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application process

Please ensure that you have read the *Objectives of the Pelican Foundation* and the *Funding Categories* prior to completion of the Application to ensure that your project falls within the Guidelines of the Pelican Foundation's Grant Process.

The application form is to be used when applying for a grant during a set funding round.

- **Applications Open** on 1 January and close 30 June in a given year.
- **Assessment of Applications** will take place during July to September and successful applicants will be informed at the end of September in preparation for announcement in October.
- **All sections** of the Application Form **must be completed**.
- The **Declaration must also be completed** and submitted together with your applicant.
- The funding application **must be received** by 5.00pm on the funding round closure date.
- **Your application form must be lodged** with the Diocesan Office by 5.00pm on the due date either by post or email.
- **Acknowledgement of your application** will be sent to you either by post or email.

APPLICANT INDIVIDUAL, GROUP OR ORGANISATION

1. Full name of Applicant Individual, Group or Organisation: _____

2. Full Name and Position of Primary Contact:

Name: _____

Position: _____

3. Primary Contact Details: _____

4. Postal Address: _____

5. Street Address: (if different) _____

6. Telephone: _____

7. Email: _____

8. Describe the group or organisation seeking funds: _____

9. Its history and purpose: _____

10. Who in the parish/diocese and community is the group/organisation trying to reach?

11. What is, or what are the main activity(ies) and/or program offered by the group/organisation in the parish/diocese?

Please comment on each of the following:

1. What is the project aiming to address?

2. Who is the target population within the parish/diocese/community?

3. What are the desired outcomes of the project?

4. What steps are to be taken to implement the project and achieve these outcomes?

5. Will any other groups/organisations be involved? (If so, please name them)

6. How does the project relate to the Pelican Foundation's Funding Principles?

7. How will you monitor the project throughout the twelve months?

8. What Key Performance Indicators will be used to evaluate effectiveness of the project? (Indicators must be specific, measurable and achievable)

9. How will the proposed project be sustained into the future?

10. How will the knowledge and education from this project be shared across the diocese?

PROJECT BUDGET SUMMARY	
INCOME	\$
Amount sought from the Pelican Foundation	
Contribution (if any) from applicant group/organisation	
Other sources of income relevant to the project	
TOTAL INCOME	\$0.00
EXPENDITURE	\$
Equipment	
Salaries and Wages - identify payees	
Office Supplies (Identify breakdown on separate sheet)	
Promotion / Advertising	
Travel / Transport (Include details on separate sheet)	
Other projected costs or overheads (Include details on separate sheet)	
In-kind contributions (Include details on separate sheet)	
TOTAL EXPENDITURE	\$0.00

DECLARATION

(To be signed by the body, as specified above)

I (enter full name of signatory) _____

From (enter parish and/or organisation) _____

Position Held (enter position/title) _____

Am authorised by the Parish/Diocese/Organisation named in this application to make this application on its behalf.

I confirm that the Parish/Diocese/Organisation is aware of and approves this application to the Pelican Foundation.

I confirm that the Parish/Diocese/Organisation is aware of the Guidelines, Terms and Conditions relating to grants from the Pelican Foundation.

I confirm that all information provided in or attached to this application is true and complete.

I am aware that the Pelican Foundation Board reserves the right to discontinue funding if a project does not meet its objectives and fails to meet its key performance indicators.

Signed for and on behalf of the applicant

Signature _____ **Date** _____