

TIPS FOR COMPLETING YOUR 2013 GRANT APPLICATION



General Tips for Completing Your Application

- Read the **Application Information** and **Tips for Completing Your Application** before submitting your application.
- Ask questions if information and/or instructions are not clear.
- As you cannot save your online application form be sure to answer all the questions offline first and then use that document to cut and paste the answers into your online application form.
- A number of the questions have word/character limits, be sure when crafting your answers to take these word limits into account. Please note the online application form, will not count your words for you.
- As the application forms will be reviewed by individuals with a diverse set of back grounds and understandings of the food security issue and work done in this arena, have someone not from your organization review your narrative application answers and provide you with feedback prior to submitting your application.
- If any required fields are left blank or unanswered your application will not submit. Instead those fields that still need to be completed will be highlighted as required fields.
- Specific to the Budget question, if a certain budget aspect does not apply to your organization, place a "0" in the box, so not leave it blank.
- After submitting your application do not close your browser until you have received a "Submission Successful!" window and message.
- Take care when writing, using spell check and clear, concise language.

Specific Tips for Answering Each Application Question

Application Form Question	Tips for Answering
ELIGIBILITY	
Are you endorsed as a Deductible Gift Recipient 1 (DGR1)?	DGR1 refers to your organisation's status as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997. DGR1 status means that donations to your organization can be tax deductible.
Are you endorsed as a Tax Concession Charity (TCC)?	TCC refers to your organisations status as being exempt from income tax, and having concessions related to Goods and Services Tax and Fringe Benefit Tax.
Please upload a copy of your ABN, DGR and TCC status with your submitted application.	You must be both DGR1 AND TCC in order to be eligible to apply for a grant from Give Where You Live. If you are unsure of your organisation's status go to http://www.abr.business.gov.au to check. If you cannot answer yes to both questions then you are ineligible to submit an application. You must upload documents which attest to your DGR1 and TCC status. These may be uploaded as individual documents or as one document. If uploading one document be sure to upload in the DGR1 browser box.

ORGANISATIONAL DETAILS

Organisation Name
Number and Street
Suburb
State
Post Code

This refers to the contact details of the applicant organisation.

CEO DETAILS

CEO First Name
CEO Last Name
CEO title
Email
Phone
Mobile

This refers to the contact details of the applicant organisation's CEO.

CONTACT DETAILS

First Name
Last Name
Position Held
Email
Phone
Mobile

This refers to the contact details of the person submitting the application for the applicant organisation.

PAYMENT DETAILS

Please indicate below details of the Bank, Branch and Account Number into which you wish to have your grant payment made if awarded.

Name of Financial Institution:
Account Name:
BSB Number:
Account Number:

If successful your grant funds will be paid via bank transfer into your organisation's account. Due to the quick turn-around time between notification of successful applicants and the public announcement having bank details already on hand makes the process of paying the grant funds easier and more efficient.

Please note, the name in which your organisation's bank account is held, must be same as organisation's name.

REQUEST SUMMARY

Grant Request Description

Provide a short description (maximum of 50 words) of your grant request. This description will be used for communicating to others the purpose of your grant application and if awarded your grant award.

Grant Amount Requested

Indicate the amount of money you are requesting from Give Where You Live only. For the Feed Geelong 2013 Grant Program you may request between \$1,000 and \$5,000.

Grant Focus:

- Equipment (e.g. fridge, freezer, van)
- Minor capital works (building a food pantry, installing shelving)
- Operational (e.g. fuel, rent, utilities)
- Staff (e.g. to coordinate volunteers, manage program)
- Capacity building (e.g. training for volunteers, needs assessment, evaluation, strategic planning)

Indicate which grant focus best describes your grant request. You may only pick one.

- Program development (e.g. expand/enhance a current program, create a new program)
- other

Geographic areas your grant request will impact (*mark all that apply*) and list postcodes.

- City of Greater Geelong – Post Codes:
- Surf Coast Shire – Post Codes:
- Borough of Queenscliff – Post Codes:
- Southern Golden Plains Shire – Post Codes:

Indicate which local government areas your grant request will impact and list all the post codes within each LGA which apply.

Post codes should be separated by a “,”.

Number of people directly impacted:

Indicate the number of people that you estimate will be directly impacted by the grant funds you have requested.

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?

For example if you are requesting funds to train more volunteers, how many volunteers will be trained?

You will be able to explain your direct impact in another question in the application.

Number of people indirectly impacted:

Indicate the number of people that you estimate will be indirectly impacted by the grant funds you have requested.

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?

You will be able to explain your indirect impact in another question in the application.

ABOUT YOUR ORGANISATION AND CURRENT SERVICES RELATED TO FOOD SECURITY

Briefly describe your organisation including history, mission and goals.

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?

Briefly describe the services your organisation currently provides related to the issue of food security in the Geelong region.

Provide a brief narrative description (maximum 300 words) of the services your organization currently provides related to food security. 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.

This will help us understand what you are doing as it relates to food security and the context for your grant request.

ABOUT YOUR GRANT REQUEST

How would your organisation use the requested funds to collect, store, transport, cook or distribute food to improve the food security of disadvantaged people in the Geelong region?

Please describe who would implement your grant request and how it will be implemented.

Provide a brief narrative description (maximum 500 words) of what you will use the money you are requesting to do. This request must relate to your ability to collect, store, transport, cook or distribute food. Be sure to connect how your request will improve the food security of disadvantaged people in the Geelong region.

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).

BUDGET AND FINANCIAL INFORMATION

Please provide a detailed budget for your grant request.

EXPENDITURE

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 narrative describing how the requested funds will be spent.

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.

Do not leave any line items blank on the form. If a certain budget aspect does not apply to your request, please place a "0" within the box.

This should include a brief description (maximum 200 words) of any details that you think are important for us to understand about the budget you have submitted.

For example:

- If you indicated the money will be spent on staff tell us what staff person and how much of their time.
- If you indicated the \$2000 of the requested funds will be spent on equipment describe which equipment and how you determined its' cost.

Describing how you will actually spend the requested funds will add to our understanding of why you need the funds.

IMPACT

If funded how will your organisation's services related to food security be improved?

Provide a brief description (maximum 250 words) of how your organisation's ability to provide services in food security will be improved. Will you be able to provide more services? More effective service? More efficient services? Be sure to explain how/why.

If funded what is the direct impact you will have on improving the food security of disadvantaged people in the Geelong region?

Provide a narrative description (maximum 250 words) of the direct impact i.e. who will be directly impacted and how? Describe who (e.g. single mums with children, frail elderly, high school aged volunteers) and how (e.g. better access to food, more fresh food, more efficient storage of food).

If funded what is the indirect impact you will have on improving the food security of disadvantaged people in the Geelong region?

Provide a narrative description (maximum 250 words) i.e. who will be indirectly impacted and how or how your funded project will contribute to other short, medium or long term outcomes in awareness raising, media strategies, increased partnerships, encourage additional volunteers, donors (financial/ in kind), policy changes etc.

DECLARATION

I declare that the information in this application and any attachments is true and correct and I am authorized to submit the application on behalf of the organization. If successful we will meet the conditions of the funding agreement.

This declaration must be checked in order to submit your online application.