

Women's Groups Grant Program 2021

Support and funding for New and Existing Groups

FORM B: Application form for *New Groups*

1.1 Applicants will require to have an initial meeting (phone/in person) prior to submitting the written application. Please contact Emma Antonetti or Deepty Cusima on 9401 6666 or email eantonetti@whittleseacc.org.au or dcusima@whittleseacc.org.au to discuss the project.

1.2. Details of group or organisation (the Applicant)

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

1.3 Details of contact person for the Applicant.

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

1.4. 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 auspicing 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. They will be required to enter into and fulfil the Grant Conditions.

Groups may be Auspiced by Whittlesea Community Connections if required. For further information please refer to the Grant Guidelines.

2.1. Does the Applicant intend to be auspiced?

- Yes, by Whittlesea Community Connections (Move to next section)
- Yes, please fill in 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

Successful applicants will be required to provide financial information including ABN and Bank account details.

Section Four. Group details

4.1. Have any of your group leaders facilitated a group/organisation before? If yes, please describe the group

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4.2. What will be the purpose of your group? How will it benefit the people in it?

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4.3. What do you think the activities of the new group will be?

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4.5 How many initial members do you have for your group?

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? <i>Do you live or work in Whittlesea?</i>	



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

Venue name			
Street address			
		Postcode	

4.7. When and how often will 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

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

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5.2. Will this project be funded for 12 or 24 Months?

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5.3 How will this group improve social connections, services and opportunities for group members?

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5.4. Will 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		

5.5. What does a successful group look like to you? For example consistent 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. 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 Whittlesea Community Connections, 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 Whittlesea Community Connections, 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 Whittlesea Community Connections by mail or email by 5pm on 19th March 2021 to be considered.

How to submit an application

Submit your application by:

Post: Women's Group Grants
C/o Whittlesea Community Connections
Shop 111 Pacific Epping
Epping, Vic 3076

Email: dcusima@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 Deepty Cusima or Emma Antonetti:

Phone: (03) 9401 6666

Email: dcusima@whittleseacc.org.au or eantonetti@whittleseacc.org.au