

2018 Adroit Golf Day Grant Application

**Thanks to the generosity of Adroit Insurance & Risk,
the Geelong Community Foundation is pleased to offer the
2018 Adroit Golf Day \$100,000 Capital Grant Program.**

Adroit Golf Day

Adroit Insurance & Risk will host its 17th Annual Charity Golf Day at 13th Beach Golf Links, Barwon Heads on 22nd November 2018.

Since inception, the event has grown to one of the largest in the Geelong fundraising calendar, raising over \$1 million for local causes.

Adroit has enjoyed a long term relationship with the Geelong Community Foundation, including as Community Partner of the Adroit Charity Golf Day. In this role the Foundation has supported Adroit to distribute funds raised to worthy local causes.

In 2017 the Geelong Community Foundation - Adroit Golf Day Capital Grant was established to provide a new significant grant opportunity for community organisations. The recipient of the inaugural grant was Bethany Community Support. The grant supported the development of the Bethany Men's Family Violence Intervention Centre.

In previous years, funds raised from this charity event have supported many projects and will have far reaching benefits in our community for many years to come.

The Foundation will offer the Adroit Golf Day Capital Grant Program to community organisations based on a number of requirements. [The 2018 Adroit Golf Day Grant Agreement form](#) should be reviewed before completing this application. The Adroit Golf Day Capital Grant Program will receive applications up to the value of \$100,000.

Organisations will need to comply with the following requirements;

- Grant applicants must be endorsed as either a Deductible Gift Recipient 1 (DGR1) or a Tax Concession Charity (TCC) with Income Tax Exemption.
- Registered with the Australian Charities and Not for Profit Commission (ACNC) with current and up to date reporting on the ACNC register
- Provide an ABN
- Provide services within the City of Greater Geelong, Borough of Queenscliffe, Surf Coast Shire and southern part of Golden Plains Shire

- Provide some evidence of strategic goals including the inclusion of the capital project and evidence of capability to deliver the project

This grant will be for a one off activity which will be completed within 12 months and does not require ongoing financial support from the Foundation. With prior approval, the project may be implemented over a two year period.

Grant Application Instructions

Your grant can be completed digitally, saved, printed and attached to other relevant information required as detailed.

PLEASE NOTE

Please ensure that you have read the [2018 Grant Agreement form](#).

Please ensure you have provided **5 COPIES** of each of the following documents;

- 2018 Grant Application form
- Copy of your Deductible Gift Recipient Notice of Endorsement (if applicable)
- Copy of your endorsement as a Tax Concession Charity with Income Tax exemption
- Organisation brochure
- Copy of your latest Annual Report including the accounts for the last financial year

The 5 copies of your application should be mailed to;

Geelong Community Foundation

PO Box 1,
Geelong, VIC 3220

Alternatively they may be hand delivered to;

Crowe Horwath
Level 1, 200 Malop Street
Geelong, VIC 3220

Applications for the Adroit Golf Day Grant Program close **Monday 9th July, 2018**

If you require any further information, please contact Gail Rodgers on 5244 7831 or gail@geelongfoundation.org

Grant Application Form Part A



1. Name and details of applicant organisation

Organisation Name _____

Address _____

Postal Address _____

ABN Number _____

Contact Person _____ Phone _____

Position Held _____ Email _____

Website _____ Facebook _____

2. About your organisation

Please give a brief description of your organisation, its aims, its size and the services or core activities provided. (Max 200 words)

Is your organisation part of a wider body which also operates outside Geelong? Yes No

Is your organisation an endorsed DGR1? Yes No

Is your organisation endorsed as a Tax Concession Charity (TCC)? Yes No

Additional Information Required

- Please attach a copy of your DGR “Notice of endorsement” to your application (if appropriate).
- Please attach a copy of the “Notice of endorsement” for Income Tax Exemption as a Tax Concession Charity.
- Please attach brochure (if you have one).
- Please include a copy of your latest annual report, and accounts for the last financial year (even if not audited).

Grant Application Form Part B



3. The capital project

Title of Project _____

Funding amount requested (\$) _____

What is the nature of the capital item you are requesting?

- | | |
|--|--|
| <input type="checkbox"/> Purchase of land | <input type="checkbox"/> Installation of equipment, furniture & fittings |
| <input type="checkbox"/> Purchase of property | <input type="checkbox"/> Purchase of computer hardware/software |
| <input type="checkbox"/> Construction of building | <input type="checkbox"/> Installation of computer equipment |
| <input type="checkbox"/> Renovation of building | Other _____ |
| <input type="checkbox"/> Purchase of equipment, furniture & fittings | _____ |

Note: Projects that support local suppliers and business will be viewed favourably

4. Project details

What does the project seek to do? (Max 400 words)

What is the time frame for its completion, including key milestones? (Max 300 words - Can be provided in table format)

What need does this project seek to address in the region? Please include who will primarily benefit from the project and the scale of the need. For example, will it benefit any specific group defined by religion, ethnicity, gender etc, is there data on the size of this group and extent of need. (Max 400 words)

Why is this the best solution to address the need? (Max 250 words)

What are the risks to achieving this project? For example is the project contingent on particular staff expertise, timing constraints, permit requirements, other funding, etc. How will you address these risks? (Max 300 words)

How do you propose to measure the level of success of the project? (Max 200 words)

Please provide a summary of your project for marketing purposes. (Max 60 words)

5. Financial project budget

Please complete the following project budget including all potential and actual funding sources and all costs, in as much detail as possible.

INCOME		
1	Amount sought from the Geelong Community Foundation	\$
2	Any cash commitment from the applicant organisation	\$
3	Any other confirmed funding from	
	· other foundations / trusts	
	· government	
	· outside sources e.g. donations/fundraising	\$
4	In-kind contributions – e.g. training/administration/volunteers	
5	Other	
	TOTAL INCOME	\$

EXPENDITURE		
1	Capital equipment (itemise)	\$
2	Other expenditure critical to project implementation	\$
3	In-kind contributions - list	\$
4	Other	\$
	TOTAL EXPENDITURE	\$

Please provide any budget explanation, if required.

Does your organisation have reserves and if so, is there any reason why they cannot be used in supporting this project?

Grant Application Form Part C



6. Impact area

Which Geelong Community Foundation Impact Area does your project best fit within?

- | | |
|--|--|
| <input type="checkbox"/> Aged Support | <input type="checkbox"/> Heritage & Arts |
| <input type="checkbox"/> Community Wellbeing | <input type="checkbox"/> Research & Innovation |
| <input type="checkbox"/> Education Support | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Family | <input type="checkbox"/> Other |
| <input type="checkbox"/> Health | |

Has your organisation explored opportunities to partner with other community organisations to deliver this program/project?

- Yes No

If YES, give details

Has alternative funding been applied for?

- Yes No

If YES, give details

Grant Application Form Part D

7. Recognition of grant

Detail how you will acknowledge the Geelong Community Foundation and Adroit Insurance & Risk contribution to your project. e.g. signage, organisation's newsletter, annual report, website, social media, newspaper article, radio interviews etc.

8. Reporting and grant acquittal

The Foundation will require a Grant Acquittal including photographs as appropriate on completion of the project and its outcomes. An audit report from your company auditor covering budget and actual costs may also be requested. An on-site visit and review of the project will also be undertaken.

Grant Application Form Part E



9. Declaration

I (*full name of signatory*) _____

Organisation _____

Position held _____

I am authorised by my organisation named in this application to make this application on its behalf. I confirm that my organisation agrees to the terms and conditions relating to grants of the Geelong Community Foundation detailed in the [2018 Grant Agreement](#). I confirm that all the information provided in or with this application is true and complete. If it thinks fit, and without making reference to the applicant, the Geelong Community Foundation may pass this application to any other grant making Foundation or Trust.

The applicant acknowledges that the Geelong Community Foundation is under no obligation to make a grant even though the applicant meets all guidelines and eligibility requirements.

Signed for and on behalf of the applicant organisation

Signature _____

Date _____

Name _____

Title _____

Please ensure you have provided 5 copies of all documents required.

Applications can be mailed to the
Geelong Community Foundation
PO Box 1,
Geelong, VIC 3220

Or delivered to
Crowe Horwath Accountants
Level 1, 200 Malop St
Geelong, VIC 3220

If you require further information please contact
Gail Rodgers, Chief Executive Officer
5244 7831 or gail@geelongfoundation.org