

Guidelines for Applicants

Your organisation will be involved in providing some form of support or benefit to the communities in which Coastline Credit Union operates.

Preference will be given to projects that:

- Align with the Foundation's vision, values, and strategy
- Clearly demonstrate a lasting benefit to members of the community beyond the funding period
- Benefit as many members of the community as possible
- Demonstrate that funds are retained in the community
- Demonstrate a measurable benefit and achievable goals

The Coastline Community Foundation focus groups are:

- Education
- Youth
- Health & Well-Being

Grants by the Foundation are usually made in the range \$10,000 and \$20,000 and up to \$80,000. Applications for grants that require greater amounts are unlikely to be successful. The Foundation will consider joint funding ventures with other community organisations.

Grants must be utilised within 15 months.

Applications for funding that involve additional funds in future grant cycles will rarely be approved.

Applications for grants will be accepted online only at coastline.com.au.

Please ensure you have referred to the 'Your Guide to Applying for A Coastline Community Foundation Grant' brochure prior to submission.

The processing of applications for grants will be carried out in the first month after nominations close. All applicants will be notified in writing of the result of their submission. Decisions made by the Foundation cannot be challenged.

If successful the organisation must be prepared to work with Coastline to deliver effective marketing activities that highlight the Community Foundation's support of the recipient's project.

Foundation grant recipients will be required to allow the acknowledgement of Coastline Community Foundation funding to be displayed supporting the project.

Foundation grant recipients acknowledge that Coastline Credit Union will advertise the awarding of the grant via marketing that is considered appropriate.

The Coastline Community Foundation logo may not be used without prior consent.

1. Application Details

Name of Organisation:

Legal status of organisation

Statutory body

Cooperative

Company

Incorporated Association

Other:

If applicable, Australian Company Number (ACN):

If applicable, Australian Business Number (ABN):

Postal Address:

Street Address:

Name of senior person in the organisation:

Title:

Contact person for this project:

Position in organisation:

Contact: Phone:

Fax:

Email:

Are you required to pay GST?

Yes - *If yes, please include GST in your project costings*

No

Are you a registered deductible gift recipient?

Yes - *If you are a registered deductible gift recipient a copy of the certificate from the Australian Taxation Office must be attached.*

No

Year organisation was established:

Number of Members:

2. Grant Details

- a) Please list the total project cost, the amount of the Coastline Community Foundation Grant sought, other funding sought and the project timeline:

Total project cost:

Coastline Community Foundation funds sought:

Other funding sought:

Proposed start date:

Estimated completion date:

- b) If successful, would the Coastline Community Foundation Grant be sufficient to complete your project?
- | | | |
|--|-----|----|
| | Yes | No |
|--|-----|----|
- c) If the Coastline Community Foundation Grant could only partly fund your project, would it still be able to proceed?
- | | | |
|--|-----|----|
| | Yes | No |
|--|-----|----|
- d) What other funding is available for your project? What have you applied for or received?
- | Name of funding body | Amount sought | Approved |
|----------------------|---------------|----------|
| | | |
- e) Have you received funds from the Coastline Community Foundation in the past?
- | | | |
|--|-----|----|
| | Yes | No |
|--|-----|----|

3. Project Description

Please provide a brief description of the project:

4. Attachments – Project Description

This application must be accompanied by a document that concisely describes the project and the target group. Please ensure you follow the format below and the following information should be included:

1. Project Overview including:
 - a) Detailed description of the project;
 - b) When and where the project will take place; and
 - c) Who will be involved.
2. Outline the expected outcomes and objectives the project expects to achieve. (short and long term goals you expect to achieve through this project)
3. Benefits to the community including:
 - a) Who will benefit;
 - b) How they will benefit; and
 - c) How the need for this project was identified.
4. Other groups involved in or affected by the project and whether they have been consulted and the level of community support for the project.
5. Who will manage the project and how they will manage it.
6. A detailed project budget, including enough information to demonstrate how budget figures were determined; and
7. The project plan and timeframe using the format set out below.

Project Plan			
Project Tasks	Task Responsibility	Time Frame	Costs
(Brief description of task)	(Who will be responsible for the task)	(Approx. date when the task is to be performed)	(Costs required to complete the task)
1.			
2.			
3.			

5. Awareness and Opportunities

How will your project be promoted and how will Coastline Community Foundation's support be acknowledged?

Will your project utilise volunteers and are there any opportunities to engage Coastline's Staff Volunteering Program 'Coastline4Community' in this project? Yes No

If so, what activities would they be involved in?

6. Conflicts

Are there any actual or potential conflicts of interests such as relationships to Coastline Board and Staff members or with competing organisations or financial institutions that the Coastline Community Foundation should be aware of?

Yes

No

If so, please provide details

7. Declaration

I/We declare that the information in this application is true and accurate.

I/We agree to allow Coastline Credit Union's authorised officers or its auditors to inspect the organisation's records and obtain such financial information in respect of the approved and funded project as they require; and

I/We acknowledge that the Credit Union may disclose information about the applicant organisation to Credit Union Members and the public via the Credit Union's website, newsletter, Annual Report, media releases and other means.

By submitting this application, we consent to the Credit Union using and disclosing our personal information for this purpose.

Name:

Signature:

Date: / /
