



Grant Application Guidelines & Form

West End Community Fund

GRANT APPLICATION FORM

Preference is given to projects that:

- are perceived as a high need in the community being served;
- fill a gap in service;
- benefit a large number of residents;
- enhance collaboration and/or make the delivery of services more effective and efficient;
- have clear objectives and can document successful outcomes;
- expand successful programs to serve additional residents or new geographic areas;
- serve remote areas or areas that have received little Community Foundation funding.

Grant Application Period

Determined by the trimesterly periods when meetings are held. Applications will have a determined end date prior to the next meeting to allow enough time for review by the Committee.

<u>Grant Periods</u>	<u>Application Due</u>	<u>Meeting</u>	<u>Notification</u>
October to January	1 December	January	February
February to May	1 April	May	June
June to September	1 August	September	October

NB: You must state the period you wish the money to come from on the top of this application form.

Application Review

Applications will be screened for eligibility and completeness by the WECF Committee, and grants are awarded on a competitive basis. The WECF Committee will evaluate eligible applications for final approval. All applicants will be notified of the results once a decision is made (within 2 weeks of the trimesterly meeting).

Use of Funds

Approved funding must be deployed within 12 months of the approval date.

Funding Disclaimer

There is limited funding available for distribution. Many worthy projects and organisations may not get funded.

Submitted application details will remain confidential at all times.

Questions/Assistance

For more information, please visit www.wecf.org.au or contact admin@wecf.org.au or call 08 8354 8888 for further information.

How to Apply

1. Please read the eligibility requirements carefully.
2. Fill out the application below.
3. Answer all questions on the application form completely, directly, and succinctly.

**2009 WEST END
COMMUNITY FUND**
Application Deadline:
(insert Application Due date from
page 1)

Internal Use Only:
Grant : _____

Organisation / Agency Information

Organisation/Agency Name:		
Address:		City/State/Zip
CEO or Director:		Title:
Phone:	Fax:	Email:
Contact Person:		Title:
Phone:	Fax:	Email:
Web Site Address:		

Program / Grant Information

Program / Project Name:		
Amount of Grant Requested:	Total Organisation Budget:	Percentage of Organisation's Total Budget used for Administration:
Purpose of Grant Request (one sentence):		

Signatures

Chair: <i>(please print)</i>	Title:
Signature:	Date:
Vice-Chair:	Title:
Signature: <i>(please print)</i>	Date:

2009 WEST END COMMUNITY FUND APPLICATION

Deadline: (insert date)

Please provide the following information for items I. through III. by answering all questions in no more than THREE (3) typed pages. Please be clear and concise.

I. Organisation/Agency Background:

- A. What is the history, mission and purpose of your organisation? How long has the organisation been providing programs and services to the community?
- B. What are some of your past organisational accomplishments (in the last three years)?
- C. What are some of your current programs and activities? Include populations and geographic locations served.

II. Project Information:

- A. Statement of Need
 1. Specify the community need you are seeking funds for.
- B. Project Goal, Objectives and Methodology
 1. State your project goal. Describe your project. How does your project meet the community need? What is unique and innovative about this project?
 2. State up to three objectives. Objectives should be specific, measurable, action-oriented, realistic, and time-specific. What are the specific activities you will undertake to meet your goal? How will you use the grant funds?
 3. What is your timeline for implementing the project?
 4. How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project?
- C. Project Outcomes and Evaluation
 1. What are the key anticipated outcomes of the project and impact on participants?
 2. How will you know if you have achieved the expected outcomes?
 3. How will your progress towards the objectives be tracked and outcomes measured?
- D. Publicity opportunities
 1. Do you agree to include WECF in any publicity for the project? What are the opportunities for PR with the project and how would you acknowledge WECF involvement in your project?

III. Project Future

- A. Explain how you will support this project after the grant performance period.

2009 WEST END COMMUNITY FUND APPLICATION

Deadline: (insert date)

If applicable, please provide a detailed line-item budget for your project by completing the table below. Include all sources of funding for the proposed project.

Description	Explanation (formula/equation used as applicable)	Support from your Agency	Support from other sponsors	Requested amount from the WECF	Total of project

Ancillary Documents:

Please submit with your completed application:

1. A list of Board Members with their affiliations
2. A copy of your most recent year-end financial statements, audited if available
3. If purchasing equipment, three competitive bids or price quotes
4. Photos or plans for the project if relevant.