
GRANT APPLICATION FORM

Name of Programme: _____

Mailing Address: _____

Phone: _____ **Mobile:** _____

Email: _____

Contact person in relation to this application: _____

Privacy statement

The Trustees of the Citizen Advocacy Trust of Australia (the Trust) are committed to protecting your privacy and ensuring that all information provided in and arising from this grant application will be kept confidential.

By signing this statement consent is given to the Trustees to disclose relevant information about your Project to a third party, in order to assist the Trust in relation to the Grant.

Signature of Chairperson: _____ Date: _____

Name of Chairperson (please print): _____

In order that the Grants Committee can make informed decisions in awarding Grants please give detailed descriptions and information to the following questions.
Please add more space or extra paper as needed.

Programme background

1. Please provide a short history of your Programme or organisation
2. Has the Programme ever held a CAPE evaluation? If so, when?
3. When did the Programme have the last two Match Reviews?

Grant report and financial acquittal

The Trust requires your agreement to provide a comprehensive Grant Report and a Financial Acquittal of your project within 2 months of the project completion date (or six months if your project application is for a CAPE).

Do you agree to complete this requirement if successful? Yes No

Please include copies of the following documents

- a current Constitution
- DGR certification
- TCC or other charitable status certification
- Budget for project
- Other supporting documentation if required

Project details

Project title: _____

Start date: _____

Estimated date of completion: _____

If the project is to be a CAPE, dates of CAPE: _____

Total project cost: _____

Grant requested: _____

Project outline

1. Describe this project and why it needs to be undertaken.
2. Give an outline of the project planning, strategies and timelines.
3. Who will carry out the project and how will it be managed?
4. What are the goals of the project?
5. How will these goals be achieved and measured?
6. How will this project strengthen your capacity to increase the number and the level of effectiveness of matches and/or support your use of the Citizen Advocacy model?
7. What benefits, if any, will there be for the wider Citizen Advocacy movement?

8. Please add any additional information you believe will benefit this application and the understanding of your submission by the grant selection panel

9. Provide an itemised budget for the project, including timelines for expenditure:

INCOME	\$	Date	BUDGET Breakdown of planned expenditure of the Project	\$
Grant from Citizen Advocacy Trust of Australia				
TOTAL			TOTAL	

Thank you for your application.

OFFICE USE ONLY	
Enclosures checked: <input type="checkbox"/>	Date received: _____
Date result notified: _____	Date/s grant/s forwarded: _____
Result: _____	
Date Grant Report & Acquittal due: _____	Date Grant Report & Acquittal Recd: _____