

Grant Submission Form

**Grant round 3 submissions close 5pm April 21 2017**

Please upload your completed application form at www.taschristianfund.com

# About the applicant:

Proiect name:

Name of the applicant:

Contact person:

Position:

Phone:

Mobile:

Email:

In the process of assessing your application, Tasmanian Christian Fund may seek advice, recommendations and referees’ opinions. Do you agree to Tasmanian Christian Fund passing on your submission to one or more third parties?

YES / NO

If your application is successful, Tasmanian Christian Fund may seek to publish a summary of your Project and its outcomes. Do you agree to Tasmanian Christian Fund publishing such information?

YES / NO

# For Organisations:

1. What is the mission/vision of your organisation?
2. What services and/or activities do you you provide (100 words max)?
3. What is the structure of your organisation (100 words max)?
4. What is your annual organization’s expenditure?
5. What is the approximate % breakdown of your organisation’s income (e.g. member donations, foundation grants, business income, government grants etc)?
6. Will the project have tax deductible (DGR Item 1) status? YES NO
7. Is your organisation a tax concessional charity (TCC)? YES NO

# For Individuals *(only for grants up to $5000)*:

1. What is the name of the organisation sponsoring your project?
2. Who is your key contact person at the sponsoring organisation?

Name:

Phone:

Email:

# About the Project:

1. Describe the Project and the need that it addresses (100 words max).
2. What amount are you requesting from Tasmanian Christian Fund and what, specifically, will these funds be used for?
3. How will the Project support Kingdom growth (200 words max)?
4. How will the Project be implemented, including management and oversight responsibilities (200 words max).
5. What evidence suggests that your project will succeed (100 words max)?
6. Please detail the outcomes that you are seeking with this Project and how and when you will determine whether they have been achieved (KPIs):

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| --- | --- | --- |
| **Outcome Sought** | **Date** | **Measurable KPIs** |
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1. If your application is successful, you will be required to report back on the above outcomes of this project using the attached Acquittal Form. What date will you provide this form back to TCF?

**For grant applications over $5000 please complete sections h,I & J:**

1. What financial or in-kind (time, equipment, etc.) resources will be committed by your organisation or other contributors to this project?
2. What will happen to the Project after the grant is completed? Include any ongoing funding needs or self-funding by your organisation (200 words max).
3. What are the major risks and mitigating actions that you will conduct (200 word max)?

# Attachments

Please attach the following documents to your application:

* Complete project budget (income and expenses)
* Names and a brief bio of individuals involved with the project (both those running the project and those providing oversight)
* For organisations: Latest financial statements and most recent annual report (if produced)



Acquittal Form

Project Name:

Applicant Name:

Contact person:

Phone:

Email:

Grant amount: $

Round: \_\_\_\_\_\_\_\_ Year:

1. Please detail the outcomes that you sought and achieved with the Project:

|  |  |  |
| --- | --- | --- |
| **Outcome Sought** | **Date** | **Achieved KPIs** |
|  |  |  |
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1. Were there any other unexpected outcomes that were achieved?
2. What has been the Kingdom impact of the Project?
3. Is there anything else you would like TCF to know about your Project?

**Certification:**

|  |  |  |
| --- | --- | --- |
| Statement of compliance  (if “no”, please provide further information) | Grant used for project exclusively  Project progressed as planned  Project outcomes have not changed  No change in ATO/ACNC status | Correct ( ) No ( )  Correct ( ) No ( )  Correct ( ) No ( )  Correct ( ) No ( ) |

I certify that:

* the grant was used for the approved purpose and has been spent according to the terms outlined in the TCF Grant Agreement
* I am authorised by the grant recipient to execute documents and legally represent the organisation
* To the best of my knowledge the details provided in this report are true and correct.

I also understand that I may need to provide the TCF with additional information on the funded activity if required

***Signed for and on behalf of:***

Organisation:

Position:

Signature:

Name:

Date:

**Please email your Acquittal Form and Certification to: nathaniel@taschristianfund.com**

**(please also include photographs for publication purposes)**