



Team Up

Peers Creating Change

Grant Application Form



Other ways to submit your application:

- Give us a call
- Make a video
- Come into our office
- Tell us what would work best for you

Application Checklist

Tick the boxes as you finish each stage of your application.

Read **Grants FAQ** and **Tips for your Grant Application** on our website

Think about your peer group idea and get advice

Answer the questions in the application form

Add quotes for everything you include in your budget

Save a copy of your application

Submit your application by 14 October 2017:



1800 424 065



info@teamup.org.au



Team Up Grant Application
Council for Intellectual Disability
Level 2, 418A Elizabeth Street
Surry Hills
NSW 2010

Grant Applications Open: 4 September 2017 – 14 October 2017.

Grant Money Available: 1 November 2017 – 30 April 2018.

1. Your Information

Your personal information is only seen by **Team Up**. We use your personal information to gather statistics so that we can tell the NSW Government who we are working with.

First Name:

Last Name:

Address:

Suburb:

Postcode:

State:

Phone number:

Email:

Date of birth:

Country of birth:

I have a disability:

Physical

Intellectual or cognitive

Psychological or mental health

Sight, hearing or speech

Other, please specify:

I do not have a disability, I am a:

Family Member

Other, please tell us

Carer

Advocate

Support Worker

I live:

By myself

Other, please tell us

With family

In a group home
or supported accommodation

With flatmates or friends

I am:

Aboriginal

Torres Strait Islander

Neither

The best way to contact me is:

Phone

Relay Service

Email

TIS(Telephone Interpreter Service)

Letter

Language:

Text message

2. About Your Peer Group

Tick the box that applies to you

I want to set up a new peer support group. **If yes go to Part 3.**

Or

I want to make my current peer group better.

Tell us the name of your group

When was it set up?

Size of your group:

1-5 members

5-10 members

More than 10 members

How often do you meet?

Once a week

Other

Once a fortnight

Once a month

Tell us about your group!

Please include: What your members have in common. What is your group vision?
What activities do you do or plan to do?

3. Peer Group Plan

It is important that you tell us what you want to achieve with your Peer Group and how you plan to do it.

What are the goals for your group in the next six months?

What resources will you need to run your group?

What support will you need to help plan your group?

How will your group make a difference in the community?

What skills are people going to learn in your group?

Tell us how you plan to share your learning with other groups or organisations.

Who else will support this group? (including after grant ends)

4. Peer Group Timeline

Tell us what you will be doing!

November (Example only: Organise training for my group)

December (Example only: Book venue and catering for group meeting)

January (Example only: Book catering for group meeting)

February (Example only: Book catering for group meeting)

March (Example only: Book the hall for talk)

April (Example only: Book catering for group meeting)

May **Make sure all invoices have been sent for payment.
Complete Evaluation.**

5. Budget

There are three grant options available for peer groups. Choose the amount that will best suit your group's needs.

What grant are you applying for? Tick one of the boxes below.

Small (Up to \$1,000)

Example: room hire and catering for group meetings for six months

Medium (Up to \$5,000)

Example: might include staging a community event

Large (Up to \$10,000)

Example: might include staging an expo or hiring interpreters

Remember if you are applying for a medium or large grant, you must be able demonstrate why you need a larger amount of money.

The above are just examples of things you could spend money on.

We are excited to **hear your ideas** on how to spend this money.

How much will it cost?

On the next page, is an easy table for you to write down how you plan to spend the grant.

You can find out how much each item or service will cost by contacting businesses or searching on the internet.

You need to attach quotes or explain where you found the information for everything included in your budget!

Example

Item or service	Cost of 1	Quantity	Total cost
Room Hire for meetings	1 month = \$50	12 months	12 x \$50 = \$600

Item or service	Cost of 1	Quantity	Total cost
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Total cost of my project 

6. Other Questions

You may have other questions that pop up as you start planning. Here is the place you can put them.

You can talk to us at **Team Up** on **1800 424 065** or by email at **info@teamup.org.au**

Other questions I have are:

7. Funding Agreement

If your project is funded, you must agree to:

- Try to achieve the goals set out in your grant plan
- Take responsibility for any risk(s) involved in your project
- Give all invoices and receipts to Team Up for payment
- Not do anything illegal or unsafe with your grant funding
- Take part in the evaluation process
- Keep in contact with Team Up
- Use your grant money by 30 April 2018.

All information provided is true and correct

This form has been filled out by:

Name:

Signature:

Date :

Grant Application Deadline: 14 October 2017.

Grant Money Available: 1 November 2017 – 30 April 2018.