



FEED GEELONG

TIPS FOR COMPLETING YOUR APPLICATION

- Read the Feed Geelong **Grant Guidelines** and **Tips for Using the Online Form** thoroughly before submitting your online application. The online application can be found on the [Feed Geelong website](http://www.feedgeelong.org.au) (www.feedgeelong.org.au).
- Ask questions if information and/or instructions are not clear.
- Take care when writing, using spell check and clear, concise language.
- As the application forms will be reviewed by individuals with a diverse set of back grounds and understandings of the issue/need you work with, have someone not from your organization review your narrative application answers and provide you with feedback prior to submitting your application.
- Below are tips for answering each application question. The tips provide additional direction and information about what we are looking for in each question. Also indicated is the Assessment Criteria the question relates to if applicable.

APPLICATION FORM QUESTION	TIPS FOR ANSWERING	ASSESSMENT CRITERIA IT RELATES TO
ELIGIBILITY		
<p>Are you endorsed as a Tax Concession Charity (TCC)?</p> <p>Please provide your ABN</p> <p>Are you endorsed as a Deductible Gift Recipient I (DGRI)?</p> <p>Is your charity registered with the Australian Charities and Not-for-profits Commission and is your registration up to date on the ACNC Register?</p>	<p>TCC refers to your organisation’s status as being exempt from income tax, and having concessions related to Goods and Services Tax and Fringe Benefit Tax.</p> <p>While you may be a not-for-profit organisation, a school, an incorporated body, a cooperative or association, or a registered charitable organization, <u>you must be endorsed as a Tax Concession Charity (TCC)</u> and have an ABN to apply for a Feed Geelong (Small) grant.</p> <p>You can visit www.abr.business.gov.au to check your organisation’s endorsements.</p> <p>Please provide your ABN.</p> <p>You must upload documents which attest to TCC status.</p> <p>If you have provided copies of these documents to the Give Where You Live Foundation in the last 12 months you DO NOT need to provide copies again.</p> <p>Note: While you DO NOT need to be endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax</p>	<p>• NA</p>

Please upload a copy of your TCC/DGRI status.	Assessment Act 1997 to apply for a Feed Geelong grant, if you do have DGRI status (and TCC) you can still apply.	
ORGANISATIONAL DETAILS		
Organisation Name Number and Street Suburb State Post Code Organisational website Organisational phone Organisational email	This refers to the contact details of the applicant organisation. If you have applied for a grant from Give Where You Live in the last 12 months, please request your organization name ID by emailing grants@givewhereyoulive.com.au or contacting Jenny Speed at 0425 814 649.	•NA
CEO DETAILS		
CEO First Name CEO Last Name Position Email Phone Mobile	This refers to the contact details of the applicant organisation's CEO.	•NA
CONTACT DETAILS		
First Name Last Name Position Email Phone Mobile	This refers to the contact details of the person submitting the application for the applicant organisation. This is who we would contact if we have any questions related to the application. This also who will receive the confirmation email related to your submission and a PDF copy of the application submitted.	•NA
REQUEST SUMMARY		
Grant Impact Statement	Provide a short statement (maximum of 50 words) about what you will do and the difference your grant request will make. This description will be used for communicating to others the purpose of your grant application and if awarded your grant award. Your summary should start with the difference your grant will make if funded and included how you will use the grant funds requested. 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."	•NA
Grant Amount Requested	Indicate the total amount of money you are requesting from the Give Where You Live Foundation only. For the 2021 Feed Geelong Grant Round you may request up to \$10,000 in your application.	•Budget and Financial Management

<p>Grant Focus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kitchen and storage infrastructure (e.g. cupboards and storage containers, refrigerators, freezers, trolley, food processors, kitchen equipment) <input type="checkbox"/> Minor capital works projects (e.g. building out a food pantry, installing shelving, building a cool room) <input type="checkbox"/> Transportation of food (e.g. funding toward refrigerated vehicles or trailers, fuel) <input type="checkbox"/> 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) <input type="checkbox"/> Nutritious and culturally appropriate food (e.g. meat, dairy, fruit and veg when it is unable to be sourced through donations) <input type="checkbox"/> To address a key gap / challenge in providing food assistance during the COVID-19 crisis. 		<ul style="list-style-type: none"> • Community Need
<p>Start date End date</p>	<p>Indicate when the project will start and when the project will end for the purposes of the use of requested funds from Give Where You Live.</p> <p>Give Where You Live Funds can only be expended between 1 November 2020 and 30 June 2021 (about 8 months).</p>	<ul style="list-style-type: none"> • Organisational Capacity

<p>Grant Program and Focus Area - Please indicate which Give Where You Live Foundation Program and Focus Area your grant request will address.</p>	<p>Feed Geelong Grants are part of the Foundation Survive and Thrive Grant Program Area and Basic Needs Focus Area.</p>	<ul style="list-style-type: none"> • Community Need
<p>Please indicate which geographic areas your grant request will impact (<i>mark all that apply</i>) and list postcodes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> City of Greater Geelong <input type="checkbox"/> Surf Coast Shire <input type="checkbox"/> Borough of Queenscliffe <input type="checkbox"/> Golden Plains Shire <input type="checkbox"/> Colac Otway Shire 	<p>Indicate which local government areas your grant request will impact and list all the post codes within each LGA which apply.</p> <p>Post codes should be separated by a “,”.</p> <p>A List of Postcodes in each LGA can be found on the Eligibility page of the Give Where You Live Foundation website.</p>	<ul style="list-style-type: none"> • Community Need • Evaluation and Impact
<p>Please indicate the unique number of people you expect to be directly impacted by your grant request:</p>	<p>Indicate the total number of unique people that you estimate will be directly impacted by the grant funds you have requested.</p> <p>For example, if you are requesting funding for freezers to store food, how many more people will you be able to provide meals to as a result of being able to store more food or how many people will now have access to fresh and nutritious food?</p> <p>For example, if you are requesting funds to train more volunteers, how many volunteers will be trained?</p> <p>You will be able to explain your direct impact in another question in the application.</p> <p>This number should not be the number of client contacts. This number should not be for all the people your organization impacts – only the number of people impacted as a result of the funds requested.</p>	<ul style="list-style-type: none"> • Evaluation and Impact
<p>Please indicate the unique number of people you expect to be indirectly impacted by your grant request:</p>	<p>Indicate the total number of unique people that you estimate will be indirectly impacted by the grant funds you have requested.</p> <p>For example, if you are requesting funds to train more volunteers, once they are in place how many more people will you be able to provide food too?</p> <p>You will be able to explain who these people are and the indirect impact you will have on them in another question in the application.</p>	<ul style="list-style-type: none"> • Evaluation and Impact

ABOUT YOUR REQUEST (WHAT DO YOU WANT TO DO AND WHY?)		
1. What community need are you trying to meet in the Geelong/G2I 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).	<ul style="list-style-type: none"> • Community Need • Evaluation and Impact
2. What are you requesting funds to do?	Provide a detailed description (maximum 500 words) of the proposed project, program, service or activity you would like to implement and how it will meet/solve the need you have identified.	<ul style="list-style-type: none"> • Community Need • Organisational Capacity
3. What impact will your request have? What are the expected outcomes of what you propose?	<p>Provide a description (maximum 500 words) of the expected outcomes and impacts of what you propose. This is your opportunity to share what will be different if your request is funded.</p> <p>In the context of Feed Geelong you should 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?</p> <p>Be sure to relate your expected outcomes to the need you identified.</p> <p>Your outcomes should also align with the Feed Geelong Grant Round objectives: to help organisations improve food supply and access to nutritional food for those who are most vulnerable in our community. (maximum 500 words)</p>	<ul style="list-style-type: none"> • Community Need • Evaluation and Impact
4. What is the scope of your impact? Who and how many will benefit (directly and indirectly) from what you propose?	<p>Please describe the specific target population that will participate or benefit from your proposal – including number of people, age, gender, region and other demographics (maximum 300 words).</p> <p>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.)</p>	<ul style="list-style-type: none"> • Evaluation and Impact
5. What are the potential challenges or risks related to implementing the proposed project, and how do you intend on addressing these?	Include here information on how you have adapted your project under the current COVID-19 context, and what additional processes / requirements you plan to implement to ensure you can meet Government requirements and restrictions.	<ul style="list-style-type: none"> • Organisational Capacity

	If the proposed project relates to the holding of an event, please include details of what plans you have in place should you need to adapt this within the current context.	
ABOUT IMPLEMENTATION (HOW ARE YOU GOING TO DO IT?)		
6. Who will implement what you have proposed and how?	Provide a brief narrative description (maximum 200 words) of who will implement your grant request (i.e. which staff, volunteers, consultants, contractors, partners) and how will be implemented (e.g. in January as part of a volunteer working bee, between November and June as part of our regular operations).	<ul style="list-style-type: none"> • Organisational Capacity
7. How will you know if these outcomes 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	<ul style="list-style-type: none"> • Evaluation and Impact
8. Please indicate how you will spend the requested funds: Salaries; Consultants and professional fees; Travel; Equipment; Supplies; Printing and copying; Telephone; Rent; Utilities; Research & Evaluation; Marketing; Admin/Overhead; Other; Total Expenditure	Please provide a budget ONLY for how you will spend the funds requested from Give Where You Live. This budget should not include funds from any other sources. The Total line is self-calculating, so there is no need to put the total in.	<ul style="list-style-type: none"> • Budget and Financial Management
9. Please provide a budget narrative describing how the requested funds will be spent.	This should include an explanation of 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) Describing how you will actually spend the requested funds and how you calculated those costs will add to our understanding of why you need the funds and your organizational capacity.	<ul style="list-style-type: none"> • Budget and Financial Management • Organisational Capacity
10. Please attach any quotes or estimates that substantiate your request	Please provide us with quotes from vendors related to equipment or minor capital works. For example, if you are requesting funds to buy a fridge you should provide a quote from a local appliance store for the make, model, size fridge you need. This will ensure you are requesting the right amount of funds. Reminder: the total size of uploads related to this	<ul style="list-style-type: none"> • Budget and Financial Management • Organisational Capacity

	<p>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.</p>	
<p>11. Please provide any additional financial details that may be relevant to your grant request.</p>	<p>Other budget or financial details may add to our understanding of your request.</p> <p>For example, your request may only be part of the total costs required for an item, project or program. What will happen if you don't receive additional funding? Perhaps you already have some funding in hand or are providing in-kind support to the project.</p> <p>You may also want to explain organizational reserves or deficits highlighted in your audited financials (maximum 300 words).</p>	<ul style="list-style-type: none"> • Budget and Financial Management
<p>ABOUT YOUR ORGANISATION (HOW DO WE KNOW YOU HAVE CAPACITY TO IMPLEMENT?)</p>		
<p>12. Briefly describe your organisation including history, mission and goals and the programs/services your organisation provides related to food assistance in the Geelong/G2I region.</p>	<p>Provide a brief narrative description (maximum 300 words) about your organization. This should include history (when started), your mission and goals. Think elevator speech, how do you describe what your organization is and what it does to those who don't know you?</p> <p>This should also include a brief narrative description of the services your organization currently provides related to food assistance. Be sure to include how many people you provide food support to each week; how you collect, store, cook or distribute food; and how this is implemented by staff/volunteers.</p> <p>This will help us understand what you are doing as it relates to food security and the context for your grant request.</p> <p>(maximum 500 words total)</p>	<ul style="list-style-type: none"> • Organisational Capacity
<p>13. Please upload a copy of your annual report</p> <p>Or</p> <p>Alternatively provide a link to a copy on your website.</p> <p>If you do not publish an annual report please provide the following in a document: a list</p>	<p>Please upload or provide a web link to your most recent annual report. If available, a web link is preferred. If you do not have an annual report then please provide 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.</p>	<ul style="list-style-type: none"> • Organisational Capacity

<p>of board members or committee of management, a list of senior staff and a summary of your activities and accomplishments in the last year.</p>		
<p>14. Please attach a copy of your most recent audited financials.</p> <p>Alternatively, please provide a link to your most recent audited financials on your organisational website.</p> <p>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.</p>	<p>Please upload or provide a web link to your most recent audited financial report. If available, a web link is preferred.</p> <p>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.</p> <p>If you do not have audited financials, please provide a copy of your revenue and expenses for the last financial year; a statement of organisational assets and liabilities.</p>	<ul style="list-style-type: none"> • Budget and Financial Management • Organisational Capacity
<p>15. If you received a grant from the Give Where You Live Foundation in the 2020 Feed Geelong Grant Round (November 1 2019 – June 30, 2020) please provide a short description of the grant, the amount awarded and the outcomes you have achieved to date. (Maximum 250 words)</p>	<p>You may want to use your Grant Impact Statement from your 2018-19 Grant as the short grant description.</p> <p>This contributes to understanding your organizational capacity and your ability to receive and use funds effectively and with impact.</p>	<ul style="list-style-type: none"> • Organisational Capacity • Evaluation and Impact
DECLARATION		
<p>I understand that Give Where You Live may on occasion forward and/or discuss my application with external reviewers for the purpose of assessment and/or other trusts and foundation for the purpose of consideration.</p> <p>I declare that the information in this application and any attachments is true and correct</p>	<p>These declarations must be checked in order to submit your online application.</p>	<ul style="list-style-type: none"> • NA

and I am authorized to submit the application on behalf of the organization. If successful we will meet the conditions of the funding agreement.