



Whittlesea CALD Women's Group Grants 2019 Grant application form

Section One: Applicant details

1.1. Details of group or organisation (the Applicant)

Name of group (or organisation)			
Website (if applicable)			
Incorporation number (if applicable)			
ABN			
Postal address			Postcode
Telephone			
Email			

1.2 Details of contact person for the Applicant

Name of contact person	
Position in group (if applicable)	
Telephone	
Mobile	
Email	

1.3. Tick the box which best describes the Applicant

Incorporated association	<input type="checkbox"/>
Unincorporated group*	<input type="checkbox"/>
Other	<input type="checkbox"/>

*Unincorporated groups must have an auspicng organisation (refer section two)

Section Two. Auspicing organisation

Auspicing Agreement

If the Applicant is not incorporated, or is not a 'not-for-profit' you are required to be auspiced by an **incorporated, not-for-profit organisation**.

The Auspicing Organisation will become responsible for managing the funds if your grant is successful and will be required to enter into and fulfil the Grant Conditions.

For further information please refer to the Grant Guidelines and if you need help finding an organisation to auspice your group please contact us (see page 10).

2.1. Does the Applicant intend to be auspiced?

- Yes (complete this section)
- No (move to next section)

2.2. Details of Auspicing organisation

Name of Auspice organisation			
Overview of auspice organisation <i>what does this organisation do?</i>			
Name of contact person			
Position of contact person			
Postal address			Postcode
Telephone			
Email			
Is the auspice organisation not-for-profit?	Yes		No
Outline the type and level of support and commitment you will provide to the group e.g. mentoring, regular contact etc.			
Name of person signing in agreement			
Signature		Date	

Section Three. Financial details

3.1. Taxation details of the organisation that will manage the grant funds (the Applicant or Auspice organisation)

ABN											
Is the organisation registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>										

3.2. Bank account details of the organisation that will manage the grant funds

Bank name											
Bank branch (suburb)											
Name of bank account											
BSB number											
Bank account number (up to 9 digits)											

Section Four. Group details

4.1. What is the name of the group?

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4.2. When did this group start?

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4.3. What are the activities of the group?

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4.4. Why did you start the group? How does it benefit the members?

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4.5. Group members

Number of women in the group	
Main languages spoken in the group	
Describe the cultural backgrounds of the women in the group	
What relationship does the group have to Whittlesea?	

4.6. Does the group meet in a venue, if so where?

Venue name			
Street address			
		Postcode	

4.7. When and how often does the group meet? For example, 'every second Tuesday from 10am to 2pm' or 'every Monday at 1pm' or 'every third Friday but not over school holidays'

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Section Five. The grant

Responses to questions below can be dot points

Objective 1. Encourage and increase the number of women from diverse cultural communities to be part of activities, helping them to connect with others in their community

5.1. What will the group do with the grant money? Describe the project

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5.2. How will this help to improve social connections for group members?

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5.3. What will you do to help to improve relationships between your group members and other services in the community? For example encourage communication and sharing, prepare the group for family violence information sessions etc.

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5.4 How will you help increase participation in the group?

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Objective 2. Develop opportunities for groups to extend their knowledge and understanding of family violence, women’s legal rights and the services available to support them.

You do not need to answer this part. This will be achieved through two information sessions provided to each group by Whittlesea Community Connections on behalf of the Grant Committee .

Objective 3. Develop trust and co-operation between CALD women, the broader community and the service sector.

5.5. Will leaders within the group, other groups, organisations or people help with this project (other than the auspice organisation)?

	Partner 1	Partner 2
Name of organisation/group		
Name of contact person		
Phone		
Email		
Describe the benefits of working collaboratively with this group or organisation		

Objective 4. Increase the ability and confidence of individual women, groups and organisations to identify and address violence against women and children.

5.6. How will you know the group is successful and working well? For example attendance numbers, women take on responsibility for things in the group etc.

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Section Six. The budget

- The Applicant must provide a quote or a letter/email on company letterhead explaining the costs for any amount requested over \$500
- An example of a budget is available in the Grant Guidelines.

6.1. How much money are you requesting?

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6.2. Outline what you will spend the grant money in the table below

Item and what is it for?	Cost
TOTAL	
Total costs covered by <u>this grant</u>	

6.3. In- kind contributions include things like your time to promote the group, recruit members, facilitate the group or organise guest speakers. Will you provide any in- kind contributions? If yes, what?

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Section Seven. Disclosure

Please list any members of your group that are employees of any of the Whittlesea CALD Communities Family Violence Project organisations: (*Whittlesea Community Connections, City of Whittlesea, the Salvation Army Crossroads Family Violence Service, Kildonan Uniting Care, Berry Street Northern Family and Domestic Violence Service, Plenty Valley Community Health, Victoria Police and InTouch*)

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Section Eight. Declaration

This Declaration is made by the Applicant (an eligible incorporated organisation or local government authority) or an appropriate Auspicing organisation on behalf of the Applicant:

- I declare that I am currently authorised* to sign legal documents on behalf of the organisation.
- I declare that all the information provided is true and correct.
- I give permission to the CALD Communities Family Violence Project Steering Group, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.
- If a grant is provided I am aware the Grant Terms and Conditions as outlined the Grant Guidelines will apply to ensure projects are appropriately completed and accountability requirements are met.
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle etc).
- I agree to run the project as stated, and provide to the CALD Communities Family Violence Project Steering Group, a final report and statement of income and expenditure (signed by the authorised signatory) to demonstrate how the grant funds were utilised by the agreed date.
- I declare that the organisation is financially viable and is able to meet all accountability requirements.

***IMPORTANT: The application must be signed by the person legally able to enter into contracts on behalf of the organisation. For incorporated organisations this is generally the Chairperson, President or equivalent officer. For Local Government Authorities this is generally the Chief Executive Officer. The application may be signed by a formally authorised delegate, according to the organisation's constitution or as bound by law.**

Name of the organisation	
Legally authorised officer	
Position	
Telephone	
Email	

Signature	
Witness name	
Witness signature	
Date	

Please note all formal correspondence will be sent directly to the legally authorised officer.

Before you send your application – please ensure that you have completed the following.

Please tick off each item when you have completed or attached it.

- Completed all questions in the application form.
- The legally authorised officer has read and completed the Declaration in section five of the application form. Where an application is being submitted by a not-for-profit community sector organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the Declaration.
- Attach a copy of your organisation’s Certificate of Incorporation if applicable.
- Attach documents to support your project if applicable. Please list:

<ul style="list-style-type: none">••••

All applications must be received by CALD Communities Family Violence Project Steering Group by mail or email by 5pm on 1st December 2017 to be considered.

How to submit an application

Submit your application by:

Post: WCFVP – Women’s Group Grants
C/o Whittlesea Community Connections
Shop 111 Epping Plaza
Epping, Vic 3076

Email: eantonetti@whittleseacc.org.au

Emailed applications should include a scanned PDF of the declaration page showing the signature of the authorised representative or, if this is not possible, the signed declaration should be posted within five days of the application.

Assistance with your grant application may be obtained from Emma Antonetti:

Phone: (03) 9401 6666

Email: eantonetti@whittleseacc.org.au