

mercy foundation[®]

Application for a Social Justice Small Grant 2019

IMPORTANT NOTES – PLEASE READ BEFORE FILLING OUT THIS FORM

Please ensure you read the Social Justice Small Grants Criteria attached to this form. Applications close on **MONDAY 4TH MARCH 2019. NO LATE APPLICATIONS WILL BE ACCEPTED.**

- Applications are invited from NOT FOR PROFIT organisations IN AUSTRALIA only.
- All applications will be registered and you will be notified of your Registration number. **If you do not receive this notification by email, please contact the Mercy Foundation office on 02 9911 7390 to check that your application was received.**
- The Mercy Foundation Social Justice Small Grants Program funds initiatives from \$1,000 to \$10,000 and are **NOT** recurrent. That is, any funds granted for a project are on a one-off basis only.
- Innovative projects that require seed funding to increase social equity and inclusion and challenge unjust structures and systems will be prioritised.
- The project must have a social justice emphasis. Each year the Mercy Foundation may nominate a particular area of focus for the grants. The theme for this year is Justice and the Environment. Projects that protect, repair and restore the environment will be prioritised.
- Priority is always given to projects that target disadvantaged women and/or women with children, regardless of the annual social justice focus.
- Grant applications may be made for areas other than justice and our environment.
- Priority will be given to small organisations and those local and community based groups that receive no other funding.
- The Social Justice Small Grants program attracts a high volume of applications. All applications are assessed in line with the grants criteria and prioritised. Unfortunately, due to funding constraints, we are unable to fund all applications that meet the criteria.
- Please provide a link to or enclose your organisation's latest **Annual Report** and **financial information** with your application (see Question 27).
- The funding period commences in 2019.

If you experience difficulty in filling out this form, please call our office on 02 9911 7390 or the Reading Writing Hotline.

Reading Writing Hotline
1300 6 555 06



1. Name of project:

Name of applicant organisation:

Street Address of applicant organisation:

Post Address of Applicant organisation (if different to street address):

2. Legal Status of organisation (eg incorporated association; company)

If the organisation or group applying for a grant has no legal status, then an agency that does have legal status can be asked to auspice the project and hold any grant monies on behalf of the group. In such instances, the auspice agency will need to also sign this application.

If relevant, **name of auspice organisation:**

If relevant, **legal status of auspice organisation:**

3. **Does your organisation have an ABN?** Yes No

If YES, please provide the ABN:

4. **Is your organisation registered for the GST?** Yes No

If your application is successful, you will be required to provide details of where the money will be banked.

5. Contact persons for the project:

You **MUST** provide both a contact person and an alternative contact person. **Your application MAY NOT be considered if two contacts are not provided.**

Key Contact Name 1

Address:

Phone:

Email:

Key Contact Name 2

Address:

Phone:

Email:

6. **Does your organisation have a website?** Yes No

If YES, please provide the website address:

If NO, please attach fill in attachment 1 (no more than one page).

7. **Has the organisation previously received funding from the Mercy Foundation?** Yes No

If YES, please provide the following details:

Year/s:

Project/s:

8. **What amount of grant funding are you seeking from the Mercy Foundation? \$**

9. **Is this an existing project?** Yes No

10. **Description of the project for which you are seeking a Social Justice Small Grant. Please tell us what the project is about and what the funding will be used to achieve (no more than 200 words)?**

11. Why have you decided to undertake this project? What social justice issue have you identified (no more than 200 words)?

12. How do you propose to understand if your project is successful or not? Please note that our criteria requires projects to have clear and measurable outcomes.

13. Is there a similar program already available in your community? If there is, have you considered partnering with that organisation to work on the issue together? Or have you considered the need to address that issue a bit differently?

14. Where exactly will the project be located? (ie inner city, suburban, regional centre, rural, remote area).

15. Does the project target a specific group of people (eg women, refugees, indigenous Australians)? **If possible to determine, approximately how many people will your project assist?**

16. How has this group of people been involved in developing your project eg have you consulted or met with the target group? **Have they helped develop the planned project and have confirmed that they are interested in participating in the project?**

17. If your project involves working with children, please explain how you will ensure the safety of the children and how you plan to adhere to your government regulations on working with children? If you are successful you will need to supply the Mercy Foundation with your organisation's working with children policy and procedures.

18. How will the project continue if the key project manager/s leave your organisation?

19. The Mercy Foundation generally provides seed funding for new projects. How do you plan to make this project sustainable after the funding period?

Please note that if successful, funding will commence after 1 July 2017

20. Please provide the following dates:

(i) Anticipated commencement date:

(ii) Anticipated completion date:

21. Proposed Budget:

Budget Items	\$ Contribution being applied for from the Mercy Foundation	\$ Contribution by applicant organisation (may be value in kind)	\$ Contribution by other sources / other funding (may be value in kind)
Totals			

Total Budget:	
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Funding installments: Organisations that are successful in their application for a Small Grant will receive 50% of the funding upon commencement of the initiative. The final 50% will be provided following a final report on outcomes of the project.

The Mercy Foundation can make alternative arrangements for payment if needed.

22. **References:** Please nominate a referee who can be contacted to speak in support of the proposed initiative.

The nominated referee should have some knowledge of the people managing the project and familiarity with the organisation.

The referee cannot be a member of the group/organisation applying for the grant. Your referee should be a senior member of your local community.

Referee Name:

Organisation:

Position:

Phone:

Email:

23. **The Mercy Foundation requires that organisations accepting a Small Grant will undertake the following commitments:**

- (a) That the Mercy Foundation's contribution to the project be publicised whenever possible;
- (b) That a brief progress report (template provided by the Mercy Foundation) be provided halfway through the project;
- (c) That the grant money will be utilised by the finishing date of the project and a final report (template provided by the Mercy Foundation) on the project and acquittal of funds (financial statement) be forwarded to the Mercy Foundation within 2 months of its completion; and
- (d) That the Mercy Foundation reserves the right to seek financial information on a project at any time during the life of the project.
- (e) The recipient agrees to provide relevant photos that are permitted to be publicised.
- (f) If successful, the applicant signs and agrees to a deed outlining the terms and conditions of the small grant.
- (g) Any adult involved with any project that involves children under 18 years of age has a current working with children check

24. **The formal representative of the group applying for the Social Justice Small Grant should sign the application.**

Name:

Organisation:

Position:

Address:

Phone:

Email:

Signed

Dated

If an auspice organisation is being used to administer the grant, then the formal representative of that organisation should also sign this application.

Name:

Organisation:

Position:

Address:

Phone:

Email:

Signed

Dated

25. About Your Organisation information:

Is your organisation a subsidiary of a larger organisation or religious group? Please provide details:

26. Please tick this box to confirm that your Board is aware of this project and project application to the Mercy Foundation.

27. The completed application form, your organisation's latest Annual Report and financial information should be returned by 4th March 2019 to:

Small Grant Applications
Mercy Foundation
40 Rocklands Road
WOLLSTONECRAFT NSW 2065

or by email to: office@mercyfoundation.com.au

Please send your Annual Report and Financial Statement with this application or provide a link to these reports here:

If this is not available, please fill in attachment 1.

The Mercy Foundation Social Justice Small Grants Program is offered once a year. Applications close on **4th March 2019**. The Mercy Foundation will provide a response to applications within 12 weeks of the deadline.

Attachment 1 – only fill out this section if you are directed here from question 6 or question 27.

Please attach a brief history of your organisation, including its origins, aims, membership, structure, and financial summary. (No more than one page).