

Applications close midnight, Tuesday 27th August 2019.

Before filling out this application form, please save it to your hard drive. Please also read the Grant Program Guidelines available for download from the NRCF website [here](#).

There are **SEVEN** sections in this application form. You must answer all questions for your application to be eligible. Please also respect the word limit given.

We're here to help, so if you have any questions please check out our FAQs first on the Grants page of our [website](#). Then feel free to give us a call on 0499 862 886 or email info@nrcf.org.au.

Please note: office hours are Monday to Thursday.

SECTION ONE: ORGANISATION

A) APPLICANT ORGANISATION DETAILS

| | |
|--|--|
| LEGAL NAME OF THE ORGANISATION | |
| TRADING NAME OF THE ORGANISATION | |
| PHYSICAL ADDRESS | |
| POSTAL ADDRESS (if different to the above) | |
| ABN | |
| HEAD OF ORGANISATION, NAME | |
| POSITION HELD IN ORGANISATION | |
| HEAD OF ORGANISATION CONTACT DETAILS: | WORK NUMBER: MOBILE NUMBER: EMAIL: |
| CONTACT NAME FOR THE PROJECT: | |
| POSITION HELD IN ORGANISATION | |
| CONTACT DETAILS: | WORK NUMBER: MOBILE NUMBER: EMAIL: |

Is your organisation registered for GST?

- YES
- NO

NRCF would like to link with your organisation through social media. Can you please provide us with the following, where applicable:

| | |
|------------------|--|
| WEBSITE | |
| FACEBOOK | |
| INSTAGRAM | |
| TWITTER | |
| YOU TUBE | |

IMPORTANT: Your organisation OR your 'auspicing' organisation MUST be a registered charity with the [ACNC](#) to receive funding from NRCF.

If you are unsure, check the organisation's ABN Status > [ABN CHECK NOW](#)

Are you an incorporated not for profit organisation registered as a charity with the ACNC?

- YES > continue to Section 2: Eligibility
- NO > continue to Section 1 B: Sponsoring Organisation

SECTION ONE: ORGANISATION

B) SPONSORING ORGANISATION DETAILS

This section is for projects that are being 'auspiced' or sponsored by an incorporated not for profit charity organisation registered with the ACNC. **IMPORTANT:** please ask your auspicing organisation to fill out this section. Once this part is completed, the applicant organisation who is managing the project may continue to fill out the rest of the application.

Is the sponsoring organisation an incorporated not for profit charity organisation registered with the ACNC?

YES

NO > **ALERT!** You cannot continue to apply for this grant unless you or your sponsoring organisation are an incorporated not for profit charity organisation registered with the ACNC

| | |
|---|--|
| LEGAL NAME OF THE SPONSORING ORGANISATION | |
| TRADING NAME OF THE SPONSORING ORGANISATION | |
| PHYSICAL ADDRESS | |
| POSTAL ADDRESS (if different to the above) | |
| ABN | |
| HEAD OF ORGANISATION E.g. Chair, President, CEO | |
| POSITION HELD IN ORGANISATION | |
| HEAD OF ORGANISATION CONTACT DETAILS: | WORK NUMBER: MOBILE NUMBER: EMAIL: |
| CONTACT NAME FOR THE PROJECT: | |
| POSITION HELD IN ORGANISATION | |
| CONTACT DETAILS: | WORK NUMBER: MOBILE NUMBER: EMAIL: |

Is your organisation registered for GST?

YES

NO

SECTION TWO: ELIGIBILITY

Does your organisation have an annual GROSS revenue of EQUAL TO or LESS than \$5 million per annum?

- YES
- NO

NOTE: NRCF may consider funding organisations with annual gross revenue in excess of \$5 million. If grant seekers are in this category and have an exceptional project worth considering, please contact our office before submitting an application: info@nrcf.org.au or 0499 862 886.

Does your organisation operate in the Northern Rivers region? The Northern Rivers is defined by the seven Local Government areas of Kyogle, Clarence Valley, Byron, Ballina, Lismore, Tweed and Richmond Valley.

- YES
- NO

NOTE: NRCF prioritises local Northern Rivers community based organisations. However, NRCF will also consider funding national community organisations, provided they have an independent Northern Rivers branch with annual gross revenue less than \$5 million. NRCF will also consider applications from smaller organisations outside the region who do not have a local office. However 100% of their project or program activities must provide a benefit to a Northern Rivers community. We encourage you to [contact](#) the NRCF office to discuss your application before applying.

Have you met acquittal conditions for previous funding from NRCF?

- YES
- NO
- I have never received a grant from NRCF

If No, please provide a reason:

Do you have appropriate insurance for this project? For example, volunteers, professional indemnity, public liability.

- YES
- NO

How did you first hear about the 2020 NRCF Community Grants Program?

- NRCF newsletter
- Newspaper article
- NRCF website
- Email from NRCF
- Grant seeker workshop
- Word of mouth
- Other:

SECTION THREE: PROJECT INFORMATION

I. PROJECT TITLE (Limit 10 words)

Go to <https://nrcf.org.au/grants/past-grant-recipients/> for examples from past recipients.

II. PROJECT SUMMARY (Limit 50 words)

If your application is successful, this summary will be used to describe your project.

Go to <https://nrcf.org.au/grants/past-grant-recipients/> for examples from past recipients.

III. TELL US ABOUT YOUR PROJECT

a) What is your project about? (Limit 150 words)

- What are your Aims – what changes are you trying to make?
- What are your Objectives – what activities will you undertake to achieve your aims?

b) Please describe your organisation's capacity to successfully undertake the project. (Limit 200 words)

- Please include your organisation's history & experience in delivering similar projects
- Who will deliver your project?
- Please detail the nature of any partnerships involved

c) What issue or need are you trying to address? (Limit 100 words)

d) How have you identified that there is a need for your project in the community? (Limit 150 words)

- For example: primary and/or secondary research, community support, participant support.
- Please remember to attach any relevant Letters of Support.

e) Who will benefit from your project? (Limit 100 words)

- Describe the beneficiaries - how will they benefit?
- How many people will directly benefit and/or be involved working on the project?

f) PROJECT DELIVERY PLAN

Please list the key activities and dates that will take place during your project. (Limit 150 words)

| ACTIVITY | PROJECTED DATE |
|----------|----------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

IV. PROJECT OUTCOMES

a) **Please identify at least three things you want the project to achieve.** (Limit 150 words)

Look at your objectives/activities – what outputs do you anticipate?

b) **What do you hope the impact will be on the beneficiaries?** (Limit 150 words)

Look at your aims – what outcomes do you anticipate?

c) **How will you know if these outcomes have been achieved? What review or assessment will you undertake?** (Limit 150 words)

d) PROJECT CLASSIFICATION

(i) **What type of funding are you applying for?**

- Project or Program
- Capital (infrastructure or equipment)

(ii) **Which area of impact area does your project primarily identify with? Please select ONE**

- Disability
 - Aged Services
 - Environment & Conservation
 - Arts & Culture
 - Health & Wellbeing
 - Animal Welfare (domestic & wildlife)
 - Employment & Training
 - Other:

c) **What is your primary target group(s)?** You may select more than one.

- Broader regional community
 - Children &/or Youth
 - Aged
 - CALD (cultural and linguistically diverse)
 - Women
 - Men
 - LGBTQI
 - Refugees &/or Asylum Seekers
 - Aboriginal &/or Torres Strait Islander
 - Other:

d) **PROJECT DATES**

Please ensure your project dates are between 1st Jan and 31st Dec 2020.

The dates should also relate to your Delivery Plan in Question 3(f).

Project START Date

Project END Date

e) **In which LGA (local government area) will your project take place?** Tick as many LGAs as applicable.

- Ballina
- Byron Bay
- Clarence Valley
- Kyogle
- Lismore
- Richmond Valley
- Tweed

SECTION FOUR: BUDGET

Your Budget should include all income and expenses related to the project, not just expenditure related to the grant request from NRCF.

Please contact NRCF Office for support if required info@nrcf.org.au or 0499 862 886.

Please enter whole dollars and numbers only (no commas, decimal points or \$ signs). You may add rows if required. **If your organisation is registered for GST please do NOT include GST in your figures.**

1. INCOME & EXPENSES - CASH

| CASH INCOME | | CASH EXPENSES | |
|--|--------|--------------------|--------|
| SOURCES | AMOUNT | USES | AMOUNT |
| GRANT FROM NRCF | | WAGES | |
| OWN CASH CONTRIBUTION | | PROGRAM COSTS | |
| CASH CONTRIBUTION FROM PARTNERS (please list partners below and the \$ amount they will be contributing) | | MARKETING | |
| | | ADMINISTRATION | |
| | | EQUIPMENT | |
| | | LEGAL/INSURANCE | |
| | | OTHER: | |
| | | | |
| | | | |
| | | | |
| TOTAL (A) | | TOTAL (B) | |
| | | NET INCOME* | |

***NET INCOME MUST EQUAL ZERO**

Cash Income (A) minus Cash Expenses (B) = 0

Please explain any budget items here:

2. INCOME – IN KIND

Please identify in-kind contributions from your own organisation and your sponsors. In kind contributions are the estimated value for non-cash contributions such as services, equipment, time and materials. For services provided by volunteers, please cost their services at \$25 per hour.

| IN KIND INCOME | |
|--|--------|
| SOURCES | AMOUNT |
| OWN IN-KIND CONTRIBUTION(S) (please list the type of in-kind contribution and its value) | |
| | |
| | |
| | |
| | |
| IN-KIND CONTRIBUTION FROM PARTNERS (please list partners below, their in-kind contributions and the its \$ value) | |
| | |
| | |
| | |
| TOTAL (C) | |

Please explain in-kind contributions here:

WHAT IS THE TOTAL INCOME OF YOUR PROJECT? \$

TOTAL INCOME = (A) CASH INCOME + (C) IN KIND CONTRIBUTIONS

WHAT ARE THE TOTAL EXPENSES FOR YOUR PROJECT? \$

TOTAL EXPENSES = (B) CASH EXPENSE + (C) IN KIND CONTRIBUTIONS

THE NET INCOME (Total Income minus Total Expenses) MUST EQUAL ZERO.

FOR GRANTS RELATED TO PURCHASE AND/OR REPAIR OF EQUIPMENT OR CAPITAL WORKS, PLEASE ATTACH QUOTES TO SUPPORT YOUR BUDGET.

SECTION FIVE: ATTACHMENTS

You are required to attach the following documents in order to make your application eligible.

Please check the boxes indicating which documents you have included:

- Latest Financial Statements > Profit & Loss & Balance Sheet. **This is COMPULSORY. Please submit financial statements of the sponsoring organisation,**
- Letter of Support from auspicing organisation. This is COMPULSORY for auspiced projects. Please ensure the letter is signed.
- Letter of Support from community organisation(s). This is highly recommended. Please ensure the letter is signed.
- Letter of Support from external funding body/sponsor. This is COMPULSORY if you have a funding body or sponsor contributing income to your project.
- Quote(s) from supplier. This is COMPULSORY for capital projects.
- Images / Documents describing any previously funded projects that are relevant to your application. Please tell us about the images or document you have attached:
- Link to video describing any previously funded projects that are relevant to your application. **Please provide a URL with a direct link to the video.**

SECTION SIX: CERTIFICATION

NOTE: If your project is being auspiced please ask the Sponsoring Organisation to complete this section.

Application Confirmation Statement

To be endorsed by the Legal Entity Organisation for this project.

I confirm that this application is made with the knowledge and approval of the legal head of the organisation, and endorse this application and agree to the following conditions:

- Acknowledge and understand that all applications become the property of NRCF and that NRCF may provide this application to other potential funding sources
- Agree to inform NRCF if the organisation has a significant change to its governance and/or financial situation
- Agree that if successful, to provide banking details to NRCF within the required time frame

- Agree that if successful, to expend funding within 12 months or as per the terms in the Grant Agreement
- Agree for NRCF to publish stories and photographs of the funded project

PRIVACY NOTICE

In compliance with the Information Privacy Act 2009 (the Act) personal information on this form may be stored in Northern Rivers Community Foundation records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles NRCF's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

I HAVE READ AND AGREE TO THE ABOVE Yes

Name of authorised person completing this certification

First Name:

Last Name:

Organisation:

Position held in Organisation:

Date:

Signature

SECTION SEVEN: REVIEW & SUBMIT

Please make sure to review the information you've provided and ensure you have included all compulsory documents as attachments.

Once you are satisfied with the contents of the application, **email your application and attachments** to info@nrcf.org.au. Alternatively you may post it to NRCF, Attention: Executive Officer, PO Box 1426, Ballina NSW 2478.

Your application will only be considered if it is received by **midnight Tuesday 27thth August 2019**.

Please ensure you keep a copy of your application.

We're here to help, so if you have any questions please check out our FAQs first on the Grants page of our [website](#). Then feel free to give us a call on 0499 862 886 or email info@nrcf.org.au.