

VET Funding Local Grants Program

Application Form



Eligibility

Have you read the VET Funding Local Grants Program Guidance Notes at surflifesaving.com.au and are you satisfied that your proposed project meet Surf Life Saving NSW's requirements? Yes No

Application Process

To apply for funding through Surf Life Saving NSW, please follow the instructions below:

1. Save the downloadable application form to your computer.
2. Complete the application form and ensure the word limit for each section is adhered to. The form can be partially completed, saved, reopened and edited as often as required until you are ready to submit.
3. Submit your application by e-mailing vetgrants@surflifesaving.com.au and attaching your completed application form to your e-mail.
4. Applications must be received by midnight on 2 September 2018.
5. You will receive an automated response acknowledging receipt of your submission. Please only contact Surf Life Saving NSW to check that we have received your submission if you do not receive an automated response (remember to check your junk email folder).
6. Application outcomes will be advised by email in the middle of October 2018 to the contact details you provide on the application form.

Please do not post a hard copy of your application. Additional information beyond what is requested in the steps above is not required. Should further information be required we will contact you.

Applicant Details

Surf Club(s) or Branch(es): _____

Project Contact Person: _____ Position: _____

Contact details correct on SurfGuard? Yes No

Name of Club/Branch President(s): _____

Contact details correct on SurfGuard? Yes No

1. Rationale

Describe **why** this project is needed i.e. What is the problem you seek to address? You may include background, statistics, policy or research evidence, and/or pilot programs. Reference to the following SLSNSW programs may be useful: Club Sustainability, Quality Club, Educheck. (max. 150 words)

2. Project Description

2.1 Summarise the project you are seeking funding for in one sentence. (max. 25 words)

2.2 Now describe the project in more detail. **What** will you do with the funding, including the specific activities that will be delivered? **Why** is the proposed project a good response to the identified need? (max. 200 words)

3. Sustainability

Will your project continue beyond the funding period? If so, demonstrate how the program will be sustainable following the expiration of our funding. (max. 150 words)

4. Implementation Plan

Complete the below table to outline how you plan to deliver your project and when each milestone or activity will occur. It is important to include enough detail to demonstrate the critical elements of project planning have been considered. KPIs should be specific and measurable (e.g. 20 participants enrolled or 2 workshops delivered).

Milestone or Activity	Key Performance Indicator	Time Frame or Deadline

5. Outcomes

- 5.1 Briefly describe the long term outcomes you hope to achieve. These are the big picture goals, unlikely to be fully achieved or measured within the scope of this project. (max. 50 words)

- 5.2 List up to three tangible short-term outcomes you will achieve during the project period, including how you will measure the improvement and what success will look like. **Note:** We understand outcome measurement is challenging. Please do your best to complete this section, and if your application is successful, SLSNSW will work with you to further develop simple outcome measures appropriate for the grant size and project type.

Outcome Statement: e.g. Improvement in knowledge, skills, attitudes or behaviours. (max 25 words)
Data collection method (select from list provided):
Indicator of success: i.e. the amount of change that is intended to be achieved. (max 25 words)

Outcome Statement: e.g. Improvement in knowledge, skills, attitudes or behaviours. <i>(max 25 words)</i>
Data collection method (select from list provided):
Indicator of success: i.e. the amount of change that is intended to be achieved. <i>(max 25 words)</i>

Outcome Statement: e.g. Improvement in knowledge, skills, attitudes or behaviours. <i>(max 25 words)</i>
Data collection method (select from list provided):
Indicator of success: i.e. the amount of change that is intended to be achieved. <i>(max 25 words)</i>

7. Declaration and Consent

In my capacity as a representative of the Surf Life Saving Club(s) and/or Branch(es) submitting the grant application, I declare that:

The information supplied to Surf Life Saving NSW is, to the best of my knowledge, accurate and complete.	<input type="radio"/> Yes <input type="radio"/> No
The Club/Branch Executive(s) supports the grant being sought, the program as outlined, and is aware of, and agrees to, the terms and conditions that will apply (outlined in the VET Funding Local Grants Program Guidelines).	<input type="radio"/> Yes <input type="radio"/> No
Surf Life Saving NSW will be notified of any change to details provided and will be advised of any circumstances that may affect the accuracy of the grant application submitted.	<input type="radio"/> Yes <input type="radio"/> No
It is understood that the Surf Life Saving Club(s) and/or Branch(es), if successful in its grant application, will be required to enter into a written grant agreement with Surf Life Saving NSW before any grant can be made.	<input type="radio"/> Yes <input type="radio"/> No
I consent to Surf Life Saving NSW contacting any relevant persons listed in this application about the application and to providing copies of the application to such third parties as may be necessary from time to time.	<input type="radio"/> Yes <input type="radio"/> No

Name: _____

Position: _____ Date: _____