

**Application Due Date: 31 May 2020**
**INSTRUCTIONS**

- Please fill in each section in this form
- Please limit answers to 2-3 paragraphs in each section
- Please consider the below eligibility criteria when providing your answers
- Please direct any application enquiries by email to [lisa@milnerroad.org](mailto:lisa@milnerroad.org)

**ELIGIBILITY CRITERIA**

Milner Road Foundation provides funding to educational institutions and service providers approved by the ATO as DGR Type 1. For a project to be considered for new or recurrent funding, it must comply with Milner Road Foundation's application and assessment process. An application is assessed against the following eligibility criteria:

<b>Eligibility Criteria</b>	<b>Description</b>
<i>Core Focus</i>	Projects that create education opportunities for children and youth in need. We have a particular interest in the areas of science, technology, engineering and mathematics (STEM), which we consider crucial for a stronger Australia that will be economically competitive on a global stage.
<i>Principles</i>	<p>We will consider supporting educational opportunities:</p> <ul style="list-style-type: none"> <li>• for all ages, from early childhood to tertiary and adult education,</li> <li>• for vulnerable cohorts such as asylum seekers and refugees, Indigenous young people and homeless young people,</li> <li>• that take place inside and outside of mainstream educational settings, and</li> <li>• that will improve not only the knowledge and skills of participants, but also their physical, mental and social health.</li> </ul> <p>We prioritise organisations and initiatives that employ innovative approaches, can demonstrate outcomes, and receive less than twenty per cent of their funding from government sources.</p>
<i>Application</i>	Satisfactorily complete a Project Funding Application or Renewal Form.
<i>Policies</i>	Have all relevant insurance and policies in place including but not limited to public liability, child protection and working with children policies.
<i>Memorandum</i>	Agree to enter into a Memorandum of Understanding (or equivalent) with Milner Road Foundation.
<i>Reporting</i>	Provide satisfactory and timely reports and acquittals, required to be submitted within one month after the annual period ending 30 June.
<i>Structure</i>	Have all relevant compliance in place including but not limited to registration as a not-for-profit with DGR status covered by item 1 in section 30-15 of the Income Tax Assessment Act 1997, registration and public listing with the Australian Charities Not-For-Profit Commission (ACNC) and maintain a specific bank account in the name of the registered not-for-profit.



**MILNER ROAD FOUNDATION  
PROJECT FUNDING APPLICATION FOR FY21**

**Community Partner Name (Project)**

**Location:**  
**Email/Phone:**

**Key Contact:**  
**Address:**

**Please ensure that all answers specifically relate to the Milner Road Foundation eligibility criteria above**

<p><b>1. Organisation Overview:</b> <i>Give a brief description of your organisation and its registration as a not-for-profit with eligible DGR status. Please attach your certificate of registration.</i></p>
<p><b>2. Project Overview</b> <i>Provide a brief overview of the project including any relevant history.</i></p>
<p><b>3. Community Engagement</b> <i>What is the origin and overall problem the project is working to overcome? How has the community been involved in determining the need for this project? What studies/surveys with the local community in the past 12 months have provided evidence for the directions planned? Who in the community is to be benefited and what are their identified needs?</i></p>
<p><b>4. Objectives, Outcomes and Results</b> <i>Please provide a summary of key objectives and outcomes for the project for FY20. What are the expected results (against your outcomes) in the lives of beneficiaries?</i></p>
<p><b>5. Monitoring and Evaluation</b> <i>How will you measure the results and difference made? What processes do you use to measure and evaluate your work? Keep in mind you will need to report on this in your Annual Progress Report.</i></p>
<p><b>6. Activities and Timeline</b> <i>What are the details of the activities or framework for delivery of this project for FY20? Please provide target months/dates of each relevant stage of the project.</i></p>

**7. Project Management and Authority**

*Who will be responsible for the different aspects of the project and control of the funds? Who will have ongoing responsibility over the lifespan of the project?*

**8. Proposed Funding and Priorities**

*What is the financial support you are requesting from Milner Road Foundation in FY20? Please provide examples at 5k, 15k, 30k and list in order of priority.*

**9. Budget and Financial Statement**

*Please attach a detailed budget for this project indicating how you will use our funds and any other sources of income. Please attach a copy of your latest audited financial statements.*

**10. Risk Management**

*Are there any identified risks to this project and what strategy will be put in place to mitigate those risks? Be realistic and honest with a measure to minimise each risk specified.*

**11. Insurance, Policies and Induction**

*Milner Road Foundation requires that grant recipients have all relevant insurance and policies in place including but not limited to public liability, child protection and working with children policies. Describe the policies and systems that are/would be employed in this project.*

**12. References**

*Please provide 2 references that have interacted with your organisation or projects in the past.*

**13. Recognition and Reporting**

*Milner Road Foundation expects that due recognition is given to it by recipients of funding in documentation such as newsletters, websites, and annual reports. Likewise the Milner Road Foundation expects that information is provided for official reporting through satisfactory completion of the Annual Funding Acquittal. Please acknowledge that you understand this expectation and note if there are any expected issues in completing these forms.*

*Thank you for completing the application.*

*Applicants will be notified by letter of the outcome of their application by 15 September 2020.*