

C. PROJECT/PROGRAM DETAILS

1. Provide a clear and concise outline of the project/program

2. Describe the main aims of the project/program

3. How was the need for this project/program determined?

4. What other organisations in your area are providing services related to your project? What opportunities exist for collaboration?

5. Describe the measurable outcomes the project hopes to achieve and how will these be evaluated

6. Provide the timeline for implementation of the project/program.

7. Who is expected to benefit/is benefiting most from the project/program and how will it impact/is it impacting on the wider community?

8. How is this project/program in keeping with the mission of the Sisters of Charity?

9. Describe the background and qualifications of the applicant organization or proposer to implement the project/program/ and to provide ongoing sustainable management of the project/program.

10. If the project relates to buildings or premises please give details of ownership, leasing arrangements and applicant organisation/proposer's role in the management structure

D. BUDGET DETAILS

1. How would a grant from the Sisters of Charity Foundation be utilised? (A detailed budget must be attached)

2. If the grant is not funding the whole project/program, indicate the source and status of supplementary funding.

3. If the project/program is ongoing, how will it be funded at the end of the funding period?

4. List previous grants received by your organisation from the Sisters of Charity Foundation within the last three years and what projects were funded

F. CHECKLIST OF REQUIRED DOCUMENTS

Please tick to indicate that the following documents have been attached to this application.

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|--------------------------|---|
| <input type="checkbox"/> | Detailed project/program budget |
| <input type="checkbox"/> | Certificate of incorporation of organisation |
| <input type="checkbox"/> | Certificate of endorsement as a Deductible Gift Recipient (check www.abr.business.gov.au for printout) |
| <input type="checkbox"/> | Certificate of endorsement as Income Tax Exempt Charity (check www.abr.business.gov.au for printout) |
| <input type="checkbox"/> | Most recent Annual report, including audited financials, unless a new initiative |
| <input type="checkbox"/> | List of the organisation's Board members/management committee or the proposer's supporting authority |
| <input type="checkbox"/> | Copy of leasing documents if application relates to renovations on leased property |

G. COMMITMENT

The Board of the Sisters of Charity Foundation Limited requires that organisations/individuals accepting a grant undertake the following commitments:

1. That the contribution from Sisters of Charity Foundation to the project/program be publicised whenever and wherever appropriate
 2. That a quarterly report be provided. This is conditional on further instalments being received.
 3. Grant money must be utilised by the specified completion date.
 4. A full report and financial statement be made available within 3 months of the conclusion of the project/program unless otherwise agreed.
 5. That a financial statement be made available at any time during the project/program if so requested by the Board
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H. REQUIRED SIGNATURES

Project/Program Administrator/Proposer

Board Chairperson/Authorised Representative

Name: (Please print) Position: Signature: Date:	Name: (Please print) Position: Signature: Date:
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Submit **one copy** of the proposal and attachments. Use only paper clips. **(Please do not enclose booklets or folders)**. Mail your application complete with authorising signatures and relevant attachments to:

The Chief Executive Director
Sisters of Charity Foundation Limited
Level 7, 35 Grafton Street Bondi Junction NSW 2022
Phone: (02) 9367 1211 Fax (02) 9367 1213
Email: foundation@sistersofcharityfoundation.com.au

Applications must arrive at the above address by close of business on the day applications close or on the first day of business after this date should it fall on a weekend or public holiday. Ensure checklist of attached documents has been completed.