Example Community Grants Application Form

Form Preview

Contact Details

* indicates a required field

*Please note: in this example form - contact fields have been linked to feed into the contact directory area. If you use this form, double check you are happy with the 'contact type' fields. To learn more about contact types see Help Hub.

Organisation Details

Organisation Name *

Organisation's ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Postal Address

Address

Primary Website

Must be a URL

Head of Organisation *

Title   First Name   Last Name

(CEO or equivalent)

Head of Organisation telephone contact *

Head of Organisation email address: *

Contact for Application

Contact Name *

Title	First Name	Last Name

Position held *

Contact number (business hours): *

Applicant Admin Contact Other Phone Number *

Must be an Australian phone number

Applicant Admin Contact Primary Email *

Must be an email address

Funding Partner

Funding Partner (if relevant)

Funding Partner Postal Address

Address

Funding partner ABN:

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information

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Form Preview

ACNC Registration
Tax Concessions
Main business location

Organisation Details

* indicates a required field

What does your organisation do? *

Brief history and mission and the activities and programs you deliver – demonstrating your capacity to deliver a project of this scale

Please list your key partnerships (if applicable):

Focusing on the partnerships that are relevant to this project

Has your organisation previously received funding from us? *
○　Yes
○　No

If yes, what was the name of the project?

If yes, what was the total funded?

Project Details

* indicates a required field

Project Name *

Project start date: *

Must be a date

Project end date: *

Must be a date

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Form Preview

Amount requested: *

$
Must be a dollar amount

Total project cost: *

$
Must be a dollar amount

Brief project description: *

Must be no more than 200 words

Project Description

* indicates a required field

Why does this work need to be done? *

The specific issue or need you want to address, including supportive research and/or evidence

Who will benefit? *

What are the objectives of your project? *

List your specific project objectives

What are the planned activities? *

The specific activities that will take place to achieve your stated objectives

Who will be involved? *

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Form Preview

Outline the proposed outcome/s your project will achieve *

Please describe any/all of your project risks

Project Sustainability & Evaluation

* indicates a required field

How will you monitor and evaluate the objectives and outcomes of your project? *

Include any monitoring techniques you may use e.g. photpoint, surveys, etc.

Identify which of the project measures you will use to monitor the progress of your project *

Ensure you include a measure for each of your listed objectives and proposed outcomes.

What long term benefits or flow on effects will result from your project and how will they be sustained beyond the life of the project? *

Your plan for how this work will continue at the conclusion of the grant, including information on its financial sustainability, your engagement with other potential partnerships.

Project Budget

Outline your project budget including details of other funding that has been confirmed and applied for. The budget must balance (total income = total expenditure). Please include these areas in your budget INCOME and EXPENDITURE columns:

Budget:

Year 1 Budget (all figures are GST exclusive):*

Please don't add commas to figures, eg. write $1000 not as $1,000

Income Description	$	Expenditure Description	$
	Must be a dollar amount		Must be a dollar amount

Please be aware the budget field can only accommodate a limited amount of text.

Total confirmed funding

$

Please write figure as dollar value ie. $5400

Confirmed funding sources

Please write names separated by commas

Total unconfirmed funding

$

Please write figure as dollar value ie. $5400

Confirmed unconfirmed funding sources

Please write names separated by commas

Attach budget and funding documents if required
Attach a file:

Documentation Check List

Below is the documentation you are required to submit. Please indicate whether you have submitted each of the documents by checking the appropriate box, and use the space below to explain any missing documentation.

Applying without a funding partner:

Attach an electronic copy of your most recent Annual Report or a web address/ link to your most recent Annual Report online:
Attach a file:

[ ]

Annual Report website link:

[ ]

Attach an electronic copy of the most recent statement of financial position and statement of financial performance of your organisation signed by your Accountant/Finance Manager:
Attach a file:

[ ]

Applying with a funding partner:

Attach an electronic copy of a letter from your funding partner stating their willingness to accept and administer a grant or the project:
Attach a file:

[ ]

If you have been unable to provide one of the required documents, please state why:

[ ]

Please Note: If any of the above documents are missing without being detailed here, your application will not be considered

Support Material:

If applicable, please attach any support material.

Attach Files: Attach a file:

[ ]

Please note: If your funding submission is incomplete, that is, if any of the required documents are missing without explanation, your application will be withdrawn from consideration and you will be notified accordingly.

Declaration and Privacy Statement

* indicates a required field

Declaration and Privacy statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the *<Grantmaker>* immediately if any information provided in this application changes or is incorrect.

The <Grantmaker>respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact <contact details>.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

○ Yes

Authorised Person's Name *

Title	First Name	Last Name

Position held *

Date of declaration *