailed information about applying for a funding grant.

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 Position

Organisation's Postal Address

Postcode Telephone no. Fax no.

Email address

Amount requested for this project / activity \$ (whole dollars only)

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Does the organisation seeking funding, have tax deductibility (DGR) status?

YES NO NOT SURE

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

YES NO NOT SURE

Does the organisation seeking funding, have income tax exemption?

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?

2. Budget

- 2.1 Please attach your complete detailed project budget.
NOTE: PROVIDING YOUR PROJECT BUDGET IS COMPULSORY

3. Project Timetable

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

4. Evaluating success.

- 4.1 How will the project's success be evaluated?

5. Other funding applications

- 5.1 What other requests for funds have you made from Foundations, business/corporations or government?
- 5.2 What is the status of these requests?

6. 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?

Add any additional comments you may wish to make.

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SECTION B • PROPOSAL // ANSWER SHEET

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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. Completed official application form.
2. Attachments in support of the application.
3. Itemised project budget detailing proposed funding (Must be included for application to be considered)
4. Current annual report, if available.
5. Tax-exemption status from the Australian Taxation Office, if applicable.
6. Financial statements tabled at the last Annual General Meeting or last available audit for the organisation
7. Time frame for project.
7. Research proposal document (Research projects only).

LIST ALL ATTACHMENTS

TERMS AND CONDITIONS

Key dates

1. The closing date for submitting application forms for the 10th round of grants is **5pm on the 29th April 2011**. Applicants will be notified of the outcome of their application after due process, by The Ballarat Foundation. It is anticipated that this would be approximately eight (8) weeks after close of applications.

Submitting your application

2. The submission of the application form will be deemed acceptance of these terms and conditions.
3. You may submit this application form by email or by mail.
4. 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.
5. Only one application for each project/organisation/club or other entity will be accepted per grant round.
6. The application must be on the official application form.
7. Attachments must be clearly labelled and be listed on the Attachment listing on the Application Form.
8. 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.
9. 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
Phone: 5329 4613

Available funding

10. The amount of funding for the Telstra Country Wide Ballarat Community Fund depends upon the number of customers within Ballarat who use Telstra for their fixed, long distance and local calls and who are managed by Telstra Country Wide, and the total number of applicants. Funding will be paid in the form of cash grants and inclusive of any applicable GST.

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Eligible Applicants

11. Applications will only be accepted from applicants who reside, or whose proposed projects are based, within the City of Ballarat, as determined by The Ballarat Foundation.

The Application

12. 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.
13. Projects must not involve applications, tools, and technologies or content that are inconsistent with The Ballarat Foundation's values or standards of decency or breach any of the provisions in any agreement between The Ballarat Foundation and/or Telstra Country Wide and you regarding the funding.
14. You must keep confidential any information that The Ballarat Foundation or Telstra Country Wide provides you with and only use it for the purposes of submitting your application and providing us with information about your project.
15. Third party interest, finance or commitment to your project must be disclosed to The Ballarat Foundation with all relevant details provided.
16. Do not submit any original documents as The Ballarat Foundation will not return your application form and supporting documentation to you.
17. The Ballarat Foundation, Telstra Country Wide and Telstra Country Wide Ballarat Community Fund will not be liable for any costs incurred by you in preparing your application.
18. 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

19. You acknowledge that any grant of funds will be subject to a separate funding agreement with The Ballarat Foundation and/or Telstra Country Wide.
20. 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 under any funding agreement with The Ballarat Foundation and/or Telstra Country Wide; and
 - d. Projects that are funded by the Telstra Country Wide Ballarat Community Fund cannot be deferred and must progress according to the timelines detailed in the application form.
21. You acknowledge and agree that The Ballarat Foundation and/or Telstra Country Wide 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 or on behalf of The Ballarat Foundation, the Telstra Country Wide Ballarat Community Fund and/or Telstra Country Wide if you are granted any funding.

Privacy

22. 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

23. An allocations committee, consisting of the Telstra Country Wide area general manager, The Ballarat Foundation CEO and community representatives nominated by Telstra Country Wide and The Ballarat Foundation will appraise the applications on behalf of Telstra Country Wide Ballarat Community Fund and give recommendations to The Ballarat Foundation Board for a final decision.
24. The Ballarat Foundation Board may decide that a partial grant should apply to an application and/or a grant should be subject to certain requirements being met.
25. The Ballarat Foundation Board is not obliged to make a particular number of grants or to extend any or all of the available Fund resources.
26. The decisions made by The Ballarat Foundation Board are final and there is no appeal process.
27. The Ballarat Foundation Board and/or the Review Committee are not required to give reasons for the approval or rejection of an application.

Disclaimer

28. In situations not covered by these terms and conditions, or where there is ambiguity, The Ballarat Foundation, Telstra Country Wide and the Review Committee reserve the right to exercise their discretion. The decision of The Ballarat Foundation will be final.
29. 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 Review Committee's and The Ballarat Foundation's opinion, your application is adversely affected in a material way