

## Community Grants – Sample Application Questions 2020

*Below is a verbatim list of application questions for the Melbourne Airport Community Grants program. The grant round will open on Monday 13 April and is accessible via [www.melbourneairport.com.au/communitygrants](http://www.melbourneairport.com.au/communitygrants)*

### General exclusion statement

I confirm that the organisation I am applying on behalf of: (1) has DGR1 & TCC status or is auspiced by an organisation with DGR1 & TCC status; (2) is on the list of eligible organisations; (3) does not owe any reports or money to Melbourne Airport as a result of previous funding or grants (*please note any outstanding reports or monies in the adjoining text box*); (4) has the appropriate type and level of insurance for the activities that are the subject of this grant application. I also confirm that this application is NOT for: (a) capital expenditure; (b) professional development; (c) a political or faith-based cause; (d) any existing offerings; (e) pilot or untested projects; (f) projects already fully funded by the government; or (g) general operating support.

1. How did you hear about this opportunity?

### General contact details

- |   |             |
|---|-------------|
| 2. Organisation Name                          | 6. Position |
| 3. Organisation ABN                           | 7. Phone    |
| 4. Organisation Summary                       | 8. Email    |
| 5. Contact Name for discussion of the project |             |

### Auspice details

- |                              |  |
|------------------------------|--|
| 9. Auspice                   | 17. Auspice - website URL  |
| 10. Auspice ABN              | 18. Auspice Contact name for administration of the grant (auspice contact or 'as above') |
| 11. Auspice - Street Address | 19. Position   |
| 12. Auspice - Address Line 2 | 20. Phone  |
| 13. Auspice - City           | 21. Email  |
| 14. Auspice - State          |  |
| 15. Auspice - Postcode       |  |
| 16. Auspice - Country        |  |

### Project details

22. Project Title
23. Have you previously received funding from the Melbourne Airport Community Fund?
24. If you have received funding previously, is this application for the same project?
25. Do you intend to apply for capital expenditure greater than 40% of the total budget?

### Project details (cont.)

26. What activities do you intend to carry out with the funds?

If funding is sought for the same program that was funded previously, applicants are strongly encouraged to include impact data/mid-point evaluation/results in this application.

If you are applying for capital expenditure please outline what you need and why this particular expense will strengthen the employment and educational pathways of your community).

27. What outcomes do you hope to achieve by undertaking the above activities?

28. Tell us a bit about your experience delivering similar activities and how they were successful.

29. How does this align with the objectives of the grant round?

30. Start Date

31. End Date

32. How is the project currently funded, and what difference will the additional funds make?

33. BUDGET

Income	Income	Income	Expenses
1	2	3	1

Budget Total

### Supporting materials and project requirements

34. Please attach any relevant quotes or supporting documentation for the above budget. *(If funding is sought for capital expenditure, please include any quotes you have sought for the desired items as evidence of value-for-money).*

35. What other inputs will you need in order to successfully carry out this project?

36. Please attach any other relevant supporting documentation such as an annual report, financial statements, marketing materials etc.

37. I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the grant letter.

### **Feedback on this grant application**

38. Please select the option that best describes how you found the online application process.
39. How many minutes did it take you to prepare and submit your application?
40. Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

### **Contact**

[community@melair.com.au](mailto:community@melair.com.au) / 03 9297 1598

*Melbourne Airport acknowledges that our community lives and works on the lands of the Wurundjeri People of the Kulin Nation. We pay our respects to local Aboriginal and Torres Strait Islander people and encourage applications from organisations working towards reconciliation and cultural connection.*