

Knoxville Mission Fund

Grant Application

1. Details of Applicant:

Your Name: Position:
Your Organisation's Name (if applicable):
Your Address:
Your email:
Your phone (w): (mobile):

About Your Organisation (if applicable):

Will the project have tax deductible (DGR Item 1) status? Yes / No

Does your organisation have income tax exempt charity (ITEC) status? Yes / No

Provide a brief description of your organisation, including its mission/vision and experience:

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.....

2. Project Name:

3. Your Project

a) Describe your project, including its aim and activities:

b) When will the project commence and conclude:

c) Are you working in partnership with anyone, and if so, whom?

4. Mission

a) What is the mission aim or faith purpose of your project?

b) Who does your project seek to reach and how did you identify them?

c) How will the activities of the project meet the needs of these people?

d) How will the activities of the project contribute to the mission aim?

e) How does the project address the Knoxville Mission Fund criteria?

5. In what ways will sharing Jesus be included in the project?

6. Personal Convictions

- a) What has God been stirring in you lately?

- b) How do you think this trip will help you with this? What are your expectations?

- c) Do you agree to provide a detailed report to the Committee after your mission endeavour?

7. How will the project make a difference to the community/world?

8. Management

- a) How will the project be managed? (eg. steering group, leadership, accountability...)

- b) Who is going to be responsible for the activities of the project?
 - i) Names and roles of key people involved, their expertise and qualifications.

 - ii) If staff or volunteers are not yet identified, please describe the jobs they will be doing and how you will recruit and train them.

Attach job/role descriptions where appropriate.

- c) If you need other experience and expertise where do you expect this to come from?

- d) What risks do you see in the project and how will you manage them?

- e) How do you intend to evaluate the project?

<p>9. Finance</p> <p>a) What is the total cost of the project?</p> <p>b) How much are you requesting from the Mission Fund? (Grants will normally be up to a maximum of 50% of the total project cost and a maximum of \$5,000).</p> <p>c) Where do you expect other funds to come from? (Please detail other funding sources, and show whether grants/loans have been approved).</p> <p>d) Why do you need the requested grant? What other avenues have you explored for funding?</p> <p><i>Attach a copy of your project budget, clearly showing anticipated income and expenditure. If the project will last more than one year, show income and expenditure in each year.</i></p>
<p>10. How will the project be sustained/continued or ended after this period of funding?</p>
<p>11. Please include any other matters the Committee should be aware of when assessing this application.</p>
<p>I confirm that the above information and details are correct to the best of my knowledge, and there are no other relevant matters which I should advise the Committee of.</p> <p>..... Applicant</p> <p>..... Date</p>

Notes

Please also supply with this application form:

- A current profile of the organisation you’re planning to work with.
- If it’s a recurring venture; the most recent review of the project you plan to participate in.
- If appropriate, reports of work to date.

Please refer to the *Purpose, Types of Activities and Application Process* as you fill in the form. If there is anything you do not understand or know how to answer for your project, please seek advice. Members of the Committee are available to help you in making this application. **You are more likely to have a successful application if you obtain advice at an early stage.**

The Committee may seek further information or clarification from you before making a decision on your application.

Please add extra sheets or further documents to this form as necessary, though clarity is more important than length. This form is in Microsoft Word format so you can download and fill in - it will automatically expand as you fill in the sections.

Please send **an electronic copy** of the completed form and accompanying papers to: knoxville@ebc.org.au