
**GRANT APPLICATION, AGREEMENT, REPORT and ACQUITTAL for the
DEVELOPMENT of NEW CITIZEN ADVOCACY PROGRAMMES**

Citizen Advocacy Australia (CAA) will make grants available to support the development of new Citizen Advocacy Programmes subject to availability of funds.

These grants will be given to a group consisting of at least four people who have met voluntarily and consistently over time to explore and learn about the citizen advocacy model. The group can demonstrate they are now ready to form a Steering Group with the intention of establishing a new Citizen Advocacy Programme. The Group must have a specified bank account operated by two people to receive funds from CAA.

CAA emphasises the importance of the voluntary commitment which underpins the very nature of citizen advocacy and expects that the Group will have spent considerable time learning about the citizen advocacy model prior to applying for funds. However in certain circumstances it may be possible to consider a grant at the earlier stage.

The work of a Steering group can generally be identified as having two stages of further development:

- Stage 1. advanced regular group discussions about the need for citizen advocacy, understanding the general assumptions held about people with disabilities, learning (by reading and talking with people who have a variety of experience) about the citizen advocacy model including the role of the Board and studying CAPE
- Stage 2. at this point members of the Steering Group will need to have made a personal commitment to establish a programme and continue learning to form a Committee. This work will address the legal and charity requirements, developing a Constitution, deciding the geographical area (considering population numbers and disability types) for the programme, funding and finally the paid staff required.

CAA is willing, upon request, to provide a reading list and people to contact in the citizen advocacy movement with a variety of experience.

In order to meet our legal and financial responsibility CAA requires the following Grant application to be completed and emailed to info@citizenadvocacytrust.com.au . The successful applicant then needs to return a signed Grant agreement and on completion of the project the Report and Acquittal form needs to be completed and returned within two months.

GRANT APPLICATION

Name of Steering Group:

Address:

Phone: Mobile:

Email:

Contact person in relation to this application:

Grant requested: \$

Start date: Estimated date of completion:

Background details

In order that the Grants Committee can assess this application and make a recommendation to the Directors in awarding a grant please give detailed answers to the following:

1. When did the group first meet and how often?
2. What activities has the group conducted to develop an understanding of the citizen advocacy model so far?
3. How many people now form the Steering Group and what is their relevant experience?
4. Has a commitment been made by the Steering Group to develop a new citizen advocacy programme? Please give details.

Application outline

1. For what will you use this grant?
2. What are you hoping to achieve?
3. Who will be involved and how will it be managed?
4. Please add any additional information you believe will benefit this application

GRANT AGREEMENT

Recipients of grants from CAA are required to sign this Grant agreement and return one copy to CAA. Upon receipt CAA will forward the grant.

The grant will be made toname..... on the basis that:

1. The whole of the grant will be used exclusively for the nominated project and not for any other purpose
2. CAA will be advised of any unexpected circumstances which may affect the project
3. The Steering Group will acknowledge the assistance of CAA in any published or display material
4. The Steering Group will complete the enclosed Grant report and Acquittal form; return it to the Trust within two months of completion along with any unspent funds.

Please sign two copies of this Agreement and return one to CAA.

I accept the above conditions on behalf of name of Steering Group.....

Signature of Responsible person:

Name of Responsible person: **Date:**/...../.....

To enable payment of your grant, please provide your bank details:

Name of bank account:

Bank:

BSB number: **Account number:**

Signature of CAA Chairman: **Date**/...../.....

GRANT REPORT AND ACQUITTAL

This Grant report and Acquittal is designed to provide you with the opportunity to reflect on and report the successes and challenges of the project. Please complete and return to CAA within two months of completion.

DECLARATION

I certify that the grant of \$..... was spent in accordance with the terms and conditions stipulated in the Grant agreement, and that the attached statement of income and expenditure is a true and fair record.

Name of Responsible person:

Signature: **Date:**/...../.....

PROJECT REPORT

Please complete the following questions in detail so that the grant process can be finalised.

1. How did the project achieve its aims?
2. What lessons were learned and how will they influence the future development of a new Citizen Advocacy programme?
3. Are there any other comments you would like to make about the grant or the grant process.

INCOME AND EXPENDITURE STATEMENT

Please provide details of all expenditure and a copy of all receipts

Any unspent Grant money should be returned: Amount \$..... Date:
 CAA account at Bendigo Bank – BSB: 633-000 Account number: 159 031 814

INCOME	\$	Date	EXPENDITURE	\$
Grant from Citizen Advocacy Australia (CAA)				
TOTAL			TOTAL	

Thank you for submitting your Grant report and Acquittal. We will confirm acceptance of your Report and look forward to completing the grant process. CAA is pleased to have been able to make this grant available to you and wishes you well in the future.

OFFICE USE ONLY	
Grant given to: _____	Date: _____
Date grant agreement received: _____	Date Report & Acquittal received _____
Date unspent funds received: _____	Amount _____
Date grant finalised: _____	