**CATHOLIC DIOCESE OF BALLARAT FOUNDATION**

**GENERAL GRANTS APPLICATION FORM**

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| **ORGANISATION DETAILS** |
| **ORGANISATION NAME:** |
| **AUSTRALIAN BUSINESS NUMBER (ABN):** |
| **POSTAL ADDRESS:**  **SUBURB/TOWN: STATE: POSTCODE:** |
| **WEB ADDRESS:** |
| **CEO OF ORGANISATION**  **NAME:**  **TELEPHONE:**  **EMAIL:** |
| **CONTACT FOR APPLICATION**  **NAME:**  **TITLE:**  **TELEPHONE:**  **EMAIL:** |
| **TAX STATUS:**  **DEDUCTIBLE GIFT RECIPIENT: Yes No**  **TAX CONCESSION CHARITY: Yes No** |

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| **PROJECT DETAILS** | |
| **BRIEF PROJECT DESCRIPTION:** |
| **PURPOSE OF PROJECT:**  **Please explain the reason/s for the Project.**  **How is the project to be implemented?**  **Who will participate?**  **Who will benefit?** |
| **OUTCOMES/RESULTS:**  **Detail your expected results:**  **How will you know if the project has been successful?** |

**PROJECT BUDGET**

**Outline your project budget including details of other funding that has been confirmed and applied for. The budget must balance (total income = total expenditure).**

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| **INCOME** | **Amount** |
| **Grant Application Amount** | **$** |
| **Other Income:**   * **Known/Confirmed Income** * **Parish Contribution** * **Sponsorship** * **Donations** * **Known but not yet confirmed** * **Other (Detail)** | **$**  **$**  **$**  **$**  **$**  **$** |
| **TOTAL INCOME** | **$** |
| **EXPENDITURE** |  |
| * **Salaries** * **Travel** * **Equipment** * **Administration** * **Resources** * **Other (Detail)** * **Other (Detail)** * **Other (Detail)** | **$**  **$**  **$**  **$**  **$**  **$**  **$**  **$** |
| **TOTAL EXPENDITURE** | **$** |
| **Please provide a clear description of how you intend to spend the grant.** | |

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| **Please provide any additional information that may assist in assessing this application.** |

**SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE\_\_\_\_\_\_\_\_\_\_**

**Period and process of assessing applications**

* Applications will be assessed at the next available meeting of the Board of the Foundation. Applications should be submitted two weeks prior to the respective meeting.
* The assessment process takes about 2 weeks from the closing date. During this period the Foundation may request further clarification from you regarding the application.
* Regrettably, not all applications received will be successful. Please note also that the decision of the Foundation Board is final and not subject to any appeal process.

**Enquiries regarding this application should be directed to:**

**Foundation Secretary**

**03 5337 7126 or** [**foundation@ballarat.catholic.org.au**](mailto:foundation@ballarat.catholic.org.au)

**Please forward your completed application to:**

**Catholic Diocese of Ballarat Foundation**

**PO Box 576**

**Ballarat 3353**