**CATHOLIC DIOCESE OF BALLARAT FOUNDATION**

**PARISH GRANTS APPLICATION FORM**

|  |
| --- |
| **ORGANISATION DETAILS** |
| **PARISH NAME:** **ABN:** |
| **ORGANISATION APPLYING FOR GRANT: (IF DIFFERENT FROM PARISH)****ADDRESS:** **STATE : POSTCODE:** |
| **CONTACT PERSON FOR THIS APPLICATION:****NAME:****TITLE:****TELEPHONE:****EMAIL:** |
| **TAX STATUS:****DEDUCTIBLE GIFT RECIPIENT: Yes No****TAX CONCESSION CHARITY: Yes No**  |

|  |
| --- |
| **PROJECT DETAILS** |
| **PROJECT TITLE:** |
| **PROJECT START DATE:** **PROJECT END DATE:** |
| **AMOUNT REQUESTED:** **TOTAL PROJECT COST:** |
| **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).**

|  |  |
| --- | --- |
| **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.** |

**SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PARISH PRIEST/CANONICAL ADMINSTRATOR**

**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**

**Please forward your completed application to:**

**Catholic Diocese of Ballarat Foundation**

**PO Box 576**

**Ballarat 3353**