**Women & Change 2020 Full Application Form**

**Please simply type straight into this form.**

**Word limits MUST be adhered to,**

**or your application will be deemed ineligible**

Congratulations on being short-listed and invited to submit a full application. Please submit your completed application via email to [grants@womenandchange.com.au](mailto:grants@womenandchange.com.au) by no later than 16**th October 2020**. Applications received after 5.00pm on 16th October 2020 cannot be accepted.

**Attachments:** The following documentation MUST be attached to your application, or your application will be deemed ineligible.

* Most recent audited financials
* Most recent annual report
* Two letters of support (partnering organisations’ letters of support are recommended)
* Quotes for your budgeted expenses can be attached but are not essential
* If your application is for a Social Enterprise project, please attach the Enterprise’s Business Plan.

**Please DO NOT attach any other attachments, other than those requested.**

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| **FULL APPLICATION FORM – FOR SHORT-LISTED APPLICANTS ONLY, BY INVITATION** |
| **ORGANISATION NAME:** |

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| **PROJECT NAME:** |
| **How do you know there is not a similar project meeting your clients’ needs? Please demonstrate with evidence. (200 words)** |
| **Why is your organisation the best to deliver this project? Please demonstrate by detailing your track record and success with previous, similar program delivery. (200 words)** |
| **Please detail the nature of any collaborative partnerships and how you know they will help you to achieve success. (200 words)** |

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| **Please detail the project’s outputs (the tangible, quantifiable, deliverables), the outcomes (the changes that will result from the output delivery) and the longer-term impact (the sustained change that is likely post November 2020, that is, what will success looks like in 2021?) (350 words)** |
| **From your previous project delivery experience, how do you know you can achieve these outputs, outcomes and impact? Please provide examples to demonstrate your capacity to measure and report on your performance. (200 words)** |

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| **How will you disseminate the learnings from the project? Is the project replicable?**  **(200 words)** |
| **Typically, Giving Circles provide an opportunity for members to engage in community projects and organisations that they support, to increase members’ understanding of community and philanthropy. Is there an opportunity for members of Women & Change to engage with your project, or your organisation generally? (200 words)** |

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| **What is your organisations COVID plan specifically in relation to this project? Do you have a contingency plan if there is a COVID disruption that will negatively impact service delivery and your anticipated project outcomes?** |

**PROJECT BUDGET**

Provide details of your income sources including whether funding has been confirmed and applied for. The budget must balance (total income = total expenditure). Please provide as much detail as possible. Quotes may be attached but are not essential.

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| **INCOME** | **$** |
| **Other funding sources**  **Confirmed Funding (list name of funders and confirmed amount, including your cash contribution)**  **Unconfirmed Funding (if you have applied for other funding that is unconfirmed list the name of the organisations applied to and amount)** |  |
| **In-kind contributions (include an estimated value for non-cash contributions such as services, equipment, time and materials)** |  |
| **TOTAL INCOME** |  |
| **EXPENDITURE**  **Provide a detailed breakdown of each expense item and how you arrived at this figure. Eg A salary may be a specific Award; note award please.**  **Detail which of your expense items will be paid for with the Women & Change grant of $50,000 by marking them with an \*** | **$** |
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| **In-kind contributions (as above)** |  |
| **TOTAL EXPENDITURE** |  |

**Please ensure your total income and total expenditure are equal**

Once you have completed your form, please email to [grants@womenandchange.com.au](mailto:grants@womenandchange.com.au) by **5.00pm on 16th October 2020**. Please attach ONLY the requested attachments.

All applicants will be notified of the outcome of their application by 30**th October 2020**. The three finalists will be invited to the Women & Change grant presentation event on the evening of Thursday **12th November 2020** in Brisbane. Please ensure that a representative from your organisation can be available on this date to attend this event and that the representative is able to give the voting members a short, five minute overview of your project’s need, aim and outcomes and how you will spend the $50,000 grant. The Committee will provide guidance, should you be a finalist.

Members will then vote at that function and the winner will be announced and awarded the $50,000 Women & Change grant.

All finalists will have the unique opportunity to showcase their organisation and project to women who have a strong interest in supporting community and philanthropy.