



Foster's Community Grant Application Guide

This guide includes the questions you will be asked to complete online.

It has been designed to help you manage your grant preparation time by giving you the opportunity to pre-draft your responses ahead of time. This is particularly helpful if you prefer to work from a source document offline as you will be able to copy-and-paste your pre-drafted responses into the relevant online section when you log back onto the internet and visit www.fostersinthecommunity.com.au

Please note: This guide does not replace your website application as all Foster's Grant applications will be processed and assessed online only. No paper copies will be accepted in lieu of your online application.

Good luck and we hope to review your grant application shortly.

1. Organisation Details

- Organisation Name
- Registered Business Number or equivalent in your jurisdiction
- Deductible Gift Recipient (DGR) Number (AUS) or charity number in your jurisdiction (USA)

- Describe your organisation -
 - When was it established?
 - How many staff and/or volunteers?
 - Annual income?
 - and other important facts
 - (1000 characters max.)

- What does the organisation do?

- Physical Address
 - Address
 - City/Suburb
 - State
 - Country
 - ZIP/Postcode
- Postal Address (if different from physical address)
 - Address
 - City/Suburb
 - State
 - Country
 - ZIP/Postcode
- Primary Phone
- Fax

- Organisation Senior Representative
 - Title
 - Given Name
 - Surname
 - Position
 - Email

2. Project co-ordinator's details

- Name
- Email
- Contact Number

3. Project Information

- Project Name
- When is funding required?
- Project Focus
- Project Purpose - What is the aim? (1000 characters max.)

4. Project Plan

- What will happen in the project?
- What are the key tasks and milestones?
- Who will be responsible for these tasks? If the project runs beyond the funding requested, how will it be sustained?
- Is this a new type of project, or has it been done before? (2000 characters max.)

5. Outcomes and Benefits

- Who will benefit?
- How many people will benefit directly in the short term?
- Describe any long-term benefits or spin-offs (1000 characters max.)
- How will the project be monitored and evaluated? (2000 characters max.)

6. Project Partners and Supporters

- What other organisations or people are involved with you in this project, or support what you are proposing?
- Describe any volunteer involvement (1000 characters max.)

7. Other important information

- Tell us about your organisation's track record in delivering projects of this nature (1000 characters max.)
- Why did you decide to run this project? (1000 characters max.)
- Are you confident that Foster's support for this organisation is in Foster's best interests?
- Total amount requested from Foster's
- % of total project budget requested from Foster's
- How did you hear about Fosters Community Grants? (other)
- Is there anything else you would like to say?

8. Attachments

- Budget
- Other Attachment