

FUNDING APPLICATION FOR 2017

This document is guide to the questions you will be asked in the on-line application.

PLEASE NOTE APPLICATIONS WILL ONLY BE ACCEPTED ON-LINE.

- Do not use this document to submit your application

1. Before completing your application, you will need to read the GUIDELINES FOR FUNDING document.
2. A separate application needs to be completed for each project
3. Applications close **5.30pm THURSDAY SEPTEMBER 22**
4. If you have any issues or questions with your application, please contact us.

Page 1: Applicant Information (Page 2/8)

Person completing the form

- Name
- Position
- Name of Organisation
- Postal Address
- Phone
- Mobile
- Email

Page 2: Application Summary (Page 3/8)

- What is the name of the project?
- What is the name of the organisation or group running this project and to whom the funds will be supplied?
- Is this organisation registered for GST?
- What is your ABN (if applicable)?
- Does this organisation have DGR status from the Tax Office?
- Does the organisation have bank account(s) in its own name?
- Physical address of the project or the organisation running the project?
- In which council area will the project activity occur?
Ballarat / Hepburn / Moorabool / Golden Plains / Pyrenees / Other -
Please state

Please provide a brief summary of the project: this will be used on the cover sheet that summarises your project to the Allocations Committee. We would suggest no more than a few bullet points which capture the core of what you are doing and what you are hoping to achieve.

- Brief summary of the project for your cover sheet (max. 100 words)
- Brief summary of what the funding is for (max. 100 words)
- Target Age: (select all that apply)

Pre-school / Primary / High School / Youth / Adult / Seniors

- Number of people who will benefit from the project: Direct participants/ indirect beneficiaries?
- Is this project: Currently running / Yet to begin
- Estimated start date / When did the project start?
- When do you expect this project to close?
- How is this project staffed? Number of paid staff / Number of volunteers
- How many volunteer hours do you expect to be involved in this project?

Page 3: Project Goals and Background Information (Page 4/8)

Please provide the Allocations Committee with information so that they can properly understand the project, your goals and how you will go about achieving those goals.

Please remember that our Allocations Committee is a group of volunteers drawn from the community, so avoid buzzwords or acronyms that people unfamiliar with the project would not understand.

There is no limit to what you can write here but our committee members are reading many applications so being brief, succinct and clear will be to your advantage.

- Please describe your organisation and what it does. (max. 200 words)
- What does the project do? (max. 200 words)
- Why does this work need to be done? (max. 200 words)
- How does this project make our community better and / or safer? (max. 200 words)
- Who will benefit from this project? (max. 150 words)
- What are the expected outcomes? (max.150 words)
- How will you know if these outcomes have been achieved? (max. 150 words)
- Do you consider your program to be innovative? If so, please explain. (max. 150 words)

Page 4: Community impact and collaboration (Page 5/8)

- Which other agencies or organisations (if any) are you actively collaborating with in the delivery of this project? (Please list)
- Please list other groups or bodies you have applied for funding from for this project. (Please tick all that apply or none.)
Local council / other Foundations or Trusts / State Government or Department / Federal Government or Department / none / other:
- Please list other applications made:
- Are you aware of any other organisations working in this area in this field?
If yes, please list:

Page 5: Financial Information (Page 6/8)

How much is your project going to cost, what are you planning to spend funding on and how much of each item are you requesting funding for?

Conclusion & Submission (Page 7/8)

All applications require a copy of the most recent financial statements for the organisation to receive funding. How would you prefer to send those to United Way / The Ballarat Foundation? Post them / Electronically attach to this form

Please tell us what you are planning to send to United Way / The Ballarat Foundation.

- Annual Report with Audited Financials
- Audited Financials
- Unaudited Financial Statements / Return

Please write the project name on the envelope so we can match it with this application.

Documents must be received in the mail no later than **5.30pm Thursday, September 22, 2016** to be included in the material circulated to the Allocations Committee.

Note: Physical documents will be scanned and circulated electronically as originals will not be circulated.

No material sent in will be returned.

Please browse to the files on your computer and attach them to this application.

Do you wish to send any other information (e.g. annual reports, press clippings etc.) to support your application? Y / N

How would you prefer to send those to United Way / The Ballarat Foundation?
Post / Electronically

Please tell us what you are planning to send to United Way / The Ballarat Foundation.

- Annual Report
- Project Report
- Media Clippings
- Letters of Support
- Other

SUBMISSION DEADLINE: 5.30 THURSDAY SEPTEMBER 22

By entering your name and details you are agreeing to the following:

- I am authorised by the organisation or project to make this application.
- The information provided is as accurate and detailed as we are able to provide.
- This information will be circulated to the Allocations Committee community members.
- United Way and The Ballarat Foundation will retain the application form for their records.
- I may be contacted for further information or clarification.
 - Full Name
 - Date
 - Email Address
 - Phone number