|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant Details** | | | | | | |
| Group/Organisation Name and State/Territory: |  | | | | | |
| ABN: |  | | | Registered for GST? | | Yes/ No |
| Contact Person: |  | | | | | |
| Position Title: |  | | | | | |
| E-mail Address: |  | | | | | |
| Phone Number: |  | | | Fax Number: | |  |
| Postal Address: | Street Name and Number/ PO Box: | | | |  | |
| Suburb: | | | |  | |
| State: | | | |  | |
| Post Code: | | | |  | |
| Your Group/Organisation | Primarily, what category best describes your organisation? (X mark appropriate responses) | | | | | |
|  | Community Group | | | | |
|  | National Community Group/Organisation | | | | |
|  | Local Government | | | | |
|  | Non-profit Organisation | | | | |
|  | Other, please specify: | | | | |
| Is your Organisation Incorporated? | | | Yes/No  If no, you will need to consider an organisation who can auspice your activity, and the Auspice Agreement Form will need to be completed by them | | | |
| When was your group / organisation established and what does it do / who is the target group? | | |  | | | |

**Application for Small Grants Funding through the Intercountry Adoptee and Family Support Service – ICAFSS**

Application date:

|  |  |
| --- | --- |
| 1. Please describe your proposed Activity in no more than 200 words, including possible dates and venue site (if applicable). |  |
| 1. How did you identify the need for the Activity and how will it benefit those in the intercountry adoption community? |  |
| 1. How many participants will be involved in this activity? |  |
| 1. Do you plan to partner with another group/organisation to hold this activity?   If yes, what group/organisation? (this organisation can also be an auspicing organisation if you require one). |  |
| 1. Are there any other groups /organisations and their members/clients who may also benefit from this project? |  |

|  |  |
| --- | --- |
| 1. Will your group/organisation be promoting your Activity to other groups’/organisations’ members or clients?   If yes, which group/ organisation? |  |
| 1. Is your group/organisation providing any kind of financial or in-kind support to this activity?   If so, please detail. |  |
| 1. Please identify how you plan to evaluate the activity and include a draft outline of any feedback surveys or evaluation questionnaires you intend to use. |  |
| 1. Who are the key people (i.e. Facilitators and organisers) involved in running the Activity?   Please list their qualifications (as relevant to your Grant application). |  |
| 1. What, if any, are the risks involved with this activity, and how do you propose to respond to and manage these? |  |

**Budget**

Please provide quotes or documentation supporting each budget item, where possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **NOTES** | **COST (incl**  **GST)** | **INVOICE**  **INCLUDED** |
| Venue Hire |  |  |  |
| Consumables |  |  |  |
| Administration (paper, printing  And postage) |  |  |  |
| Facilitation costs |  |  |  |
| Activity Materials, Books  & Resources |  |  |  |
| Equipment Hire for activity |  |  |  |
| Other (please specify) |  |  |  |
| **TOTAL GRANT MONIES REQUESTED** |  |  |  |

**Feedback**

In addition to the evaluation plan you have detailed in Question 8 above, describe how you propose to identify and manage any complaints your organisation / group may receive?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_