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# SMALL GRANT APPLICATION FORM

**READ ME FIRST ☺** All green boxes must be completed with the relevant information. If it is not applicable (or zero) then please include a response to say that so we know you didn’t miss anything out. Where they contain a list, please bold the relevant option(s) or delete the ones that do not apply.

Pink boxes contain YES or NO options – please delete the one that does not apply.

# ORGANISATION INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ORGANISATION** |  | | | | |
| **CONTACT PERSON** |  | | | | |
| **ABN** |  | **Registered for GST** | | | YES or NO |
| **MAILING ADDRESS** |  | | | | |
| **PHONE CONTACT** |  | **MOBILE** |  | | |
| **EMAIL ADDRESS** |  | | | | |
| **PUBLIC LIABILITY** | YES or NO | **INSURED AMOUNT** | |  | |
| **If successful, do you agree to us including your activity online?** | | | | YES or NO | |

**Why are you the organisation/best person to run this event?**

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| --- |
|  |

Signed for and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Community Organisation)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Activity Overview

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| --- | --- | --- | --- | --- |
| **Activity Name** |  | **Activity Dates** | | Start and End dd/mm/yy – dd/mm/yy  Or list all activity dates |
| **Describe the Activity** |  | | | |
| **What are you trying to Achieve?** |  | | | |
| **What are the Benefits to those attending this activity?** |  | | | |
| **Who in the Community will Benefit?**  Outline who your target group includes – children, teens, families, dads, aboriginal families etc. and anticipated numbers. | **Target Group** | | **Projected Number** | |
|  | |  | |
| **Has this activity been delivered (anywhere) before?** | | | YES or NO | |
| **Have you previously received funding from CfC for any activity?** | | | YES or NO | |
| **Who are your Collaborators?**  (What other organisations are you working with to help deliver this activity? E.g., Councils, CfC Partners, other support services, local businesses, schools, community groups etc. Simply tell us who and what support they are providing to your activity.) |  | | | |

## Funding and Resources

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Funding Amount Requested** | | | $ |
| **Would you be open to accepting partial funding if it was offered?** | | | YES or NO |
| **In the space below, outline the number of people resources who will be part of your activity?** This should include everyone involved in planning, coordinating, running and reporting. | | | |
| **Number of Your Staff** | **Number of Your Volunteers** | **Number from Other Orgs** | |
|  |  |  | |

**Expenditure Budget**

|  |  |  |
| --- | --- | --- |
| **Item and Amount** | **$ Amount** | **Additional Notes** |
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*Note: If you are seeking more than $1,500, we require official quotes, budget and project plan.*

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| --- | --- |
| **Outline the type and value of the in-kind contribution you are providing to make this activity happen** |  |

## Social, Cultural and Environmental Requirements

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| --- | --- |
| **How will you promote your activity to your Target Audience to ensure uptake?**  (Consider websites, social media, newsletters, posters, local media, sharing with relevant groups, Council services etc.) | **How Accessible will your activity be, and what will you do to ensure inclusivity?**  (Consider physical barriers, signage, inclusive supports, spatial considerations, remote access and non-English support) |
|  |  |
| **What formalities will you include to recognise the Aboriginal heritage of your area?** | **How will you reduce the waste and possible landfill from your Activity?** |
| * Welcome to Country * Acknowledgement of Country * Both a Welcome and Acknowledgement * Our Activity has no formalities to include this |  |

## Reporting Data and Documentation

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| --- | --- |
| As part of the grant agreement, grant recipients are required to provide evidence that the activity was delivered. This is demonstrated by providing photos, video or media clippings in your acquittal report.  How do you intend to document your project outcomes? | |
| * Take photographs during the activity * Gather feedback from participants * Write a short project report * Make a video about the activity * Other (please explain):   ***Note: This information is required for Department of Social Services (DSS) reports*** | |
| **Are you able to securely collect basic client data, to be forwarded to the CfC Program Manager for entry into the DSS secure electronic database?**  We will provide a spreadsheet for this that includes: name, address, age, sex, country of birth, disability, ATSI status. The data is de-identified prior to being entered into the secure database. | YES or NO |

## Availability to Participate

Note, your answers to these questions may affect the consideration of your application.

|  |  |
| --- | --- |
| **Are you available for 10 minutes on 13th October 2023 to come to Bridgewater, in case the students have questions about your grant proposal?** | * Available in person to answer questions. * Available online to answer questions. * *Available to come and have a stall to explain the activity – this is only applicable to organisations requesting $3K or more.* * Not available on the day. |
| **We are also allowing applicants to record a 2‑minute video pitching their idea to the students.** | * Yes, I would love to record a video for the students. * No, I will not be recording a video for the students.   **NOTE: Please do not do this until we get in touch.** |

***APPLICATIONS CLOSE 5.00pm 31st August 2023***

**Please post or email your Small Grant application and supporting documentation, if applicable, to:**

|  |  |
| --- | --- |
| Email: [jo.east@salvationarmy.org.au](mailto:jo.east@salvationarmy.org.au) | Jo East Project & Admin Lead Communities for Children The Salvation Army Tasmania PO Box 219 Moonah TAS 7009 |

**Supporting documentation Checklist**

* Public Liability Insurance Certificate
* Quotes for Expenditure (for applications over $1,500)
* Project Plan (for applications over $1,500)