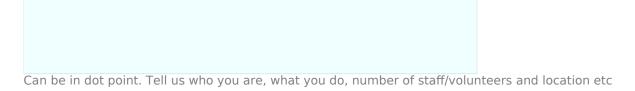## Welcome to the Volunteer Grant Program

* indicates a required field

The Volunteer Grants Program will support projects to engage volunteers, broaden the volunteer base, and strengthen volunteering in local communities within Murrindindi Shire. Volunteer Grants support the work of local community organisations by reducing barriers for volunteers, increasing participation in volunteering and increases community capacity.

Eligibility

Before completing the application form, please confirm the following:

This application is for a project within Murrindindi Shire. *
◯ Yes   ◯ No

You have read the guidelines for completing this form *
◯ Yes   ◯ No

You have spoken to the Foundation Murrindindi Executive Officer about your application *
◯ Yes   ◯ No

The project falls within the definition of 'charitable purpose' as outlined in the Volunteer Grant Program fact sheet *
◯ Yes   ◯ No
Fact sheet can be viewed on our website https://foundationmurrindindi.org.au

The project applicant is a not for profit organisation with an ABN *
◯ Yes   ◯ No
Only not for profit organisations within Murrindindi Shire may apply

Please proceed only if you have answered 'YES' to all of the above questions.

APPLICANT

* indicates a required field

Organisation details

Organisation Name *

Organisation Postal Address *   Address

	Suburb	State	Postcode

Organisation Street Address *

Address

Suburb	State	Postcode

Website

Facebook Page

Your organisation's contact for this project

Name *

Title	First Name	Last Name

Position *

Preferred Phone Number *

Email *

Head of your organisation contact details

Name *

Title	First Name	Last Name

Position *

Phone Number *

Email *

About your organisation

Give a short description about your organisation *

Can be in dot point. Tell us who you are, what you do, number of staff/volunteers and location etc

Auspice organisation

If there is an auspice organisation, that is applying on behalf of the applicant, please complete the details below.

An example of an auspice organisation for a project is where the group or organisation applying for a grant is not incorporated with an ABN, and they are able to partner with an organisation based in the Shire of Murrindindi that does have an ABN who will hold funds on their behalf. In this situation, a letter from the funding partner organisation stating their willingness to accept and administer a grant or the project **must be provided** with this application.

The auspice organisation will be responsible for signing the funding agreement if the grant is successful, and will also be responsible for writing the Completion Report. Grant funds will be held by and administered by the auspice organisation on behalf of the applicant organisation.

It is important that both parties have a clear understanding of their responsibilities for a grant application is submitted. Please discuss the auspice arrangements with the Executive Officer, Foundation Murrindindi.

Complete the section below if you have an auspice organisation involved in this project.

Auspice organisation contact details

Auspice Organisation Name

Primary Contact

Title   First Name   Last Name

Phone Number

Must be an Australian phone number

Street Address

Address

Suburb   State   Postcode

Postal Address

Address

Suburb   State   Postcode

Email Address

Describe the role of the partner organisation and their contribution to the project.

Must be no more than 150 words

Please attach signed auspice agreement or similar document to demonstrate auspice arrangement between organisations

Attach a file:

Applicant/Auspice ABN

Please provide your ABN details in the section below.

If you using an auspice organisation because you do not have your own ABN, please enter the auspice organisation's ABN details below.

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Bank Account

Please provide Bank Account details for the **applicant organisation** OR the **auspice organisation** which will hold the grant funds if you are successful.

Name of Bank *

Account Name *

BSB Number *

Account Number *

Your project

* indicates a required field

Project Title *

Make it memorable!

Total Amount Requested *

$

Must be a dollar amount $5,000 or less.

Please check the project total amount carefully.

The project amount that you request will reflect your organisation's GST status.

If your organisation **is not** registered for GST, you **should include** the GST amount in your budget in the Project Budget section.

If your organisation **is registered** for GST, your total project budget amount **should not** include the GST amount in your budget, as you will be able to claim the GST on invoices you receive.

Please read the Foundation Murrindindi **Fact Sheet - Budgets and GST** before you prepare your budget and finalise the actual amount requested.

Project timeline

Please provide an estimated start and end date for your project.

The Project End Date should include the finalisation of the project including the submission of the Project Completion Report and final project acquittal documents.

Project Start Date *

Project End Date *

Date must include the proposed date of final completion report

Project Description

Please provide a short description of your project *

Word count:
Must be no more than 150 words.
Can use dot points.

Why is your project important? *

Word count:
Must be no more than 300 words.
How will this project assist in supporting your volunteer grass roots organisation and your volunteers. Discuss how the project aligns with one or more of the Volunteer Grant Objectives as outlined in the program fact sheet. The program fact sheet is available on our website https://foundationmurrindindi.org.au/

Who are the primary beneficiaries of the project? Who is the target audience. *

Word count:
Must be no more than 300 words.
Please list the age range, gender, demographic and geographic information etc. Can use dot points

List the changes, benefits, learning or outcomes you expect to happen as a result of this project *

Word count:
Must be no more than 300 words.
Can use dot points

How will you evaluate the success of your project? *

Word count:

Must be no more than 300 words.

How will you monitor and evaluate your project? Consider the methods of collecting data/information to gauge success of the project. Eg surveys, feedback forms, testimonials, photos etc.

Describe how your organisation will acknowledge and promote the financial support from the Foundation, should your application be successful. *

Word count:

Must be no more than 200 words.

Examples of promotion: placement of a plaque, social media post acknowledging the Foundation, print media using our logo. Please include these costs in your project budget if required.

Project Budget

Budget

Please outline the budget for your project. This section must be completed carefully and accurately.

There are 2 different budget sections.

Complete **ONE SECTION ONLY**. Do not complete both sections. Choose either Budget A OR Budget B.

Please complete **Budget A** if your organisation **IS NOT** registered for GST

OR

Please complete **Budget B** if your organisation **IS** registered for GST

Complete **ONE** budget section only - either A or B. Do not complete both sections.

PLEASE READ THE FOUNDATION FACT SHEET "[YOUR BUDGET AND GST](#)" BEFORE COMPLETING THIS BUDGET SECTION.

Budget A - Income (IS NOT registered for GST)

In this section, list the sources of income for your project, include the grant amount you are seeking from the Foundation, your organisation's contribution, participants contribution and in kind support.

Examples would include cash contributions from your organisation, donations from others and in kind support.

For more information on in kind support, please refer to the Grant Application Tips.

1 - Income Description	2 - Item $
Please include in kind contributions	Must be a dollar amount
	$
	$
	$
	$
	$
	$
	$
	$

Budget A - Expenditure (IS NOT registered for GST)

In this section, list the key items that are required to complete the project.

Expenses may include materials, printing, advertising, tradespeople, marketing and training etc.

Expenditure items must be supported with a written quote

3 - Expense Description	4 - Item $
Please include in kind contributions	Must be a dollar figure
	$
	$
	$
	$
	$
	$
	$
	$

Budget A -Totals

If your organisation **is not registered for GST**, then your *Total Income Item $* (2) and *Total Expenditure Item $* (4) will be the same.

Therefore *Income - Expenditure* will be **Zero**.

Total Income Item $ (2)	Total Expenditure Item $ (4)	Income - Expenditure (2-4)
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Budget B - Income (IS registered for GST)

In this section, list the sources of income for your project, include the grant amount you are seeking from the Foundation, your organisation's contribution, participants contribution and in kind support.

For more information on in kind support, please refer to the Grant Application Tips.

GST

- GST: You must itemise the GST for each item, if GST applies to that item.
- If your organisation is not registered for GST, you should include the GST in the project total.
- If your organisation is registered for GST, your total project cost will be exclusive of GST, as you will be able to claim the GST components in your invoices.

1 - Income Description	2 - Item $
	$
	$
	$
	$
	$
	$
	$
	$

Budget B - Expenditure (IS registered for GST)

In this section, list the key items that are required to complete the project.

Expenses may include materials, printing, advertising, tradespeople, marketing and training etc.

Expenditure items must be supported with a written quote

3 - Expenditure Description	4 - Item $ (excluding GST)	5 - GST $ on Item	6 - Total including GST
	Must be dollar amount	Must be a dollar amount.	Must be a dollar amount
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$

Budget B - Totals

If you are **registered for GST**, then your *Total Income Item $* (2) and *Expenditure Item $ (4)* will be the same figure.

Therefore *Income - Expenditure* will be **Zero.**

Total Income Item $ (2)	Total Expenditure Item $ (4) - NO GST	Income - Expenditure (2-4)
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Other funding sources

Please complete this section if you have sought other grants for this project.

Other contributor's/ organisation's name	$ Amount	Funding confirmed (yes/ No)
	$	
	$	
	$	

Supporting Documents

* indicates a required field

In this section, you are able to attach supporting documents as requested. Refer to the Smarty Grants Guide for assistance in attaching files.

There is a maximum file limit of 25MB. It is strongly recommended that you try to keep files under 5 MB.

Please provide quotes to support each expense item in your project budget *
☐ Yes ☐ No

Attach a file:

Please provide letters of support for your project. *
☐ Yes ☐ No
These are letters from other organisations and the broader community that demonstrate support for your project. These are not letters from existing committee members from your organisation.

Attach a file:

Other supporting documents

If you have any other documents you would like to attach, please provide the document name and attach here.

Document name

Attach a file:

Document name

Attach a file:

Authorisation

* indicates a required field

GRANT CONDITIONS

If this grant application is successful, I will:

- Ensure that acquittal requirements are met within the nominated time frames
- Complete the project in accordance with the funding agreement.
- Where applicable, acknowledge the Foundation's contribution with a plaque or other appropriate signage (*Note: this cost needs to be included in the project budget as an expense*).
- Provide a **MINIMUM** of **1 article** in print or social media that promotes the project and acknowledges grant funding from the Foundation.
- Provide a **MINIMUM** of **6 high resolution photos** in both portrait and landscape styles, for the Foundation to use for their own promotional and reporting purposes. This must include relevant permissions to publish photographs from any participants.
- Prominently display the **Foundation Murrindindi logo** on any promotional material eg flyers, posters and newsletters etc.
- Submit a **MINIMUM** of **3 written testimonials** from participants promoting the impact and benefit of the project for promotional use by the Foundation.
- Submit **1 short video** (this can be filmed on your mobile phone) - answering the following questions:

State your name and organisation

Eg : Hi I'm XXX from Organisation XXX based in XXX location.

- - What was your project? Describe what you did.
- - Why was your project important.
- - Describe the positive impact your project had on your volunteer organisation and/or volunteers.

I agree to the above grant conditions *
○ I agree

I agree to contact the Foundation immediately if any information provided in this application changes or is incorrect. *
○ I agree

Funds are provided after the funding agreement is signed by both parties, and in accordance with the funding schedule set out in the agreement.

Declaration and Privacy Statements

Foundation Murrindindi respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance

with the Foundation's functions and purposes. It may also be used by the Foundation and their representatives to conduct research and customer satisfaction surveys so that we may better understand the community needs and can improve service delivery.

Should you need to change your personal details please contact Foundation Murrindindi.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement. *
◯   I agree

I confirm that this project will comply with all relevant laws and regulations. *
◯   I agree

Authorised person's name *
Title	First Name	Last Name

Position

Date of declaration *