

# Aboriginal Benefits Foundation Limited

## Information for Applicants for Grants

### **Applications for Grants**

The Foundation will accept no more than one application from any one individual or organization in any one calendar year.

Applications should be concise using the Aboriginal Benefits Foundation Grant Application Form. Attachments such as previous reports, research findings, press clippings, videos should be minimal. In most circumstances these will not be returned.

#### *Processing Applications*

1. Receipt of your application will be acknowledged in writing. If your proposal is considered to be outside guidelines, a letter of advice will be forwarded to you as soon as possible.
2. Your application will be considered at the next scheduled grant allocation meeting of the trustees after its receipt by the Secretary. These are held twice per year.
3. If the trustees require additional information before the board can approve your application you will be notified and, once the required information is received, it will be put to the following meeting of the trustees.
4. If your application is successful, you will receive written advice.
5. Not all applications considered can be offered a grant or the total amount requested.
6. All grant recipients are requested to provide a narrative report and statement of account for project activities within two months of the conclusion of the project.
7. We also ask you to provide a 200 word summary report for reference in preparing the Foundation's Annual Report for the financial year in which funds were received.

## **Guide to completion of the Application Form**

### **PART A Applicant**

Give full contact details and indicate the administering body for the grant moneys.

### **PART B The Project**

In this section, we ask that you describe in detail the project for which you are seeking support, and indicate what difference it could make to a given problem or need in Indigenous health, welfare or education. It is often useful to provide a brief history of your organisation and how it has or has not been addressing the issue to date.

Under point 3 we would like you to set out the short, medium or long term objectives of the project that can be expressed as a single statement, or as bullet points.

Questions to consider:

- \* What are you proposing to do, how, and why?
- \* Is there a possibility of wider benefits to Aboriginal people?
- \* Who is going to do the work, and how well qualified are they to do it? Supporting professional opinions are an advantage.
- \* What results are you expecting?
- \* Where will the work be done?
- \* How long will it take?
- \* Do you intend to publicise the outcome of the project? If so how?

### **PART C Budget**

Provide a project budget indicating which components are being sought from the Foundation. Funding is generally considered on a one-off basis only.

Please indicate what effort, if any, has been made to secure funding from sources other than the Aboriginal Benefits Foundation.

If you have received or anticipate receiving support in cash or kind from other parties, including a contribution being made by your own organization please indicate how, and to what element of your project, you will earmark funds provided by the Foundation.

### **PART D Evaluation/Acquittal**

How will your project be judged? Indicate how you intend to monitor the progress and results and whether you will provide photographs, and/ or written reporting for acquittal of the grant. Are impartial experts available to report to the Foundation on the success of pilot schemes?

### **Documentation Required to Accompany Your Application**

- Australian Business Number (ABN) if relevant
- Letters of support from community based organizations or experts
- Copies of Certification of Charity Status/DGR Status

### **Send Your Application to:**

Chris Chow  
Hon Secretary, Aboriginal Benefits Foundation Limited  
C/o Simpsons Lawyers  
Level 2, Lot 1, Pier 8/9 23 Hickson Road  
Millers Point NSW 2000  
Phone +61 2 8014 5050 Fax +61 2 8014 5060  
[cchow@simpsons.com.au](mailto:cchow@simpsons.com.au)