## **Eligibility**

Note: While your organisation must be endorsed as a Tax Concession Charity (TCC), be a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997 and be registered and up to date on the Australian Charities and Not-for-profit Commission to apply for a grant from the Anthony Costa Foundation this information is captured in your registration form, not your individual application.

## **Application Contact Details**

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| **Request Title** (short title for your application maximum 10 words)) |
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| --- |
| **CEO Contact** |
| Name (First and Last) |
|  |
| Job title | Phone |
|  |  |
| Email | Mobile |
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| **Application Contact** (This is the person that will be contact if additional information is needed or there are questions about this application) |
| Name (First and Last) |
|  |
| Job title | Phone |
|  |  |
| Email | Mobile |
|  |  |

## **Request Summary**

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| Request Description [Provide a 50-word project description. This description (or a version of it) is used by the Foundation when communicating about your request if successful e.g. in you grant notification letter, grant conditions, on our website. Your description should include your expected impact and activity to be conducted e.g. To decrease food insecurity for residents of the Bellarine Peninsula through support for the Drysdale foodbank program which provides perishable and non-perishables items to families and individuals in need.] |
|  |
| Grant Amount Requested [This should be the total amount you are requesting. Minimum request is $50,000.] | Proposed Implementation period [Indicate the time-period in which you intend to conduct your proposed project and spend the funds requested] |
|  | Provide a start and end date |
| Indicate which Anthony Costa Foundation Focus Area your request best aligns with: [While your request may relate to more than one of the Foundation’s Focus Areas, please select the one that best relates] |
| * **Thriving Children and Young People (**Mental health and well-being or Equity and opportunity in education)
* **A Safe Place to Live (**Homelessness and housing, Family violence or Addiction)
* **Creating Vibrant Communities (**Food insecurity and basic needs, Social, educational, economic and cultural inclusion of people with a disability or Arts and culture)
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| Indicate which geographic areas will benefit from your request [The Foundation’s geographic focus is the Geelong region of Victoria. From time to time however, we may invite applications benefiting other geographic areas. If you are such an invited application, please select other and then indicate what geographic area outside of the Geelong region will benefit from your request.] |
| * City of Greater Geelong
* Surf Coast Shire
* Borough of Queenscliffe
* Golden Plains Shire
* Colac Otway Shire
* Other:
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## **Request**

Please provide a response to the questions below to assist us in understanding your request.

1. Please describe the community need (related to at least one of the ACF focus areas) that your request is trying to meet. [What is the problem you are trying to solve or need you are trying to meet for your clients/beneficiaries or the community? Please use quantitative and qualitative data to describe the need to help us understand the need.] 400 words
2. Please provide a description of what you will do with the requested funds. [What is the program, project, service or activity that your request will support?] 300 words
3. What is the impact you will have if you receive the requested funds? Who and how many will benefit and what will be different for them? [Help us understand the difference you will make, including who the beneficiaries are of what you propose and how their lives will be different.]
4. Please provide key details about project implementation. [This should include who will implement what you propose (staff, volunteers, partners), their qualifications, implementation risks you have identified and what you have done to mitigate these risks.] 400 words
5. Please provide a line-item budget and budget narrative for your proposed project. [What will the money be spent on e.g., staff, equipment purchases, marketing, travel and how did you calculate these numbers. You may upload your own budget format, or you may request ACF’s budget template to use]
6. Please provide any additional relevant financial information [for example include if your request is only a contribution to a larger program/project budget.] 250 words
7. Please provide a link to your most recent annual report and audited financials. Alternatively upload a copy of your most recent annual report and audited financials. If you do not have an annual report or audited financials you may attach your latest Profit and Loss Statement and Balance Sheet and a document listing your Board members and previous year's accomplishments. [Maximum file size is 10MB. If a document you wish to upload is larger than 10 MB please email it to foundation@costaam.com.au. For each additional file you wish to attach please click on "Add another."]
8. While no other attachments are necessary, you may attach other documents that you think may assist us in understanding your request. Some examples include evaluation reports, photos, letters of support and testimonials. [Maximum file size is 10MB. If a document you wish to upload is larger than 10 MB please email it to foundation@costaam.com.au. For each additional file you wish to attach please click on "Add another."]

**Note:** Suggested word limits for each question have been provided. Our Funding Portal, however, has not been set up to count words or limit words. These word limits are provided to help you manage your time and to help you understand our expectations.