

STANDARD GRANT APPLICATION

PART A	
Your Organisation – Address, Contact Details and Financial Matters	
Name of Organisation as per DGR endorsement Website address (if applicable)	
Street Address	P/C
Postal Address <i>If different from above</i>	P/C
Contact Person <i>Regarding this application</i>	Mr Ms Mrs Dr Prof
	Position / Title
	Telephone (office)
	Mobile
	E-mail
ABN / ACN of Organisation	
Date of DGR Endorsement <i>Please provide a copy with your Application</i>	
Date of latest audited Financial Statements (Annual Report) <i>Please provide a copy with your Application</i>	
Total of last year's revenue / income	
Percentage of total revenue received from all Government Sources <i>Local, State and Federal</i>	
Total forecasted budgeted expenditure current Financial Year <i>Total budgeted cost of all of your Organisation's planned programs this year</i>	

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PART B

Your Organisation – History, Purpose, Activities and Staff

Your Organisation’s background and purpose

Characteristics of the population or community served

Eg. Age, geographic location, socio-economic status, special needs, number of people assisted

Summarise the major programs your Organisation has undertaken within the last 12 months

Briefly describe two of the most significant accomplishments your Organisation has achieved for the benefit of the population or community you serve and the month and year they were achieved

Your Organisation’s Board, Management & Staff

Number of Directors

Are they remunerated? YES NO

Name of your Chairman

Name of your CEO / Management Staff

Number of (equivalent) Full Time Staff

Total salaries and wages paid for the Number of (equivalent) Full Time Staff

Number of active volunteers who assist your Organisation with its programs / services

Number of staff & volunteers to be involved with the Project/Program seeking funding

STANDARD GRANT APPLICATION**PART B (CONTINUED)****Your Organisation – History, Purpose, Activities and Staff**

What other organisation in your local or broader community serve a similar group of clients or address similar needs as your own?

How does your Organisation differ from those nominated above?

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PART C Your Project / Program – Title, Budget, Timetable, Description and Referees	
Project / Program Title	
Total Budget (expenditure) for this Project/Program	
Amount requested from The Dorman Family Foundation	
Other Funding Sources <i>(list the names of trusts, foundations, corporations and other funding sources, including Government from which you are seeking funding from for this project; include the amount sought from each and when an outcome is expected)</i>	
Timetable for Project/Program Implementation	Commencement Date: <i>(month/year)</i> Estimated Completion Date: <i>(month/year)</i>
Description of the Project/Program for which the grant is sought	
Is this the first application your Organisation has submitted to our Foundation?	YES <input type="checkbox"/> NO <input type="checkbox"/> Month/year your organisation last received a grant from our Foundation
Referees <i>Nominate two (2) referees not working for your Organisation who would be prepared to speak or write in support of your application (if requested to do so by our Foundation)</i>	1. Name, organisation and contact number 2. Name, organisation and contact number

STANDARD GRANT APPLICATION**PART D****Your Project/Program**

Describe the need to be addressed and the people your Project/Program aims to benefit (*Include the approximate number of people who will benefit, including specific demographic or regional aspects etc*)

What are the Project/Programs anticipated outcomes?

Is there a likelihood of the Project/Program leading to beneficial outcomes for the broader community? If YES, please briefly elaborate

Sustainable outcomes – How will the benefits achieved from the Program/Project be sustained once grant funds have been expended?

Evaluate and measurement of the Program/Project's success (*Summarise how and by whom the effectiveness and success of your Program/Project will be measured*)

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PART E Checklist Please review the following list to ensure all requested information has been supplied	
Read the Foundation’s Guidelines for Grant Applicants	<input type="checkbox"/>
Discuss your proposed project with a Foundation representative to ascertain if the Program/Project meets the Board’s current funding preferences	<input type="checkbox"/>
Completed all sections of the Grant Application (Parts A-E)	<input type="checkbox"/>
Attached copies of the Australian Taxation Office’s Deductible Gift Recipient endorsement	<input type="checkbox"/>
Attach your Organisation’s latest Annual Report and/or audited financial statements	<input type="checkbox"/>
Attached a copy of quotes (<i>applicable if funding is sought for equipment</i>) <i>Please deduct the cost of GST from the requested amount as grants awarded will not include the GST component</i>	<input type="checkbox"/>
Attached details of the itemised Project/Program budgeted expenditure	<input type="checkbox"/>
Provided the names and contact details of two referees	<input type="checkbox"/>
Any other relevant material (<i>eg. Case study, marketing documents etc</i>)	<input type="checkbox"/>
OFFICE USE ONLY	
Date received	
Information complete	
Acknowledgement sent	
Outcome advised (date & delivery method)	