



Whitehorse Community Chest Grant Application Form 2017

Closing Date: 30 June 2017

Essential Grant Criteria

To be eligible to receive a grant your organisation must be:

- a not for profit organisation; and
- registered with the Australian Charities and Not-for-Profits Commission (ACNC) as a charitable organisation

Details of Your Organisation

Name of your organisation:		
ABN:		
DGR 1 endorsement (circle relevant response)	Yes	No
ACNC Registered Charity (circle relevant response)	Yes	No
Address of organisation:		
Postal address (if different from above):		
Name of contact person:		
Position:		
Contact phone number:		
Contact email:		
Website:		

Required Documentation

Please provide copies of financial statements for the most recent financial year or a copy of the most recent Annual Report which includes 2016 financial statements.

Amount of Grant Sought (maximum \$3,000) \$.....

* In exceptional circumstances a larger grant may be possible.

Timeline

1 May 2017	• Submissions open and Grant Application forms available
30 June 2017	• Closing date for Grant Applications
15 July 2017	• Advice of acceptance/non-acceptance of an application
September 2016	• Grants distributed



Purpose of the Grant

State the purpose of your grant. To be eligible you must ensure that the purpose of the grant is consistent with the charitable purposes of your organization as registered with the ACNC and the mission of the Whitehorse Community Chest. Please provide as much detail as possible, including budgetary costings as a separate document. You may include additional attachments if necessary.

Will partial funds be provided from other sources?

How will a grant from the Whitehorse Community Chest benefit the Whitehorse community?

Please note that grants cannot be made for the following purposes:

- Purposes which are not considered to be “charitable”
- Operational and/or administration costs
- Purchase of an asset/Capital Expenditure
- Political, Religious or Spiritual Activities
- Providing funding or donations to other organisations
- Applications from individuals
- Reimbursement of money already spent



Service Beneficiaries

The mission of the Chest is to support charitable organisations working to relieve disadvantage principally within the City of Whitehorse. Please indicate the percentage of your client base located within the City of Whitehorse. Please also indicate the percentages located in other locations as applicable.

	Please tick	Percentage
City of Whitehorse only (needs to be greater than 80%)		
Metropolitan Victoria		
Rural Victoria		
National		
International		

Acknowledgement of Whitehorse Community Chest Support

Please outline how your organisation will publicly acknowledge a grant from the Chest.

Newsletter Annual Report
 Website Social Media
 Other: _____

Submission

The completed Grant Application form must be received by the Whitehorse Community Chest no later than Friday, 30th June 2017. Emailed submissions will not be accepted.

Postal: PO Box 188, Box Hill, 3128

Hand delivered: Suite 14, Box Hill Town Hall Hub, 27 Bank Street, Box Hill, Vic, 3128*

* Please call our office on 9285 4890 to arrange a time for delivery.

Grant Acquittal

A completed Acquittal Form will need to be submitted by 30th June, 2018. Failure to do so will affect consideration of any future funding.

Privacy

Any personal information you provide is protected under the Privacy Act 1988. The information provided in your funding application will be used for the purpose of the Grants process and may be considered as part of any future funding application or business dealings you may have with the Whitehorse Community Chest. The Chest will not release any personal or business information to any individual or organisation unless required by law or with your express consent.

Declaration

I declare that to the best of my knowledge the information given on this form is true and accurate

Further, I understand and agree that:

- submitting this application does not guarantee funding
- an incomplete application may not be considered
- any personal details included of a third party are included with the knowledge of that third party
- the Whitehorse Community Chest may make public the details of any grant.

Full Name: _____ Position in Organisation: _____

Signature: _____ Date: _____