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**Instructions:** All applications must be submitted via the online application system. A link to the online form can be found on the Give Where You Live Foundation website. This document is provided to assist you in developing your application.

While you can save your online application as you go (please see the Tips for Completing Your Grant Application for more details) we STRONGLY encourage you to draft your application in a word document and when complete to cut and paste your responses into the online application form.

In using the "Save and Resume" function please copy the link provided each time and save it somewhere safe. Each time you save you should also request that the link be sent to you in an email.

PLEASE NOTE: each time you hit the "Save and Resume" button a NEW link is created. You should always be working from the most recent link created. If using the "Save and Resume" function you CANNOT save uploads. As a result, if you are using the "Save and Resume" function you should not upload any documents until you are ready to hit the submit button.

If you have any questions about the “Save and Resume” function please contact Cynthia at (03) 5229-4364.

As a reminder the total size of all uploaded documents cannot be more than 5MB. Any documents you cannot upload may be sent directly to grants@givewhereyoulive.com.au. These will be added to your application.

**Eligibility**

Are you endorsed as a Tax Concession Charity (TCC)?

Yes

No

Please provide your ABN (In providing your ABN number do not include any spaces or dashes. Your ABN should only include eleven numbers.):

Are you endorsed as a Deductible Gift Recipient 1 (DGR1)?

Yes

No

Is your charity registered with the Australian Charities and Not-for-profits Commission and is your registration up to date on the ACNC Register?

Yes

No

You must at least have TCC and have an up to date ACNC registration to be eligible to apply for a Give Where You Live Grant Community Connections Grant. Don’t know? Go to http://www.abr.business.gov.au. If you cannot answer yes to all three questions, then you cannot continue with submitting a Community Connections Grant application.

Please upload a copy of your TCC/DGR1 status only if you **HAVE NOT** applied for a grant from the Give Where You Live Foundation in the last 12 months

**Organisational Details**

If you have applied for a grant from the Give Where You Live Foundation in the last 12 months please be sure to request your Organisation name ID from grants@givewhereyoulive.com.au. This will ensure that your application is attached to the correct organisational record in our grants database.

Organisation Name

Street and Number

Suburb

State

Postcode

Website

Organisational Phone (Must include area code)

Organisational Email

**﻿**

**CEO Details**

First Name

Last Name

Position Title

Email

Phone (Must include area code)

Mobile

**Application Contact Details**

First Name

Last Name

Position Title

Email

Phone (Must include area code)

Mobile

**Request Summary**

Grant Impact Statement (Please provide a 50 word statement outlining what your grant will do and the difference it will make. If successful, this summary may feature in Give Where You Live Foundation and Feed Geelong materials. For example, "To increase the food security and improved health education for low income residents through Food for Thought, a program to develop enhanced food literacy and food preparation skills.")

Grant Amount Requested (Maximum amount that can be requested in this grant category is $5,000):

Grant Focus (Choose only one)

* Kitchen and storage infrastructure (e.g. cupboards and storage containers, refrigerators, freezers, trolley, food processors, kitchen equipment)
* Minor capital works projects (e.g. building out a food pantry, installing shelving, building a cool room)
* Transportation of food (e.g. funding toward refrigerated vehicles or trailers, fuel)
* Service delivery (support for program that prepare and deliver food and/or support the development of nutrition knowledge and food preparation skills to those experiencing food insecurity
* Nutritious and culturally appropriate food (e.g. meat, dairy, fruit and veg when it is unable to be sourced through donations)

Duration (Funds requested must be spent between 1 November 2019 – 30 June 2020)

Start Date:

End Date:

Grant Program - Please indicate which Give Where You Live Foundation Program your grant request will address.

Survive and Thrive Program: Please indicate which Survive and Thrive focus area your request will address:

Please indicate which geographic areas your grant request will impact (mark all that apply) and list postcodes

1. City of Greater Geelong
2. Surf Coast Shire
3. Borough of Queenscliffe
4. Golden Plains Shire
5. Colac-Otway Shire

Please indicate the unique number of people you expect to be directly impacted by your grant request (Please provide a number only. You will have a chance to provide an explanation about who these people are and how they were impacted later in your application.)

Please indicate the unique number of people you expect to be indirectly impacted by your grant request (Please provide a number only. You will have a chance to provide an explanation about who these people are and how they were impacted later in your application.)

**About Your Request (What do you want to do and why?)**

1. What community need are you trying to meet in the Geelong/G21 region through your grant request? (Please describe the problem you are trying to fix, you can use a mix of qualitative and quantitative evidence to help us understand the need.) (Maximum 400 words)
2. What are you requesting funds to do? (Please provide a detailed description of the proposed project, program, service or activity you would like to undertake. Make sure you explain how it will meet/solve the need you have identified.) (Maximum 500 words)
3. What impact will your request have? What are the expected outcomes of what you propose? (Please indicate what you will achieve with your proposal. This is your opportunity to share what will be different if your request is funded. In the context of Feed Geelong explain how what you propose will improve the food programs/services that your organisation is able to provide? Will you be able to provide more services? A more effective service? A more efficient service? And/or how what you propose will improve the supply and/or access of nutritional food to those most vulnerable in the region? Will more people be reached? Will food be available more often? Will people receive more nutritious food? Be sure to relate your expected outcomes to the need you identified. Your outcomes should also align with the Foundation Grant Program/Focus area you have identified Survive and Thrive/Basic Needs). (maximum 500 words)
4. What is the scope of your impact? Who and how many will benefit (directly and indirectly) from what you propose? (Please describe the specific target population that will participate in and/or benefit from your proposal - including number of people, age, gender, region and any other demographics. This is your chance to explain how you calculated the number of people directly and indirectly impacted (these numbers are asked for in the Request Summary Section) and to help us understand who these people are.) Maximum 300 words

**About Implementation (How are you going to do it?)**

1. Who will implement what you have proposed? (Please describe what staff, consultants or volunteers will work on this project or will be necessary to implement what you have proposed, including qualifications, training and/or skills needed.) (Maximum 200 words)
2. How will you know the outcomes you have identified have been achieved? Please indicate what evidence you will collect and what tools or methods you will use to collect this evidence. This is your opportunity to explain your evaluation plan. (Maximum 300 words)
3. **Please indicate how you will spend the requested funds.**

Salaries $

Consultants and Professional Fees $

Travel $

Equipment $

Supplies $

Printing and Copying $

Telephone $

Rent $

Utilities $

Research and Evaluation $

Marketing $

Admin/Overhead $

Other $

Total $

(Please note: the Total is self-calculating and should equal your grant request amount.)

1. Please provide a budget narrative describing how the requested funds will be spent. (Please describe what the numbers in the budget represent and how you arrived at them. For example you might have indicated that you are requesting $400 in supplies. As part of the budget narrative you should indicate what these supplies are (pots and pans, plates, saucers, cups and bowls) and how you arrived at this cost (1 set of 5 pots and pans various sizes at $200 and 12 place settings at $200)
2. Please attach any quotes or estimates that substantiate your request.

Reminder: the total size of uploads related to this application cannot be more than 5MB. If the items you wish to upload add up to more than this in size, you may send your uploads directly to grants@givewhereyoulive.com.au and they will be added to your application.

1. Please provide any additional financial details that may be relevant to your grant request. (Examples of explanations you may want to provide include: that your Give Where You Live grant request is only partial funding for the project/program/activities outlined; that you are seeking additional funding or already have funds in hand related to the project/program/activities outlined. Maximum 300 words.)

**About Your Organisation (How do we know you have capacity to implement?)**

1. Briefly describe your organisation (including history, mission and goals) and the programs/services your organisation provides related to emergency food assistance in the G21 region. (Maximum 500 words)
2. Please upload a copy of your most recent Annual Report (File uploads may not work on some mobile devices.)

Alternatively, provide a link to a copy on your organisational website

If you do not publish an annual report please provide the following in a document: a list of board members or committee of management, a list of senior staff and a summary of your activities and accomplishments in the last year.

1. Please attach a copy of your most recent organisational audited financials. If your Annual Report and Audited Financials are a single document and you uploaded the document in response to Question 11, there is no need to attach the document again.

Alternatively, please provide a link to your most recent audited financials on your organisational website.

If you do not have audited financials, please provide the following: a copy of your revenue and expenses for the last financial year; a statement of organisational assets and liabilities.

1. If you received a grant from the Give Where You Live Foundation in the 2019 (November 1, 2018 – June 30, 2019) Feed Geelong Grant Round please provide a short description of the grant, the amount awarded, and the outcomes you have achieved to date. (Maximum 250 words)

**Declarations and Signatures**

I understand that the Give Where You Live Foundation may on occasion forward and/or discuss my application with external reviewers for the purpose of assessment and/or other trusts and foundations for the purpose of consideration.

I declare that the information in this application and any attachments is true and correct at the time of submission and I am authorised to submit the application on behalf of the organisation. If successful, we will meet the conditions of the funding agreement.