

**Dates:** Applications will be accepted between 9am Tuesday 3 April 2018 and 5pm (AEST) Monday 30 April 2018.

**Funding:** You may apply for a grant of between \$5,000 and \$50,000, for a project of up to 12 months.

**Focal Areas:** Projects should make a positive difference to the health and wellbeing of either young people or carers.

**Late submissions:** Applications that are late, incomplete or ineligible will not be considered.

**More information:** If you have any questions regarding the application process, please contact the nib foundation office on **02 4914 1749** or visit our website [nibfoundation.com.au](http://nibfoundation.com.au)

## Eligibility

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|---|------------|-----------|
| 1. Have you read the Community Grant Guidelines at <a href="http://nibfoundation.com.au">nibfoundation.com.au</a> and are you satisfied that both your organisation and your proposed project meet nib foundation's requirements? | <b>Yes</b> | <b>No</b> |
| 2. Is your organisation endorsed as a Deductible Gift Recipient (DGR)?  | <b>Yes</b> | <b>No</b> |
| 3. Is your organisation endorsed as a Tax Concession Charity (TCC)?   | <b>Yes</b> | <b>No</b> |
| 4. Does your project focus on the health of one of nib foundation's priority areas: either carers or young people?  | <b>Yes</b> | <b>No</b> |

**If you answered yes to all of the questions above we invite you to submit an application.**

## Application Process

To apply for funding through nib foundation, please follow the instructions below:

1. Visit [nibfoundation.com.au](http://nibfoundation.com.au) and save the downloadable PDF application form to your computer.
2. Complete the application form and ensure the word limit for each section is adhered to. The form can be partially completed, saved, reopened and edited as often as required until you are ready to submit.
3. Submit your application by completing the instructions on the 'Apply' page at [nibfoundation.com.au](http://nibfoundation.com.au). This will involve filling out a short online lodgement form and uploading your completed PDF application form.
4. Submissions must be lodged during the grant round between 9am (AEST) Tuesday 3 April 2018 and 5pm (AEST) on Monday 30 April 2018.
5. You will receive an automated response acknowledging receipt of your submission. Please only contact the foundation to check that we have received your submission if you do not receive an automated response (remember to check your junk folder).
6. Application outcomes will be advised by email in mid September 2018 to the contact details you provide on the online lodgement form.

Please do not post a hard copy of your application. Additional information beyond what is requested in the steps above is not required. Should further information be required we will contact you.

## Project and Applicant Details

### Project Details

Project Title:

Project Start Date:

Project End Date:

Amount Requested:

Total Project Cost:

Is this a new or existing project?

### Applicant Details

Full registered name of organisation:

Australian Business Number (ABN):

Is your organisation registered for GST?

Postal Address:

Street Address:

Name of authorised representative (CEO or Manager):

Position:

Phone number:

Mobile:

Email:

Name of contact person for the project:

Position:

Phone number:

Mobile:

Email:

Website:

### Please tell us about your organisation

Number of employees:

Revenue in most recent financial year:

Describe your main revenue sources:

Note: we will request a copy of your latest financial statements if your application is shortlisted.

## 1. Applicant Organisation

Describe your organisation. You may include your organisation's background, mission, population it serves, geographic reach, services provided, governance, skills and experience, networks and partnerships. *(max. 300 words)*

## 2. Project Description

2.1. Summarise the project you are seeking funding for in one sentence. *(max. 25 words)*

2.2. Now describe the project in more detail. **What** will you do with the funding, including the specific activities that will be delivered? *(max. 250 words)*

### 3. Rationale

Describe **why** this project is needed i.e. What is the health and wellbeing problem you seek to address and why is the proposed project a good response to this issue? You may include background, statistics, policy or research evidence, and/or pilot programs. *(max. 300 words)*

### 4. Beneficiaries

4.1. **How many** people do you expect to participate in this project?

4.2. **Who** will the project participants be? *(max. 25 words)*

4.3. **Where** in Australia will the project participants be located? *(max. 25 words)*

4.4. Tell us more about the **people who will benefit** both directly (the participants) and indirectly from this project and how your organisation will engage these people. *(max. 150 words)*

## 5. Implementation Plan

Complete the table below to outline **how** you plan to deliver your project, and **when** each milestone will occur. It is important to include enough detail to demonstrate the critical elements of project planning have been considered. KPIs should be specific and measurable (e.g. 50 participants enrolled or 4 workshops delivered).

Milestone or Activity	Key Performance Indicator	Time frame

## 6. Outcomes

- 6.1. Briefly describe the long-term outcomes you hope to achieve. These are the big picture goals, unlikely to be fully achieved or measured within the scope of this project. *(max. 75 words)*

- 6.2. List up to three tangible short-term outcomes you will achieve during the project period, including how you will measure the improvement and what success will look like.

Note: We understand outcome measurement is challenging. Please do your best to complete this section, and if your application is successful, nib foundation will work with you to further develop simple outcome measures appropriate for the grant size and project type. Refer to our Outcomes Guide for tips and examples.

### Outcome 1

**Outcome statement**  
(max. 2 lines)

**Data collection method** (select)

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**Indicator of success**  
(max. 2 lines)

### Outcome 2

**Outcome statement**  
(max. 2 lines)

**Data collection method** (select)

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**Indicator of success**  
(max. 2 lines)

### Outcome 3

**Outcome statement**  
(max. 2 lines)

**Data collection method** (select)

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**Indicator of success**  
(max. 2 lines)

## 7. Evaluation

If this project is to be formally evaluated, describe what you hope to achieve and who will conduct the evaluation. *(max. 100 words)*

Note: We do not expect all projects to be formally evaluated, particularly smaller grants requests.

## 8. Sustainability

Will your project continue beyond the 12 month funding period? If so, demonstrate how the program will be sustainable following the expiration of our funding. *(max. 200 words)*

## 9. Acknowledgement

Describe any opportunities for acknowledgement of nib foundation's support of this project should it be successful in receiving grant funding. This may include promotion via media, social media, internet, newsletters, branding or events. *(max. 150 words)*

## 10. Engagement with nib

Describe any opportunities for nib health funds and its employees to become involved and add value to this project or your organisation. *(max. 150 words)*

# 11. Budget

**Project budget:** the budget is critical to the consideration of your grant application. It is important that you be as specific and as accurate as possible.

Income	
Amount sought from nib foundation	
Cash contribution from the applicant organisation	
Confirmed funding from other foundations, governments or outside sources	
Applied for but unconfirmed funding from other foundations, governments or outside sources	
Projected income to be generated from the project (if any)	
Other sources of income relevant to the project	
<b>Total Income</b>	<b>\$</b>

Expenditure	
<b>Total Expenditure</b>	<b>\$</b>

Note that the budget must balance i.e the total income must equal total expenditure.

In-Kind Contributions		
In-kind item	in-kind contributor	Estimated value

\*In-kind contributions are non-cash contributions of equipment , materials, time and services. An estimated value should be given for each item.



## 12. Declaration and Consent

**This declaration and consent is required for all Community Grant Applications submitted to nib foundation.**

This declaration and consent must be made by a person from the organisation submitting the Community Grant Application who has appropriate authority (such as Chief Executive Officer, Director, Chairperson or President) to declare and consent to the matters required.

**In my capacity with the organisation submitting the Community Grant Application, I declare that:**

- |  |            |           |
|--|------------|-----------|
| • The information supplied to nib foundation is, to the best of my knowledge, accurate and complete.   | <b>Yes</b> | <b>No</b> |
| • The organisation, on behalf of which the application is submitted, supports the Grant being sought, the program as outlined, and is aware of, and agrees to, the Grantee Obligations that will apply.  | <b>Yes</b> | <b>No</b> |
| • nib foundation will be notified of any change to details provided and will be advised of any circumstances that may affect the accuracy of the Community Grant Application submitted.  | <b>Yes</b> | <b>No</b> |
| • It is understood that the organisation, if successful in its Community Grant Application, will be required to enter into a written grant agreement with nib foundation before any grant can be made. nib foundation's Standard Grantee Obligations, along with other provisions and obligations, will be reflected in the grant agreement.   | <b>Yes</b> | <b>No</b> |
| • I have read nib foundation's Privacy Policy, note that it applies to all personal information collected for the purposes of the Community Grant Application process, and I give consent for the use of such information as contemplated. To enable details of the Community Grant Application to be confirmed, and to facilitate the processing of the application by nib foundation, I consent to nib foundation contacting any relevant persons or organisations about the application and to providing copies of the application to such third parties as may be necessary from time to time. | <b>Yes</b> | <b>No</b> |

**Name:**

**Position:**

**Date:**

## Referees

Provide details of two (2) referees that are able to comment either on the need for the project you are proposing, or your organisation's ability to deliver the project.

Referee 1	Referee 2
Contact Name:	Contact Name:
Organisation:	Organisation:
Position:	Position:
Phone:	Phone:
Email:	Email: