NEWCASTLE PERMANENT
CHARITABLE FOUNDATION (NPCF)
Community Grant – Stage 1 Questions

NEWCASTLE PERMANENT
CHARITABLE
FOUNDATION

HOW TO USE THIS DOCUMENT
- Use this document to assist in the preparation of your application
- Cut and paste your final responses into the online application form
- Some questions only require click box / drop down responses in the online application form

NOTE
- All applications must be submitted using the NPCF application form portal only
- Applications submitted as Word or PFD documents will not be assessed

TIPS
- Explore the online application and guidance materials available **here** before preparing your responses
- Refer to the **NPCF Program Logic Model Template** to assist with identifying and developing your project proposal

STAGE 1 APPLICATION QUESTIONS

PROJECT SUMMARY

Should your EOI application be successful and you are invited to submit a Stage 2 full application, the responses you provide in the online EOI application form cannot be changed, for example, your project description cannot be altered.

- **Project title:**

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

Please include details including;

A 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 Focus Area for this project (refer Project Categorisation page), and whether it is a tried and tested or new idea.

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

Newcastle Permanent Charitable Foundation will consider funding new projects, initiatives or pilots, and funding to continue or expand existing projects. All projects must show an ability to become sustainable and have an enduring impact on the target group.

A continuation may include but is not limited to existing projects by organisations not previously funded by NPCF or the next stage of an existing project.

    [Drop down box selection in the online application form]

- New Project
- Existing Project – Continuation
- Existing Project – Expansion

- **Is anyone else currently running a similar program?**

    [Drop down box selection in the online application form]

- Yes / No

- **If yes, why is your project not a duplication of existing services? (Limit 100 words)**

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- **Is the project primarily for project/service delivery or for capacity building in your organisation?**

  [Drop down box selection in the online application form]

  - Project delivery
  - Capacity building

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)

SOCIAL NEED & BENEFIT

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

  [Drop down box selection in the online application form]

  - Yes / No

- Describe how the project will be delivered. (Limit 200 words)
- How will the beneficiaries of this project benefit? (Limit 200 words)

INNOVATION, NEW THINKING & COMMUNITY LED APPROACH

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

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

PROJECT & NPCF ALIGNMENT

- How do the project's activities and goals align with NPCF mission and values? (Limit 100 words)
- How will the project address disadvantage or support social opportunity in regional communities (Limit 200 words)

OPERATIONAL CAPACITY

- **Project Start Date:**

  [Calendar selection box in the online application form]

- **Project End Date:**

  [Calendar selection box in the online application form]

  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.

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

  Enter the total amount requested from Newcastle Permanent Charitable Foundation including GST.

  - $X
- 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
- 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)

- Attachments

You can upload relevant documents for your project including diagrams, project plans, flow charts, press clippings, references and letters of support 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.

Attachment 1

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

Attachment 2

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

Attachment 3

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Attachment 4

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PROJECT CATEGORISATION

Newcastle Permanent Charitable Foundation has three focus areas to address disadvantage, marginalisation, and isolated people in the community. Your project must support at least one Focus Area:

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

  [Click box selection in the online application form]

  - **Health**
  - **Social Wellbeing**
  - **Youth**

- **Which of Newcastle Permanent Charitable Foundation's geographic regions will this project impact?**

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

  [Drop down box selection in the online application form]

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

- **How many people will your project impact directly?**

  For example: clients served or people trained as a direct result of the grant.

  X

- **How many people will be indirectly impacted by your project?**

  For example: families of clients that are beneficially impacted by the project.

  X

- **Type of project**

  The project will must align with one or more project types below.

  [Click box selection in the online application form]

Early Intervention Program	**Targeted Intervention or Therapy**	**New Equipment – Retained by Organisation**
Vehicle - Community Transport	Arts and Culture	New Equipment – Distributed to end recipients
Vehicle - Special Purpose	Disability – Therapy	Camp
Awareness/Community Education	Disability – Inclusion	Scholarship
Outreach Program	Technology – improved communication (e.g. telecommunication, website)	Social Enterprise
Capacity Building for Organisation	**Technology – Specific Purpose**	**Emergency, Rescue or Disaster Preparedness**
Pilot Program	Building Project – Refurbishment or improvement	Community Improvement or Social Inclusion
Infrastructure - used by the organisation	Building Project – New structure or Building	Environmental Improvement
Infrastructure - used by the community		Youth Citizenship Development

- **OTHER: If your project fits another Type of Project provide details here (Limit 10 words)**

- **Select the Local Government Areas impacted by your project.**

  Your project will need to operate in at least one of the below Local Government Areas.

  [Click box selection in the online application form]

Central West	Lake Macquarie	Warrumbungle Shire
Bathurst Regional	Maitland	Richmond-Tweed
Bland	Mid-Coast	Ballina
Blayney	Muswellbrook	Byron
Cabonne	Newcastle	Kyogle
Cowra	Port Stephens	Lismore
Forbes	Singleton	Richmond Valley
Lachlan	Upper Hunter Shire	Tweed
Lithgow	Northern	Mid North Coast
Mid-Western Regional	Armidale Regional	Bellingen
Oberon	Glen Innes Severn	Clarence Valley
Orange	Gunnedah	Coffs Harbour
Parkes	Liverpool Plains	Kempsey
Weddin	Tamworth Regional	Nambucca
Western Plains Regional	Uralla	Port Macquarie-Hastings
Greater Metro Sydney	Walcha	Central Coast
Hunter	Northern West	Hawkesbury
Cessnock	Gilgandra	State-wide
Dungog	Narromine	

- **Will your project target a specific gender identity?** Select one or more as applicable.

  [Click box selection in the online application form]

  - No specific target
  - Female
  - Male
  - Transgender Female
  - Transgender Male
  - Prefer to describe as other (please specify)

- **Please describe your target gender here if you selected 'Prefer to describe as Other' above (Limit 15 words)**

- **Will your project target a specific age group?** Select one or more as applicable.

  [Click box selection in the online application form]

All Ages	Older Youth (18-25)
Babies (0-2)	Adults
Early Years (3-6)	Older people (65+)
Children (7-12)	Not applicable
Adolescent (13-17)	

- **Will your project target a specific cultural group?** Select one or more as applicable.

  [Click box selection in the online application form]

- **Which cultural group does the project mostly target?**
  - No specific target
  - Culturally and Linguistically Diverse (CALD)
  - Aboriginal
  - Torres Strait Islander