

**Drafting Template: Community Grants 2024**

Mary MacKillop Today requests applicants submit their Grant Application via the online application form which can be accessed [here](https://forms.office.com/r/S5fbWhWTE1) (this form will be active at 9am Monday 14 August 2023).

The current online form will **not** allow you to save and exit, then return to the form at a later date. We understand this can be frustrating, but this provides us with an affordable online option, meaning a speedier review process and more funds available for the Grants themselves!

We therefore encourage you to use this template to help you make sure you have all the information you need to fill and submit the form when you are ready to do so.

If you are unable to access the online form or would like to request an alternative way of submitting your application, please contact Chrys to discuss.

Organisation Details

1. Which Grants Stream are you applying for?

*This year Mary MacKillop Today is running two concurrent grant streams.*

***Stream 1*** *is open only to the* *Sisters of Saint Joseph and associated entities*

***Stream 2*** *is open to any other eligible organisation excluding Sisters of Saint Joseph and associated entities.*

* Stream 1: Sisters of Saint Joseph & Associated Groups
* Stream 2: Open Grants Round

1. Organisation Name
2. Postal Address
3. Street Address (if different from Postal Address)
4. Website
5. Contact Person
6. Contact Number
7. Contact email address
8. ABN
9. Is your organisation registered with the Australian Charities & Not-for-profits Commission (ACNC)?
10. What is your organisation's ACNC registration type?

*Please use your Australian Charities and Not-For-Profit Commissions classification to answer this question. Please note that preference will be given to small organisations in line with the selection criteria.*

* Small (annual revenue under $250,000)
* Medium (annual revenue between $250,000 and $1,000,000)
* Not applicable **(Sisters of Saint Joseph & Associated Groups ONLY)**

1. Has your organisation previously received funding from Mary MacKillop Today?

* Yes
* No
* Unsure

1. If yes, please provide the name of the Project that received funds and the year it was funded.

Section 1: Organisation overview & Project details

1. Project Name
2. Project Start Date & End Date
3. Please tell us about your organisation *For example, what sort of work is it involved in doing (max 150 words)*.
4. Do you have any previous experience showing your organisation is able to deliver new projects? *(max 150 words)*.

Section 2: Project description and Impact

1. Why is this Project needed in your community?

*Please describe what issues or challenges in the community this project hopes to address (max 150 words).*

1. Please tell us what your project is about and how it will address the issues described in point a) above *(max 200 words) For example,*

* *Who is/are the target group/s for the project? Please specify*
* *How many direct participants do you hope to be part of this project?*
* *Does it build community capacity e.g. teaching of new skills/knowledge, development of networks or resources that will continue after the project funding has ended?*
* *Does it encourage the progress of leadership capabilities/qualities in affected communities?*

1. Does the grant funding help your organisation ‘kick start’ a new idea or strengthen ongoing work? *(max 150 words)*
2. How does your project address the Mary MacKillop Today grant program priorities? *(max 150 words)*
3. How will you measure the benefits and changes (outcomes) to your project?

*That is, how will you know if you have achieved the outcomes you have described above. For example, through participant surveys, feedback sessions, interviews with community leaders etc. (max 100 words)*

1. When will these measurements happen? *For example, pre-project survey as baseline and then post-project survey to measure the outcomes (max 100 words)*
2. Risk factors  
   Are there any risks you may have to the completion of your project, i.e. any risks to your project not achieving its outcomes AND what measures in place to overcome these risks? *(max 150 words).*
3. Safeguarding: Does your project work with children?

*Please select the option that best describes your project.* *Please note Mary MacKillop Today defines children as any person under the age of 18.*

* Working with children: children are the primary participants of the project and will be active in project activities.
* Contact with children: children are not the primary participants of the project, but may be present during activities, or staff/volunteers may have contact with children in the community
* No contact with children: your project does not work with children and activities will take place in child-free environments

1. Mary MacKillop Today is committed to the protection and wellbeing of children who participate in our programs. If you selected 'Working with Children' or 'Contact with Children' please select which of the following good practice steps you will take to keep children safe in your project? (***select all that are applicable)***

* Recruitment screening including referee checks, behaviour-based interview questions and Working with Children Checks (or local legal equivalent)
* Code of Conduct in place and signed by all staff and volunteers
* Child safeguarding/protection risk assessment conducted
* Child safeguarding/protection training for staff and volunteers
* Incident reporting procedure in place which includes reporting to authorities
* Written consent from parent/guardian for participation in project activities
* Written consent from parent/guardian for the use of images or personal information used in written or online materials
* Other (Please specify)

1. How will you ensure that vulnerable adults participating in your projects, as well as your staff or volunteers, are protected from sexual exploitation, abuse and harassment in the delivery of the project?

*Refer to the list above for guidance, i.e. do you have a Code of Conduct for all staff and volunteers? Do you undertake recruitment screening? Do you have a policy and reporting procedure in place?*

Section 3: Partnerships and Sustainability

1. Please share with us what partnerships you may be thinking of engaging with to support the implementation of this project *(max 100 words).*
2. Do you have any ideas of how this project could be sustained once the grant funding is over? *(max 100 words).*
3. [Important information](https://www.marymackilloptoday.org.au/wp/wp-content/uploads/2023/07/2024-community-grants-important-information.pdf) – please read before completing your application

Section 4: Budget

1. What is the total funding amount you are requesting from Mary MacKillop Today?
2. What is the total budget for your project?
3. How will the Mary MacKillop Today Grant Funds be used?

*Please provide a brief overview of how the grant funds would be used, for example:  
Training Manual Development & Printing: $3,000  
Training Workshops (Catering, transport, venue hire): $2,500  
Community Events (Catering, venue hire, equipment hire): $2,500  
Administration/project support (20% max of total amount requested): $2,000****TOTAL: $10,000***

1. Would you be willing to accept partial funding for this project?

*Mary MacKillop Today's preference is to fund projects in full. However, given our limited budget there may be times when some applications could be offered partial funding. Please tell us if you would be happy to accept partial funding, and what you would be able to achieve with more limited funds?*

1. Do you have other sources of income for this project?

*That is, do you have other confirmed donations or revenue for this project? Do you have pro-bono or in-kind support?*

Section 5: Approvals & Submission

1. Please provide the name and contact number of 2 referees:

*Applicants who have not received a Mary MacKillop Today Community Grant previously will need to provide details of two referees. They need to be someone who can comment on:  the capacity of your organisation to deliver the project, the proposed impact of the project and the need for your project.*

*The referees must be willing to have a telephone conversation with a representative from Mary MacKillop Today if your project is shortlisted for possible funding.*

*If your project is working with Aboriginal and/or Torres Strait Islander peoples, at least one referee must be Aboriginal and/or Torres Strait Islander who has cultural authority to discuss your organisation and the proposed project.*

1. Name & Position of person authorised to submit this application:

*Project Administrator/CEO/Board Chair/Treasurer*

1. I confirm that the details in this application are correct and that I have authority to submit this application on behalf of my organisation.

I have read the Grant Guidelines including Mary MacKillop Today's policy requirements and good practice standards in regard to Safeguarding and Child Protection, Financial Management, the management of Complaints and Feedback, and the principles of non-discrimination.

I confirm that our organisation is willing to comply with these guidelines in the use of Mary MacKillop Today grant funds and can deliver this project in line with these standards of practice.

* Yes
* No