

THE FOOTMEN CLUB INC

GUIDELINES FOR GRANT APPLICANTS

The Club is a single entity community service club, formed in 1975 by a group of business people in Croydon to raise funds for disadvantaged people among the local community. Since its formation the Club has disbursed more than \$300,000 in grants, and we currently have 52 members who meet four or five times a year to plan and participate in fundraising activities which yield around \$15-20,000 annually.

Any person or organization within or adjacent to the municipal areas of Maroondah and Yarra Ranges is eligible to apply for a grant within the following general guidelines criteria:

- The Club considers applications from those who, for whatever reason, are disadvantaged and cannot help themselves or arrange sufficient funding to meet their essential needs, and as such we see ourselves as a donor of last resort;
- The Club's resources do not enable us fully to investigate grant applicants' bona fides and so we appreciate supporting evidence from professional case workers and social welfare agencies' assessments on behalf of their clients;
- We do not normally agree to fund property or other asset improvements, vehicle registration costs or other government imposts;
- Where possible we prefer to make grant payments by cheque against suppliers' or social welfare agencies' invoices, and we do not make any cash payments.
- As we are in process of applying to the Australian Taxation Office for deductible gift recipient status as a charity dedicated to assisting people in "necessitous circumstances" (financially disadvantaged) we ask you to bear this in mind when completing grant applications.

Please complete the application form attached to these guidelines and send it, together with any attachments by email to mail@footmen.org.au or by mail to:

Grants Co-ordinator
Footmen Club Inc
PO Box 384
CROYDON VIC
3136

Note: Please complete form and attach any supporting information

Have you applied for this individual/family within the last 12 months: Yes/No

Name of Applicant Organization.....on behalf of

Client Family name

Given names.....Date:

Submission Information

What is your request

How are the funds going to be utilised and will partial funding be provided from other sources? Please provide details if possible.

What difference will this make to the individual or family?

When will the funds be expended?

Applicant Address:

Fax:

Email:

Telephone:

Note: No monies will be sent directly to the client

Additional comments by Applicant:

Footmen Club use

Date received:

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Authorised by:

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Total grant allocated:

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Suppliers Invoice received:

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Cheque posted:

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