

# Grant Application: For organisations (Easy English)

Read our grant guidelines before filling out the application form.



JFM Fund



Easy English individuals grant application



Before you sign the application form you should:

- Read the grant guidelines
- Know what it says
- Agree with it
- You can ask for help.

## 1. About your organisation

|                                                                                             |        |
|---------------------------------------------------------------------------------------------|--------|
| <b>1.1 Your organisation</b>                                                                |        |
| Organisation name:                                                                          |        |
| Organisation ABN:                                                                           |        |
| Organisation registered address:                                                            |        |
| Organisation website:                                                                       |        |
| Is your organisation GST registered?                                                        | Yes/No |
| <b>1.2 Primary contact person (the person who we should contact about your application)</b> |        |
| Name:                                                                                       |        |
| Role in organisation:                                                                       |        |
| Email:                                                                                      |        |
| Phone number:                                                                               |        |

|                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Would you like us to contact you by email, text or phone?</p>                                                                                                                                                                                                                                                                                                                                             |  |
| <p><b>1.3 Your organisation's work</b></p> <p>Give us a brief description of your organisation and the work it does (no more than 250 words).</p>                                                                                                                                                                                                                                                            |  |
|                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <p><b>1.4 Your organisation's experience</b></p> <p>Tell us briefly about your experience, to show that you can successfully do this project. You can include information on</p> <ul style="list-style-type: none"> <li>• work you have done</li> <li>• your team's skills and</li> <li>• any connections with people or organisations who will help you do the project (no more than 250 words).</li> </ul> |  |
|                                                                                                                                                                                                                                                                                                                                                                                                              |  |

## 2. TheYour approach to inclusion

### 2.1 Organisation

Tell us how people with disability are involved in your organisation's:

- governance (this could be things like policies, practice and how the organisation is run)
- decision making
- leadership and
- workforce

(no more than 250 words)

## **2.2 Project**

Tell us

- how people with disability have been involved in planning this project?  
and
- how people with disability will continue to be involved in project planning, delivery and evaluation of this project?

(no more than 250 words)

### 3 About your project

#### 3.1 Project name

Give a short name for your project (no more than 10 words).

#### 3.2 Project description

- Activity: What will your project do?

Describe the planned work of your project and your key **deliverables** (no more than 500 words).

**Deliverables** are what your projects aims to achieve or produce.

- People: who will benefit from your project?

Describe the community of people who will benefit from your project  
(no more than 100 words)

- Location: Where will your project be delivered?

Describe the geographical area where your project will take place (no  
more than 100 words)

## 4 Project impact

### 4.1 Innovation in inclusion

Describe how your project takes a new approach to disability inclusion. You should tell us how your project is either:

- Doing something completely new, that no one has done before  
or
- Scaling up an innovation that you have already tested  
or
- Applying a proven model to a new context

(no more than 500 words)

## **4.2 Influencing policy and practice**

How will the project influence the policy and practice of other organisations? (no more than 500 words)

## **4.3 Outcomes for the disability community**

Tell us the outcomes of your project. These are the changes you expect your project to make to

- the community  
and/or
- individuals taking part in the project.

You could also tell us the changes you expect to see in other organisations' policy and practice.

Your outcomes should address one or more of our values and explain the difference in terms of

- Personhood: how people with disability will have more choice and control in their lives.
- Citizenship: how people with disability are active members in their communities.
- Capacity building: how people with disability will grow their skills to reach their goals.

‘Measured by’ is the measures you will put in place to know if you have achieved your outcomes. You can include quantitative (numbers) and qualitative (words) measures. An example is included on page 12.

|                   |  |
|-------------------|--|
| <b>Outcome 1:</b> |  |
| Measured by...    |  |
|                   |  |

|                   |  |
|-------------------|--|
|                   |  |
| <b>Outcome 2:</b> |  |
| Measured by...    |  |
|                   |  |
| <b>Outcome 3:</b> |  |
| Measured by...    |  |

|  |
|--|
|  |
|--|

## Example

|                                                                                                                                                                                                                         |                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Outcome:</b>                                                                                                                                                                                                         | <i>People with disability take on roles within the community group that support them to achieve their goals (Citizenhood)</i> |
| <i>Measured by...</i>                                                                                                                                                                                                   |                                                                                                                               |
| <i>Number of people with disability and what their roles are within community group.</i>                                                                                                                                |                                                                                                                               |
| <i>People with disability self-assess their role in the group and they are supported to achieve their goals (for example, making new friends, learning new skills, improving their ability to do an existing skill)</i> |                                                                                                                               |

## 5 Project resources

### 5.1 People

How many people will be employed to work on the project?

Please include information on the number of people with disability you expect to work on the project (no more than 100 words).

## **5.2 Partner organisations**

If you will work with other organisations to deliver this project, please describe

- who they are  
and
- their role in the project.

(no more than 250 words)

## 6 Your project budget

Please include project costs, excluding GST.

| <b>Budget headings</b>                          | <b>Details</b> | <b>FY26/27</b> | <b>FY27/28</b> | <b>FY28/29</b> |
|-------------------------------------------------|----------------|----------------|----------------|----------------|
| Salaries<br>(including on costs)                |                |                |                |                |
| Set up costs<br>(e.g. recruitment and training) |                |                |                |                |
| Monitoring and evaluation                       |                |                |                |                |
| Capital expenditure                             |                |                |                |                |
|                                                 |                |                |                |                |
|                                                 |                |                |                |                |
| <b>Total</b>                                    |                |                |                |                |
| Amount of grant requested                       |                |                |                |                |

If your grant is less money than you will need, how will you fund the rest?

Tell us any other comments on your budget

**Project continuity and sustainability**

Describe your plans for future funding, if you want your project to continue after this grant finishes. (no more than 200 words)

## 7 Supporting information

Provide the following information with your completed application:

- Certificate of incorporation
- Your most recent audited annual financial report
- Contact details for two referees. These should be people external to your organisation who are familiar with your work. We will contact these referees to confirm information about your organisation and its work.

| Referee 1                          |  |
|------------------------------------|--|
| Name                               |  |
| What is their relationship to you? |  |
| Contact email                      |  |
| Contact phone number               |  |
|                                    |  |

**Referee 2**

Name

What is their  
relationship to you?

Contact email

Contact phone number

Where did you hear about this grant opportunity?

|        |  |
|--------|--|
| Signed |  |
| Date   |  |



Send your completed application and any supporting documents and information to:

[grants@juliafarr.org.au](mailto:grants@juliafarr.org.au)