Grant Application Submission Form

IMPORTANT INFORMATION

Before you start

Before completing this application, applicants must ensure they have read and understood the Essendon Fields Community Grants Guidelines. If you have any queries, we recommend emailing communitygrants@ef.com.au for assistance before completing the form.

How are applications assessed?

The selection process is discretionary and judged by the selection committee, as outlined in the Guidelines. Unfortunately, not all applications will be successful due to demand and a limited pool of funding available.

ELIGIBILITY

Confirm eligibility

You can view the Guidelines here.

I confirm that I have read the Guidelines and understand that my application meets the eligibility criteria:	☐ Yes

APPLICANT DETAILS

Applicant Name

Organisation / Group Name:	

Applicant contact person

First Name		Last Name	

Applicant details

Address	Street			
	Suburb		Postcode	
Email:			Phone:	
Applicant website (If applicable)				
Do you have an Australian Business Number (ABN)?		○ Yes	○ No	
If yes, please provide your ABN:				

PROJECT DETAILS

Title of the Project/ Activity (No more than 20 words)	

Project timing	• Projects must start in the future and cannot have been completed before applying • Projects cannot include items already paid for prior to applying - retrospective costs are ineligible • Projects must be completed by 31 October 2023	
Project / Activity Start Date		Project / Activity End Date	

Please describe the details of the project or activity that you are seeking funding for: (No more than 200 words. The more information you provide will assist with assessing your application)	

Please describe why this project is important for the applicant? no more than 200 words. Please explain why you are seeking funding and what it will mean for your group	

Please describe how the project will benefit the local area where you are located e.g.: How will it help to encourage local participation and the community?	

Important: In some instances, a local council permit may be required. Essendon Fields is located on Commonwealth land and the grants program is not associated with any local council. Please ensure you obtain any necessary permits pertaining to your project through the relevant local council process.

PROJECT BUDGET

Your project budget explains exactly what the grant money will be used for. You should include the cost of all the items required for the project.

Please remember maximum grant amounts are up to $5000.

You cannot include costs for items that have already been purchased.

Grant amount requested:		Total project cost:	

Hints for making a good project budget:

- ☐ Start with a project plan, so you know everything you need for your project
- ☐ Clearly explain and provide details for each item in separate lines
- ☐ Obtain and attach quotes or pricing, especially for larger items
- ☐ List any other forms of funding contributing towards your project
- ☐ Don't over or underestimate your projects costs

List each income source and expense item in separate rows and add more rows as needed.

Project cost descriptions	Expenditure amount ($)
e.g., Seedlings for community garden	$
TOTAL COSTS	

In kind support

In-kind support refers to any non-cash support that might help your project. This may be in the form of donations of services or goods (e.g., donated catering, donated time from a professional or free equipment hire). Whilst we cannot guarantee their participation, we encourage applicants to outline any potential in kind support that businesses based at Essendon Fields may be able to provide. For a full list of businesses operating at Essendon Fields please click here.

In kind support
e.g., sign off on project from a qualified engineer

Quotes and pricing

It is recommended that you provide quotes or pricing for the project costs listed in the budget to assist with the assessment of your application. We encourage applicants to seek quotes from local surrounding businesses, or any relevant onsite businesses at Essendon Fields where possible where possible. For a full list of businesses operating at Essendon Fields please click here.

File description	Quotes or pricing attached (check)
	☐
	☐
	☐
	☐
	☐
	☐

DOCUMENT UPLOAD AND CONDITIONS

Required Documentation

How to upload documents:

1. Scan or take a clear photo of the document
2. Save the file to your computer or an external drive (i.e., USB, thumb drive) using a clearly labelled file name that corresponds to what the document is, please include your group name in the title
3. *Attach* documents to your submission email alongside your completed application form. Each file must not be more than 2mb in size. You may need to send multiple emails, if so, please clearly indicate this in the subject line [*Your name] Grant Submission – Email 1 of 3.*

These documents must be provided for your application to be complete.

Other supporting documentation (optional)

- Other than files already provided earlier in the application, you may attach any additional documents such as a letter of support, project plan, case study, photo, map, etc. to demonstrate further evidence of your activity/project.
- Please ensure there is enough detail within the application form - do not rely on your attachments to explain your project
- Please attach any relevant quotes from the Budget section.

CONDITIONS OF FUNDING

If your application is successful:

1. Grant funds will only be paid by EFT (electronic funds transfer). Successful applicants will need to provide their bank account name, BSB and bank account number to Essendon Fields upon confirmation of an approved application
2. Funds are time limited and must be expended by 31 October 2023 (activities must commence only after the awarding by EF).
3. Funding is allocated for the specific need or activity submitted in the application and cannot be used for any other purpose, without prior consultation with Essendon Fields.
4. For funding to support participation in specific activities - if the applicant is suspended, for any reason, from the activity for which funding was awarded or should the activity be cancelled, the applicant will be required to advise Essendon Fields and, in some cases, return the grant amount awarded.

DECLARATION AND PRIVACY STATEMENT

Privacy Statement

Essendon Fields is committed to protecting your privacy. The information requested on this form is being collected by Essendon Fields for the purpose of assisting with the assessment of applications for a grant. The personal information will be used internally for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Essendon Fields may have difficulties in contacting you in a timely manner in relation to your application.

If you wish to alter any of the personal information you have supplied to Essendon Fields, please contact email communitygrants@ef.com.au. By submitting an application, you consent to Essendon Fields publishing the successful applicant's name, project name and description and amount funded, including on our website, email newsletters and social media channels. This information may also be used for promoting Essendon Fields grant program more generally.

Declaration

I hereby apply for funding for an Essendon Fields Community Grant and acknowledge that if successful in this application we agree to comply with the guidelines set out by Essendon Fields and to submit any necessary acquittal documentation when the project/activity has completed.

I also acknowledge that all details supplied in this application form and in the attached documents are true and correct and that the application has been submitted with the full knowledge and agreement of the applicant organisation/group.

Organisation / Group Name			
Applicant First Name		Applicant Last Name	
Applicant Position in the organisation		Date	

FEEDBACK

How did you hear about the Essendon Fields Community Grants program?
Any feedback or ideas to improve the program or application process?

REVIEW & SUBMIT

When you are happy with your answers, please submit the application via email to: **communitygrants@ef.com.au**

Please ensure you have included in the subject line:
[Your organisation name] Community Grant Submission.

In the body of the email, please briefly note your

- Organisation or Group Name:
- Applicant Contact Name:
- Applicant Contact Number:

You will receive a reply email from one of our team acknowledging receipt of your submission with 3 business days. **If you do not receive a confirmation email, please contact the EF Office on 9948 9400**