



Grant Application

Before you apply

Before you make an application please carefully consider the grant criteria and conditions of the Andrews Foundation to see how well your project fits.

Write factually and simply

Keep in mind that the reader may have little or no detailed knowledge of your organisation or its activities.

Attachments

Attachments may be made to each section of the Application. It does not need to be a lengthy document.

Finance

If you have difficulty highlighting the financial information requested in the application, ask your organisation's accountant or treasurer. Provide a copy of a complete set, including notes, of your organisation's annual audited financial statement.

Checklist before submission

Ensure you have included:

- the name and contact details of the contact person for the application
- all of the information and documentation requested

Our grant conditions

Eligibility

Applicant must be charitable in the legal sense. To substantiate charitable status the Applicant must be registered with ACNC and have DGR status or at least be Tax Exempt. Proof must be supplied.

The Trust expects the Grant to be utilised within twelve months. In exceptional circumstances this period may be extended upon request.

Special conditions

The Trust places certain conditions on the making of its Grants. These conditions are standard conditions. In special circumstances additional conditions may be included.

Grants have no GST

No GST is to be paid on the Grant.

Standard conditions

The Grantee must use the whole of the Grant exclusively for the project as described in the Application and not for any other purposes.

The Grantee will use its best endeavor to complete the project within twelve months from the date of approval of the Grant.

The Grantee will promptly advise the Foundation of any material change which may affect the Grantee's ability to undertake or complete the project within the twelve month period.

The Grantee will expend the Grant only within Australia and where specified within the particular state or territory. The Grantee will show the Grant separately in its books of account and keep records adequate to enable the use of Grant funds to be checked readily.

The Grantee must give the Foundation a final report at the sooner of either two months from completion of the project or twelve months from the date of receipt of the Grant.

Our application process

Dates for applications

The closing dates for applications are at the end of the first week in:

- March
- June
- November

Application receipt

We will acknowledge receipt of your application when received.

Outcome notifications

The outcome of your application will be notified to you within four to six weeks from the date of the trustees meeting.

Application lodgement

The application must be thoroughly completed and all documents and information sought provided with the application when it is submitted.

Applicant Details

Name of Applicant	Date (DD/MM/YYYY)
Postal address	
Suburb	Postcode
Email	Phone number

Project Details

Project title	
Project address	
Suburb	Postcode
Contact person(s)	
Position in organisation	

Which geographical areas will benefit?

- South Gippsland Shire
- Baw Baw Shire
- Yarra Ranges Shire
- Mornington Shire
- Cardinia Shire
- Bass Coast Shire
- City of Casey
- City of Greater Dandenong
- Other

Project Finance Details

Tax Exempt Organisation

Yes No

Organisation turnover

\$

Number of employees

Total cost of project

\$

Applicant's contribution

\$

Government or Local Grant

\$

Grant sought from The Andrews Foundation

\$

Have you previously received a grant from The Andrews Foundation?

Yes No

If yes, when did you receive the grant?

Date (DD/MM/YYYY)

Organisation Information

Outline the objectives/aims of your organisation

Current activities of your organisation

Brief history of your organisation

Project Information

Please describe the project for which a grant will be sought

Is this a non-recurring capital project? Yes No

If you selected no, please describe the special circumstances which are considered to justify this application. (eg. historically related etc.)

What is the timetable for the project?

Community Infrastructure

What community support is available? (eg. Establishment of Committees etc.)

Will this project benefit a large number of people?

Which area of the community will benefit most from this project and how? (eg. Health, Youth etc.)

Please describe the input by project volunteers:

Capital and Operational Cost Summary

Expenditure/Item	Total item cost	Contribution from applicant	Contribution from government grants	Contribution from foundation	Comments and/or additional information
Materials	\$	\$	\$	\$	
Transport/Travel	\$	\$	\$	\$	
Equipment purchases	\$	\$	\$	\$	
Equipment hire/lease	\$	\$	\$	\$	
Consultant costs	\$	\$	\$	\$	
Contractor costs	\$	\$	\$	\$	
Landscaping	\$	\$	\$	\$	
Fittings and furnishings	\$	\$	\$	\$	
Salaries	\$	\$	\$	\$	
Other	\$	\$	\$	\$	
Total	\$	\$	\$	\$	

Attachments to your email submission

Capital and Operational Cost Summary – Related files

Please attach any additional project and costing documents you may have that may assist the trustees in assessing your application and detail the contents of the files below.

Copy of last audited Financial Report

Please attach a copy of the last audited Financial Report of your organisation. If this document is not supplied, please provide the reason why it's not included, as well as any additional information or comments about your Financial Report below.

Copy of your organisation's Constitution

Please attach a copy of your organisation's Constitution. If this document is not supplied, please provide the reason why it's not included, as well as any additional information or comments about your Constitution below.