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**Example Grant Application Questions**

The Brian M. Davis Charitable Foundation has an **Invitation Only** grant application process. The following questions appear in our online application form. If you have been invited to apply for a grant, you can use these questions to help you prepare your responses.

**APPLICANT DETAILS**

Organisation Name

ABN

Link to ACNC Registration

Link to Annual Report or upload if unable to provide link

Does your organisation have DGR 1 status?

Does your organisation have TCC status?

Address

Telephone

Email

Website URL

**About the Organisation**

What is your organisation history, vision and mission? (max. 250 words)

Who are your organisation’s primary beneficiaries? (max. 150 words)

**Organisation Primary Contact:**

Name

Position

Email

Phone

**Primacy Contact for Application (if different):**

Name

Position

Email

Phone

**PROJECT DETAILS – What, Why, Who, How**

Project Title

Funding purpose. (max. 30 words)  
*A brief sentence describing key purpose. If your application is successful, this summary may feature in BMDCF material. Example: To implement a mental health program for young people aged 12-18yrs living in the Grampians region.)*

Anticipated start date of the project

Anticipated completion date of the project

Brief description of your project.  
*What are you going to do? Describe how your project is innovative, i.e. for the population group and why this innovation is distinct from any other programs* (max. 300 words)

Succinctly describe the end goals. (max. 120 words)  
*In brief only. You will be able to elaborate in greater detail on these further in this application under Goals & Outcomes.*

Describe the need to be addressed by this project/program. (max. 300 words)  
*Explain the need/issue that you are seeking to address and how you identified them. Reference the evidence you have to confirm the need, the gaps in local service provision, and to support the activities you are proposing, e.g. research, reports, ABS data, local Council data*

How many people will directly benefit from this project?

How many people will indirectly benefit from this project?

Describe the beneficiaries. (max. 200 words)  
*Include specific demographic or regional aspects, etc. and briefly explain how the numbers of direct and indirect beneficiaries as above were calculated.*

How will you do it? (max. 300 words)  
*What are the specific activities that will take place and where they will take place?*

What do you see as the key risks for this project, and what plans do you have to mitigate these?   
(max. 250 words)

Do you take into account the different needs of, interests and circumstances of each gender, and if so how? (max. 100 words)

What part of the project do you see the grant funding specifically directed to? (max. 100 words)

Theory of Change - please provide (if applicable) for your project (upload document)

Length of project – select from 1yr/2yr/3yr

Is your project planned to be on-going? Yes/No

Sustainability. (max. 100 words)  
*If your project is to be on-going, what is your long-term strategy for sustaining the project after this funded period?*

**PROJECT PARTNERS**

Who are your project delivery partners? (max. 100 words)  
*Why have you partnered with them and what is the nature of the partnership, i.e. to what extent is it formalised?*

Please attach a support letter from your partners (where applicable) – *up to 2 letters can be uploaded*

**PROJECT DEMOGRAPHICS**

You will be asked to select from a number of dropdown boxes for data on population served, age group, gender, project reach and location, and the UN Sustainable Development Goals.

**GOALS & OUTCOMES**

Should your application be successful, multi-year grants will be required to report annually, and all grants at the end of our funding, against the project's intended goals and anticipated outcomes.

Project Goals (max. 100 words each)  
*Please provide a minimum of two (and maximum of three) short term goals that you intend to achieve during the life of the program. Goals should be S.M.A.R.T. - Specific, Measurable, Attainable, Realistic and Time-based.*

Project Outcomes (max. 100 words each)  
*Please provide a minimum of two (and maximum of three) long term outcomes and details of how you plan to measure those outcomes below.*

Evaluation (max. 150 words)  
*Are there any specific datasets that will be used to assess any changes?*

**BUDGET**

Please provide details of anticipated income and expenditure for your project:

Total Cost of the Project

Total Amount Requested:

Year 1 Amount Requested, Year 2, Year 3

Budget upload  
*A budget template was sent to you as an attachment to the email with your invitation to apply for a grant and is also available on our website. Please use this template. Give as much detail as possible. The grant amount requested must be exclusive of GST.*

Funding Relationship – sole funder or partner funder? Select one.

For what purposes will you use this funding? Select from a set of check boxes the activities that this parcel of funding will be used to support.

**REFEREES AND SUPPORT MATERIAL**

If your grant request is greater than $100k, please provide two referees who can speak to your organisation and proposed project. Details requested include name, contact details, their relationship to your organisation.

Additional material – you can upload up to 2 supporting documents of your choice.

Is there anything else you would like to add in support of your application? (max. 100 words)