NOONGAR CHARITABLE TRUST

APPLICATION HELP GUIDE

This Application Help Guide has been prepared by the Noongar Charitable Trust (NCT) to assist organisations wishing to submit an application.

APPLICATION DATES

- **Open:** Organisations may complete an application at any time throughout the year.
- **Submission dates:** Applications are to be submitted and received by 11.59pm AWST on the following submission dates: 20 January, 20 April, 20 July and 20 October each year.

A GUIDE TO ANSWERING EACH QUESTION

Within the application there are a number of questions with an asterix. * Indicates a required field that needs to be answered.

ORGANISATION DETAILS

Organisation Overview

Q1 – Insert the organisation name as stated on your Certificate of Incorporation, if you are not incorporated then you are not eligible to apply.

Q2 – Insert the organisation's Registration Number which is found on the Certificate of Incorporation.

Q3 – Insert the organisation's Australian Business Number (ABN) as provided by the Australian Taxation Office (ATO).

Q4 – Select the Category that is the primary focus of the organisation's application. We understand that the organisation's application may include more than one category; however there is only the ability to select one.

Q5 – Select the Noongar Claimant Group Area/s the organisation is located within.

Q6 – Insert the organisation's website address if applicable.

Q7 – Upload the organisation's latest annual Financial Report.

Contact Details

Q8 – Insert the name of the Person who can be contacted regarding the organisation's application.

Q9 – Insert the Position title of the organisation's primary contact person.

Q10 – Select the preferred option for how the organisation's primary contact person would like to be contacted.

Q11 – Insert the address for where the organisation would like to receive postal mail.

Q12 – Select 'yes' or 'no' to advise whether the organisation's postal address is different to the location of the organisation.

Q13 – Insert the organisation's business address if different to the organisation's postal address.

Q14 – Insert the organisation's primary contact person's email address.

Q15 – Insert the organisation's primary contact person's office phone number; this can also be a mobile number.

Q16 – Insert the organisation's primary contact person's mobile number, if applicable.

Previous Grants

Q17 – Select 'yes' or 'no' as to whether the organisation has received funding from the Noongar Charitable Trust previously.

Q18 – If the organisation has received funding from the Noongar Charitable Trust previously, please detail the category and the funding amount the organisation received.

CURRENT PROJECT INFORMATION

Project Details

Q19 – Insert the title of the organisation's project/activity.

Q20 – Select the Claimant Group Area the organisation's project will be delivered in. More than one area may be selected.

Q21 – We would like to know about what the organisation's aims and objectives are, please tell us what the organisation does. There is a 250 word limit for this question.

Q22 – Tell us what the organisation will use the funding for – Who is the target group? What will be delivered? Where will it be delivered? When will it be delivered? How will it be delivered? How will the project achieve the Purpose and Objectives of the NCT? What resources does the organisation have access to? Why does the organisation want to deliver this project? These questions are a guideline. More information can be provided within the 1000 word limit. Information of the Charitable Objects and Purposes can be found here.

Q23 – Identify which Charitable Objective/s the organisation's project will address and how it will be achieved. Information on the Charitable Objects and Purposes can be found here. There is a 250 word limit for this question.

Q24 – How will the organisation measure the success of the project? For example, number of participants/workshops/reunions/published books, community member feedback, type of assistance provided evaluations, attendance, retention, etc. There is a 250 word limit for this question.

Q25 – Tell us how many community members will benefit from the organisation's project. This can include people who are not participating directly in the project, such as family members or friends.

Q26 – What is the expected start date for the project? Please keep in mind that the organisation will be notified the outcome of their application within approximately 12 weeks from the closing date so it is suggested the project start date commence after this period.

Q27 – What is the expected completion date for the project? The organisations project may be completed more than 12 months after the start date, however funding may be distributed in portions over that period.

PROJECT BUDGET

Q28 – How much is the total project budget? Include in-kind contributions and other funding sources.

Q29 – Tell us how much the organisation is requesting from the Trust.

Q30 – Please attach a spreadsheet detailing the project income and expenses expected for the project. The attachment must be uploaded in a PDF format.

APPLICATION CHECKLIST AND CERTIFICATION

Application Checklist

If the organisation is unable to answer 'yes' to questions 31, 32, 33 and 34 for the Application Checklist questions then the organisation is not eligible for submitting an application.

Certification

The organisation's authorised delegate is to insert their name and agree to the Certification of the application. The authorised delegate can be different to the contact person.

WHERE TO APPLY

Apply via: https://equitytrustees.smartygrants.com.au/noongarcharitabletrust

General Enquiries: communitytrusts@eqt.com.au

Technical Enquiries: charities@eqt.com.au

APPLICATION SUPPORTING DOCUMENTS

1. Noongar Charitable Trust Guidelines
2. Charitable Objectives and Purposes