



# 2010 Green Door Grant

## Filling out the Expression of Interest Form

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### Entering data into the form:

The form has been set up to allow you to enter data only where required.

To enter data into a box like this  place your cursor inside the box and type.

To enter data where there is a box like this, place your cursor inside the symbol (as above) and type.

If you experience difficulties please contact Trish Parrott, Green Door Grant Administrator on (07) 5533 3880 or [trish@thegreendoor.com.au](mailto:trish@thegreendoor.com.au)

### Frequently asked Questions

#### Organisation

The organisation may be located out of Scenic Rim, Logan and Gold Coast council regions. This will typically occur when a national body that has offices within these regions makes an application.

#### Contact Person for Organisation

You should be easily reached by email or telephone particularly in the first two weeks of October 2010 when grants are being decided. You will be the main point of contact if your application is successful.

#### Project Location(s)

The project must be delivered in at least one of the following regions:

- Scenic Rim Regional Council area
- Logan City Council area
- Gold Coast City Council area

The project may also be delivered outside these areas if this does not detract from the effectiveness of the project within the region(s) listed above. Typically, an organisation may want to introduce a successful pilot program into one or more of the areas above. If your project is run in other areas too, you must detail how specific outcomes for at least one of the areas listed above will be achieved.

#### Expected Project Start date

The project will start from January 2011 with the grant money spent during this year.

#### Expected Project Finish date

Funding will cease at the end of 2011. Please indicate if the project will stop at this point or if you foresee it continuing (self funded by this stage; other project sponsors to be approached etc)

#### Green Door Grant Amount sought

Projects requesting \$200 to \$1000 will be considered. Please do not exaggerate your needs. The Selection Panel will look carefully at your proposed budget and objectives. Small projects requesting less than \$1000 will not be disadvantaged *in any way* in the selection process. The Selection Panel will be looking to see that the amount requested is reasonable for the activities undertaken; that costs are properly accounted for in the budget (see **Project Budget**) and that the stated project outcomes are achievable for the amount requested.

### **Project Budget**

Use the supplied budget template or produce your own using Excel. If producing your own, please ensure you include all the information on the supplied budget template. You may add further information if you feel it supports your application. If your Expression of Interest is successful, you will be asked to provide receipts for all purchased items in your Mid-Project and End of Project report. It is important to cost all items carefully.

- **Staff/volunteer input** – it is expected that the organisation will cover staff/ volunteer costs for the project
- **Labour** – Green Door will fund labour costs where it is of a specialised nature (e.g. licensed bobcat driver; bus driver etc) and where this cannot be provided by staff or existing volunteers. Equally, Green Door will fund extra labour to help complete a set task within the project where staff or volunteer numbers are insufficient. Wherever possible, Green Door prefers staff and volunteers to undertake and fund as much of the labour as possible.

### **Expected project outcomes**

What will your project achieve? Can you measure these outcomes?

### **Other groups, organisations and networks that will be involved in the project**

Where relevant, it is welcomed that other groups/organisations/networks be consulted and/or involved to enhance the quality of the project. Applications will not be adversely judged, however, if it is clear there is no need to have included wider consultation.

### **Please briefly outline how they will contribute**

If other groups will be consulted, please explain how they will contribute. Contribution can be by way of knowledge, in-kind practical assistance, financial support, mentoring etc.

### **What experience do you have to date that will help you manage the project from start to finish? What special skills do staff or volunteers bring to the project?**

The Selection Panel will be looking for indications that the group has the necessary skills and experience to manage the project to a successful completion. Please identify the person(s) who will oversee the project and include any experience they have in supervising others. Provide concrete examples of projects the group have managed successfully to completion. Detail special skills within the group that will particularly help this project.

### **Please briefly outline how Green Door Group's support will be acknowledged**

Tell us how you will acknowledge the grant.

### **Payment and Reporting**

The successful applicant(s) will receive staged payments aligned with your Key Milestones and Budget. Payments will be dependent on the completion of a satisfactory Mid-Project report and End-of-Project Report and the provision of receipts of items listed in the Project Budget.

**Only postal applications are accepted. Emailed or faxed or late applications cannot be accepted.**

**Post Applications to:** 2009 Green Door Grant, 65 Doncaster Drive, Beechmont, Qld, 4211. Allow two working days for postal delivery.

**Closing Date: 24 September 2010.** You may submit your application any time before this date but applications will only be considered after the closing date. Successful projects will be notified by 5 November 2010.

### **Any Queries:**

Trish Parrott, Green Door Grant Administrator **(07) 5533 3880** or [trish@thegreendoor.com.au](mailto:trish@thegreendoor.com.au)