

### HOW TO USE THIS DOCUMENT:

- Use this sample document to assist in the preparation of your application.
- All applications must be submitted using the Newcastle Permanent Charitable Foundation (NPCF) online application form only.
- WORD / PDF APPLICATIONS WILL NOT BE ASSESSED.

### MANDATORY DOCUMENT:

The [NPCF Program Logic Plan Template](#) is a mandatory document required to be completed and submitted during Stage 1.

### TIPS:

- **Develop your Program Logic Plan before you write your application**, your application responses should reflect your program logic and assist writing a strong proposal.
- **Note:** Should your Stage 1 application be successful and you are invited to submit a Stage 2 full application, the responses you provide in the online Stage 1 application form cannot be changed, for example, your project description cannot be altered.

### CONTACT:

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 Social Media: Looking to connect with us via social media?

## STAGE 1 PROJECT APPLICATION QUESTIONS

### PROJECT SUMMARY.

- **Project title:**
- **Provide a short summary description of your project: (Limit 200 words)**

*Please include detail for the following: Clear description of what the project is, Who will it help? How will it be carried out and achieve its aims? How it addresses the NPCF Area for this project (refer Project Categorisation page [see below])? If it is tried and tested or a new idea. Refer to your Program Logic Plan.*

- **What is the project goal (as stated in your [program logic plan](#))? (Limit 50 words)**

*Your goal is the change your project aims to achieve i.e. Stop family violence and keep children safe. Your response should be brief. Do not describe how you intend to achieve your goal.*

- **Is this a new project or the continuation of an existing project?**

*NPCF will consider both new projects and funding to continue or expand existing projects. All projects must show an ability to become sustainable or have an enduring impact on the target group.*

- Is anyone else currently running a similar program?
- Is the project primarily for project/service delivery or for capacity building in your organisation?

### ORGANISATIONAL FIT

- How does your organisation align with NPCFs Mission and Values? (Limit 200 words)
- Why is your organisation the right organisation to deliver this project? (Limit 200 words)
- Are there any potential conflicts of interest that may impact the project (limit 100 Words)

*Briefly describe any potential conflicts (funders, personal relationships).*

## **SOCIAL NEED & BENEFIT**

- What is the situation, issue, or problem the project is trying to address? Why this project is required and why is it a priority? (Limit 200 words)
- Is this a new issue identified in the target community?
- Describe how the project will be delivered. (Limit 200 words)

*Explain, in your words, the actions required to complete the project (use the detail from Program logic)*

- How will the beneficiaries of this project benefit? (Limit 200 words)

*Describe the outcomes or change in behaviour for the end user in the community*

## **INNOVATION, NEW THINKING & COMMUNITY LED APPROACH**

- Describe how the project is innovative or applies new thinking to old issues (Limit 200 words)
- Describe how the project will apply a community led approach (Limit 200 words)

*How will your project involve or engage with the local community and relevant stakeholders in the design and delivery of your project.*

## **PROJECT NPCF ALIGNMENT**

- **How do the project's Activities and Goal align with NPCF Mission and Values? (Limit 100 words)**
- **How will the project address disadvantage or support social opportunity in regional communities (200 words)**

## **OPERATIONAL CAPACITY**

- Project Start Date:
- Project End Date:

Note; Projects in this funding program are expected to be commence within 12 months of funding and be completed within 1 to 2 years of project commencement.

- **What is the requested grant amount (inclusive of GST)**

Enter the total amount requested from NPCF including GST. Amount should be between \$20,000 and \$200,000

- What are the major expenditure items for this project? (Limit 100 words)
- Describe how the project will be managed, and how project leadership and coordination will ensure capacity and scale/scope to deliver high prospects for project success. (Limit 200 words)

**Attach your completed ['NPCF Program Logic Plan'](#).**

Attachments must be in word version, not be larger than 25MB and the total size of all application attachments must not exceed 100MB.

You can attach relevant documents for your project including diagrams, project plans, flow charts, press clippings, references, letters of support, and upload attachments in the application portal.

Note: all projects reliant on third parties or other project partners should obtain a letter of support from the other parties and attach.

**PROJECT CATEGORISATION**

- **Select the Focus Area that is most relevant for this project:**

NPCF has three focus areas to address disadvantage, in the community. Your project must support at least one Focus Area:

- Health
- Social Wellbeing
- Youth

Select one or more regions and state the percentage of the project allocated to the region.

Central Coast XX%	Hunter XX%	New England XX%
Central West XX%	Mid North Coast XX%	Northern Rivers XX%

Sample