

1. APPLICATION FORM

Applications should be short, succinct and respond clearly and thoughtfully to each item. It is essential that applicants address all questions.

Project information (3-8 pages max.):

- Description of the project.
- Expected dates of commencement and completion.
- The location or place where the project will be conducted.
- The aim of the project.
- The methods or strategies that will be used to achieve the desired outcome.
- Define the group in need that you wish to assist. Provide quantitative data if possible.
- Explain the need that is being addressed and why this is important. Provide quantitative data if possible.
- Describe the benefits, outputs and outcomes the project is designed to achieve.
- How and by whom will the effectiveness of your project be measured?
- How will this project be sustained after the grant funds have been expended?
- If the project seeks funding for service delivery, give evidence of your organisation's ability and expertise to deliver that service.
- What other organisations are doing similar work and in what way does your project differ from the initiatives of these other organisations?
- Provide an itemised quarterly budget (income and expenditure) for the project or activity.
- List the amounts (both dollar and in-kind) of support your organisation will make towards the project.
- List the names and qualifications or experience of the individuals who will direct and manage the activity or project, and state whether they are current staff.

- List the trusts, foundations, corporations and other sources, including governments, from which you are seeking funding for this project.
- Provide two letters of support from external individuals or organisations.

Organisational information (for Organisational applicants only)

- Give a brief description of the history and purpose of your organisation.
- List the characteristics of the population that your organisation serves, for example, geographic location, socio-economic status, age.
- Summarise the current programs and accomplishments of your organisation.
- How many paid full-time, part-time and casual staff, does the organisation employ?
- Provide a copy of your most recent annual report, ASIC annual statement, or other financial information, including a list of your board of directors and their affiliations. Identify which of your board members are executive directors. If no annual report is produced, supply a list of directors only.
- Provide the most recent financial statement, audited if available. This statement should reflect actual expenditures and funds received in the most recently completed financial year.
- Provide a brief summary of all grants that your organisation has received in the last three years from trusts and foundations.
- Provide the organisation's Australian Business Number, advise whether the organisation is registered for GST and whether the organisation is exempt from Income Tax. (In each case provide supporting documentary evidence).

Individual information (for Individual applicants only)

- Give a brief description of your background, education and experience.
- Provide details of other projects that you have undertaken and grants that you have received.

- Provide contact details for three referees who will be able to answer questions relating to your capacity to undertake and complete the project.

2. APPLICATION COVER SHEET

Name of Organisation or Individual applying for grant:	
ABN Number:	
Postal Address:	
Street Address:	
Telephone Number:	
Facsimile Number:	
Project Contact Person's Details: (a) Name & Title (b) Telephone Number (c) Email address	
Name of the project for which you are seeking a grant:	
Brief description of project:	
Amount (\$) of grant being requested:	
Amount (\$) of contribution or in-kind support:	
Total budget for the project or activity:	
Total budget for your organisation (current year):	

Applicant's declaration:

I, (insert full name) _____
am authorised to make this application on behalf of the organization or individual and declare that all the information provided is true and correct. I have read and accepted the terms and conditions relating to the application for a grant from auDA Foundation.

Date:

Applicants signature:

3. APPLICATION CHECK LIST

Have you read the Grant Conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the Grant Reporting Requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the Privacy Statement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read the Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your project fit the Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your project for a religious, political or sectarian purpose?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your project be operated on a not-for-profit basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you signed the application Cover Sheet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included a response to each item on the Application Details form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included the original and one copy of everything requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signed:

Date: