



2017 Commonwealth Bank Staff Community Fund Community Grants program

Grassroots Grants Application Preview

This is a preview of the application form for our Grassroots Grants and should be used to help prepare your answers. Applications can only be submitted online at www.commbank.com.au/grants from 6 March until 31 March 2017.

As part of the Commonwealth Bank Staff Community Fund (SCF) Community Grants program, we will be awarding \$2 million in Grassroots Grants of up to \$10,000 each to youth-focused organisations across Australia. From this year these grants will be provided for a period of three years. This will help community organisations to deliver crucial programs to young people over the longer term.

Through awarding Grassroots Grants, the Staff Community Fund supports community organisations delivering innovative programs in communities across Australia. To be eligible for a grant your organisation must:

- a. Be endorsed by the Australian Tax Office with Deductible Gift Recipient (DGR) status and must be covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 (Cth), from the time of the application until the end of the Term.
- b. Run, manage, conduct or implement a three year program that supports children and youth up to the age of 21 years in Australia; and
- c. Deliver a program that:
 - i. Supports Australian youth to access quality education; or
 - ii. Engages youth in learning to develop life skills for their future; or
 - iii. Addresses the mental, physical and emotional wellbeing of youth; or
 - iv. Creates stable family environments that support youth to thrive.

Important

This application form should be read in conjunction with the Commonwealth Bank Staff Community Fund Community Grants – Grant Guidelines (Guidelines), which can be found at www.commbank.com.au/grants.

All mandatory fields and questions must be answered for your application to be eligible. Mandatory fields are marked with an asterisk (*). Applications containing unanswered questions will not be considered.

Eligibility Criteria

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|----|--|------------------------------|-----------------------------|
| 1. | Is your Organisation endorsed by the Australian Tax Office with Deductible Gift Recipient (DGR) status and covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 (Cth). To check if your organisation has DGR status, please visit https://abr.business.gov.au | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | Does your organisation support the wellbeing of Australian youth? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Are the children / youth that benefit from your program aged 21 years or younger? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | If you are successful in your application for a Community Grant, will the money be spent within 12 months of receiving it? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. | Are you authorised by your organisation to apply for this grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. | If you are successful in your application for a Community Grant, do you have a bank account held in the name of the organisation applying? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. | All successful Community Grant applicants will receive their funding by 1 October annually for the 3 years of the grant term. Does this fit with your timeline? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. | If the amount of your project is more than a maximum of \$10,000 per year over three years, being \$30,000 in total, will you be able to fund the difference from another source? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



Grassroots Grants Application

Section 1 – Organisation and Applicant contact details

ABN:

Applicant full name:

Applicant email address:

Organisation name* - **Note:** Grant funding will be awarded by bank cheque to your organisation's ABN registered name

Does your trading name differ from the organisation name linked to your ABN?*

Yes No

What is your trading name?

Are you applying under the auspices of another organisation?*

Yes No

Applying under the auspices of another organisation means you have an agreement in place with them that allows you to use their ABN to apply for funding for a program or initiative run by your organisation.

What organisation name do you want to be used for promotional purposes?

Position held at organisation*

Postal address*

Town/Suburb*

State/Territory*

Postcode*

Applicant phone number (include area code)*

Applicant mobile phone number*

Web address (if applicable)

Section 2: Organisation information



Please note: These questions are for **administration purposes only** and will not have any bearing on whether your organisation receives a Grassroots Grant in 2017. Your responses to these questions have no influence on how the application will be assessed.

What is the number of full-time equivalent employees at your organisation?*

What is the annual turnover of your organisation?*

- Less than \$100,000
 \$100,000 to \$500,000
 \$500,000 to \$1 million
 \$1 million to \$2 million
 \$2 million to \$5 million
 \$5 million to \$20 million
 Greater than \$20 million

Approximately how many youth does your organisation assist in your local area per year?*

Does your organisation operate in other states? Yes No

Which other states does your organisation operate in?

- ACT
- NSW
- QLD
- VIC
- TAS
- NT
- SA
- WA

Has your organisation previously received a grant from the Commonwealth Bank Staff Community Fund?* Yes No

In what year did your organisation most recently receive a grant from us?

Does your organisation bank with the Commonwealth Bank?* Yes No

Who is your Relationship Executive or local branch contact?

What is your local branch?

How did you hear about the Commonwealth Bank Staff Community Fund's Grassroots Grants?*

- Referring Commonwealth Bank employee
- www.commbank.com.au
- A Commonwealth Bank Staff member
- Other website
- Philanthropy Australia
- Our Community
- Fundraising Institute of Australia (FIA)
- Friend/family
- Your local Politician
- Postcard
- Social media
- Other

Referring Commonwealth Bank employee

If you heard about the grants from a Commonwealth Bank employee, please enter their details.

Their name* Their position

Their business unit or branch

Section 3: Program or initiative overview

Briefly outline what your organisation does* *1,300 characters or less*

Does your organisation have a patron or ambassador?*

Yes No

Who is your patron or ambassador?

What area of need will your grant be used to address?* *Please choose the option that best describes the issues the program or initiative will address.*

- Accessing quality education
- Developing life skills for the future
- Addressing the mental, physical and emotional wellbeing of youth
- Creating stable family environments that support youth to thrive

What is the street address where your program or initiative will occur?

What suburb will your program or initiative occur in? *If your program or initiative is taking place in multiple suburbs, please enter one of these suburbs.*

What is the postcode?

What is the state?

Does your organisation have a permanent presence in the community you intended to run the program or initiative?

600 characters or less E.g. a program or initiative office, a club house, a school, or volunteers who meet regularly where the program or initiative is occurring?

Section 4: About your program or initiative

Details of the program or initiative for which you are seeking funding

Is this a new program?*

Yes No

How long has the program or initiative been running?* *120 characters or less*

What is the name of your program or initiative? *60 characters or less*

Provide a summary of the proposed program or initiative.* *800 characters or less*

Provide a snapshot of the intended program, including content and reasons why this program or initiative will be effective in improving the wellbeing of Australian youth.

Describe how the program or initiative will be measured and evaluated to determine whether it has been successful in progressing towards the expected outcomes.* 800 characters or less

Include an overview of the expected outcomes of the program or initiative, how it will be measured in years 1 and 2 and how it will be evaluated at the conclusion of the 3 year program?

Describe the children or youth who will benefit from this program.* 600 characters or less

Include demographic details of beneficiaries of the program, such as age group and socio-economic background.

How will you address the needs of youth of different genders in the design and management of your initiative? How will you know if you have considered all genders adequately? 600 characters or less

Please show how you have considered gender differences and the gender split of your beneficiaries in designing your project/program (presuming your initiative is designed for all genders) and how you will assess your results. If you are running a gender-specific initiative, please tell us why only one gender is being targeted. For more information on applying a gender lens to your work, visit <http://www.fundingcentre.com.au/help/gender-lens>.

How many youth will the program or initiative positively impact each year over the course of the three years of funding?

Year 1

Year 2

Year 3

What community benefits are expected from this program? 600 characters or less

What are the expected broader benefits to the community? Consider the short and long term benefits.

Section 5: Three year implementation plan

Outline the timeline and key milestones each year for implementation of the program or initiative. The program or initiative must be implemented within a three year period. In completing this section, you acknowledge and agree that this section is designed to inform the SCF as to how your organisation intends to spend any funds awarded and is in no way intended to represent that your organisation will receive the full funding (please see Grant Guidelines for further information at www.commbank.com.au/grants).

Year 1 implementation (600 characters or less)

Example

- Dec 2017 Identify at risk youth who are in foster care who are falling behind in reading.
- Jan 2018 Develop a measurement model to track students' progress)
- Feb 2018 Recruit and train volunteers to teach reading.
- March – Dec 2018 Deliver program and track participation, stories and successful outcomes
- Dec 2018 Measure outcomes

Year 2 implementation (600 characters or less)

Example

- March – Dec 2019 Continue to deliver program and track participation, stories and successful outcomes
- Dec 2019 Measure outcomes


Year 3 implementation (600 characters or less)

Example

- March – Dec 2020 Continue to deliver program and track participation, stories and successful outcomes
- Dec 2020 Measure outcomes

Section 6: Three year program budget*

Provide an itemised budget (income and expenditure) for the program. This is important in the event the application can only be part funded.

 **Please note:** The total budget each year must be equal. The maximum amount requested each year cannot exceed \$10,000. No tables or attachments can be included as part of your response. Please type your answer directly into the text box. In completing this section, you acknowledge and agree that this section is designed to inform the SCF as to how your organisation intends to spend any funds awarded and is in no way intended to represent that your organisation will receive the full funding requested.

Year 1 budget breakdown
200 characters or less

Year 2 budget breakdown
200 characters or less

Year 3 budget breakdown
200 characters or less

For your program or initiative to go ahead, do you require more funding than the grant amount you are applying for?* Yes No

Where will you source this funding?

Section 7: Volunteering at your organisation

The Commonwealth Bank encourages its staff to volunteer in their local communities. We support individuals and teams to donate their time. We also support our people to share their skills with community organisations through skilled volunteering.

Please note: These questions are for **administration purposes only** and will not have any bearing on whether your organisation receives a Grassroots Grant in 2017. Your responses to these questions have no influence on how the application will be assessed.

Does your organisation have a corporate volunteer program?* Yes No ▶ Go to next section

What opportunities do you have available in 2017? Individual volunteering Skilled volunteering
 Team-based volunteering All

If you offer team-based volunteering activities, how many people can you typically accommodate? *120 characters or less*

What location/s do you typically offer volunteering activities in? *120 characters or less*

Does your organisation charge a fee for corporate volunteering? Yes No

Please outline the details of this fee. *E.g. \$200 per group; \$30 per person*

Section 8: Declarations and acknowledgements

I declare that the information given on this form is complete and correct, and I have authority to submit this application on behalf of the above named organisation. If successful, funds will be used only for the program or initiative outlined in this application. By submitting this request I understand and accept on behalf of the above named organisation, the Grassroots Grant Guidelines of the Commonwealth Bank Staff Community Fund Community Grants program.

Commonwealth Bank (in respect of the Commonwealth Bank Staff Community Fund) may collect personal information so that it may administer the 2017 Commonwealth Bank Staff Community Fund Community Grants program. If the information requested is not provided, the application for a grant may not be considered. Commonwealth Bank (in respect of the Commonwealth Bank Staff Community Fund) may disclose personal information to its related corporate bodies, agents or external service providers only for the purpose of administering the grants.

I have read and accept the declarations and acknowledgements above and the [Grassroots Grant Guidelines for the 2017 Community Grants program](#)

Name