

Nudgee Trust Small Grants Application Form

SECTION 1: ORGANISATION DETAILS

Organisation Name:			
Australian Business Number (ABN):			
ACNC Registered:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date of Registration:			
Postal Address:			
Suburb:		State:	Postcode:
Website:			
Head of Organisation (CEO or equivalent)			
Name:			
Telephone:			
Email:			
Signature:		Date:	
Head of Governing Body			
Name:			
Telephone:			
Email:			
Signature:		Date:	
Contact for application			
Name:			
Position/Title:			
Telephone:			
Email:			
Tax Status			
Deductible Gift Recipient:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tax Concession Charity:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

SECTION 2: PROJECT DETAILS

Project Title:			
Project Start Date:		Project End Date:	
Amount Requested:		Total Project Cost:	
Brief description: (A short summary of your project – 100 words)			
How does the proposal meet the purpose of the Nudgee Trust?			
What does your organisation do? (A brief overview focusing on the activities of the programs you deliver – 200 words)			

SECTION 3: DETAILED PROJECT DESCRIPTION

Why does this work need to be done? (The specific issue or need you want to address – 200 words)

What will you do? (The specific activities that will take place and where they will take place – 200 words)

Who will benefit? (The specific target population that will participate in and/or benefit from this project – including number of people, age, gender and other demographics – 100 words)

What are the expected outcomes? (What you want to achieve with the project – outcomes are the effects on participants/beneficiaries from their involvement in the project – 200 words)

How will you know if these outcomes have been achieved? (How will you measure the social impact of the project? Vs the baseline? (150 words and or hard measures)

SECTION 4: PROJECT BUDGET

Outline your project budget including details of other funding that has been confirmed and applied for. The budget must balance (total income = total expenditure).

INCOME	\$
Amount requested in this application	
<u>Other funding sources</u> Confirmed Funding (list name of funders and confirmed amount, including your cash contribution) <ul style="list-style-type: none">▪▪▪ Unconfirmed Funding (if you have applied for other funding that is unconfirmed please 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) <ul style="list-style-type: none">▪▪	
TOTAL INCOME	
EXPENDITURE (Breakdown of individual line items such as salaries, equipment, travel/transport, administration etc.)	\$
In-kind contributions (as above)	
TOTAL EXPENDITURE	
Budget Signed off by senior Financial Officer	

Applications should be emailed to nudgeetrust@mercypartners.org.au by **19 May 2023**

Nudgee Trust Small Grants Acquittal Report

SECTION 1: ORGANISATION DETAILS

Organisation Name:					
Contact for the report:					
Postal Address:					
Suburb:		State:		Postcode:	
Email:					
Telephone:					

SECTION 2: PROJECT DETAILS

Project Title:			
Project Start Date:		Project End Date:	
Grant Amount:		Total Project Cost:	
Brief description: (A short summary of your project – 100 words)			
What did you do? (The specific activities that took place, where, when and who participated/benefited)			

What changes were made? (Change to the original proposal, reasons for them and how they affected the project).

What were the actual outcomes? (What you achieved with the project, i.e. the effects on participants/beneficiaries from their involvement in the project and how you measured this)

What did you learn? (For example: improvement areas, reasons for success or challenges and applying learnings to future projects)

SECTION 3: STATEMENT OF PROJECT INCOME AND EXPENDITURE

Complete the table below for total project income and expenditure.

INCOME	\$
Grant amount received	
Other funding sources and amounts ▪ ▪ ▪	
TOTAL INCOME	
EXPENDITURE (Breakdown of individual line items such as salaries, equipment, travel/transport, administration etc.)	\$
TOTAL EXPENDITURE	
BALANCE REMAINING (if any)	

Please include other key project information you would like to share. We encourage you to provide copies of project evaluation reports (if any), photographs and to share quotes and stories from project beneficiaries. The provision of such information and images will be taken as permission to publish it.

Please return this acquittal report and accompanying documentation via email to

nudgeetrust@mercypartners.org.au by 15 August 2023