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Description automatically generatedSocial Justice Small Grants Application Form 2025**

**IMPORTANT NOTES – PLEASE READ BEFORE FILLING OUT THIS FORM**

**Please read the Social Justice Small Grants Criteria on our website,** [**www.mercyfoundation.com.au**](https://checkpoint.url-protection.com/v1/r04/url?o=http%3A//www.mercyfoundation.com.au&g=OWUzODhmY2U5YjllYjVjNw==&h=YmI1NjY2ZDRmNzEzMTE2Zjg1NGRkMmM0NGNkODQ1M2UzMWE5ZWI0NzM1ODBkYWQwNTI4ZGQ3NDA5NGY3MDkyYg==&p=Y3A0YTptZWxhbm9tYWluc3RpdHVlOmM6bzo4NTQxZTM3NjYyN2JlNjVjNzEwYWJiMzI2NjdlMWEwMjo3OnA6VA==)**.**

Applications are due by **midnight on Friday 4 April 2025. No late applications will be accepted.**

The Mercy Foundation’s Social Justice Small Grants Program provides seed funding to assist communities and organisations to build capacity that will help combat poverty and disadvantage, create structural change and bring about greater social justice in Australia.

1. Applications are invited from NOT-FOR-PROFIT organisations IN AUSTRALIA only.
2. All applications will be registered, and you will be notified of your registration number. **If you do not receive this notification by email, please contact the Mercy Foundation office on   
   02 9911 7390 to check that your application was received.**
3. The Mercy Foundation Social Justice Small Grants Program funds initiatives from $1,000 to $10,000 and are **not** recurrent. That is, any funds granted for a project are on a one-off basis only.
4. Innovative projects that require **seed funding** to increase social equity and **reduce poverty**, challenging unjust structures and systems will be prioritised.
5. **The focus for the 2025 program is on projects that bring about greater inclusion for marginalised groups in communities across Australia.**
6. The project must have a social justice emphasis and priority is given to projects that target disadvantaged women and children.
7. Community initiatives that are locally driven and help start something new and needed are prioritised.
8. Priority will be given to small organisations and community-based groups that receive little funding.
9. The Social Justice Small Grants program attracts a high volume of applications. All applications are assessed in line with the grants criteria and prioritised. Unfortunately, due to funding constraints, we are unable to fund all applications that meet the criteria.
10. The funding period commences **in May 2025.**

If you experience difficulty in filling out this form, please call our office on 02 9911 7390. You can also call the **Reading and Writing Hotline: 1300 655 506**

1. **About your organisation:**

**Name of applicant organisation:**

**Street Address:**

**Postal Address (if different):**

1. **Name of project:**

1. **Legal Status of organisation** (eg incorporated association; company)

If the organisation or group applying for a grant has no legal status, then an agency that does have legal status can be asked to auspice the project and hold any grant monies on behalf of the group. In such instances, the auspice agency will need to also sign this application.

If relevant, **name of** **auspice organisation:**

If relevant, **legal status of auspice organisation:**

1. **Does your organisation have an ABN?** Yes  No

If YES, **please provide the ABN:**

1. **Is your organisation registered for GST?** Yes  No

If your application is successful, you will be required to provide details of where the money will be banked.

1. **Contact persons for the project:**

You **MUST** provide both a contact person and an alternative contact person. **Your application MAY NOT be considered if two contacts are not provided.**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Person |  | Alternative Contact Person |  |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Phone No. |  | Phone No. |  |
| Email: |  | Email: |  |

1. **Does your organisation have a website?** Yes  No

If YES, **please provide the website address:**

If NO, **fill in attachment 1 (no more than one page).**

1. **Has the organisation previously received funding from the Mercy Foundation?** Yes  No

If YES, **please provide the following details:**

**Year/s:**

**Project/s:**

1. **What amount of grant funding are you seeking from the Mercy Foundation? $**
2. **Is this an existing project?** Yes  No
3. **Description of the project for which you are seeking a Social Justice Small Grant. Please tell us what the project is about and what the grant funding will be used for (no more than 250 words)?**
4. **Why have you decided to undertake this project? What social justice issue have you identified (no more than 200 words)?**
5. **How do you propose to understand if your project is successful or not? Please note that our criteria requires projects to have clear and measurable outcomes.**
6. **Is there a similar program already available in your community? If there is, have you considered partnering with that organisation to work on the issue together? Or have you considered the need to address that issue a bit differently? (100 words)**
7. **Where exactly will the project be located?** (ie inner city, suburban, regional centre, rural, remote area).
8. **Does the project target a specific group of people**? **If possible to determine, approximately how many people your project will assist? (100 words)**
9. **How has this group of people been involved in developing your project? Have you consulted or met with the target group? Have they helped develop the planned project and have confirmed that they are interested in participating in the project? (100 words)**
10. **Does your organisation have a safeguarding policy to ensure that the welfare and human rights of children, vulnerable adults and all people your organisation works with are protected?**

**Yes  No**

**If your project involves working with children or vulnerable persons, please explain how you will ensure their safety and how you plan to adhere to your government regulations on working with children? If you are successful you will need to provide your organisation’s Safeguarding Policy to the Mercy Foundation.**

1. **How will the project continue if the key project manager/s leave your organisation? (100 words)**
2. **The Mercy Foundation generally provides seed funding for new projects. How do you plan to make this project sustainable after the funding period? (200 words)**

1. **Please provide the following dates:**

|  |  |
| --- | --- |
| **(i) Anticipated commencement date:** |  |
| **(ii) Anticipated completion date:** |  |

***Please note that if successful, funding will commence after 1 May 2025***

1. **Proposed Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | **$ Contribution being applied for from the Mercy Foundation** | **$ Contribution by applicant organisation (may be value in kind)** | **$ Contribution by other sources / other funding (may be value in kind)** |
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| **Totals** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Total Budget:** |  |

**Funding installments:** Organisations that are successful in their application for a Small Grant will receive 50% of the funding upon commencement of the initiative. The final 50% will be provided following a final report on outcomes of the project.

The Mercy Foundation can make alternative arrangements for payment if needed.

1. **References:** Please nominate a referee who can be contacted to speak in support of the proposed initiative.

The nominated referee should have some knowledge of the people managing the project and familiarity with the organisation. The referee *cannot* be a member of the group/organisation applying for the grant. Your referee should be a senior member of your local community.

**Referee Name:**

**Organisation: Position:**

**Phone:**

**Email:**

1. **The Mercy Foundation requires that organisations accepting a Small Grant will undertake the following commitments:**
2. The applicant will provide a copy of its Safeguarding Policy to the Mercy Foundation.
3. That the Mercy Foundation’s contribution to the project be publicised where possible;
4. That a brief progress report (template provided by the Mercy Foundation) be provided halfway through the project;
5. That the grant money will be utilised by the finishing date of the project and a final report (template provided by the Mercy Foundation) and acquittal of funds (financial statement) be forwarded to the Mercy Foundation within 2 months of its completion; and
6. That the Mercy Foundation reserves the right to seek financial information on a project at any time during the life of the project.
7. Where possible, the recipient agrees to provide relevant photos that are permitted to be publicised.
8. If successful, the applicant signs and agrees to a deed outlining the terms and conditions of the small grant.
9. Any adult involved with any project that involves children under 18 years of age has a current working with children check
10. The Mercy Foundation’s name cannot not be used as part of a project name without express permission from the CEO.
11. **The formal representative of the group applying for the Social Justice Small Grant should sign the application.**

Name:

Organisation:

Position:

Phone/Email:

Signed…………………………………………………… Dated…………………………

**If an auspice organisation is being used to administer the grant, then the formal representative of that organisation should also sign this application.**

Name:

Organisation:

Position:

Phone/ Email:

Signed……………………………………………………… Dated…………………………

1. **About Your Organisation information:**

Is your organisation a subsidiary of a larger organisation or religious group? Please provide details:

Please type here

1. Please tick this box to confirm that your Board is aware of this project and project application to the Mercy Foundation.

**The completed application form, a link to your organisation’s latest Annual Report and financial information should be returned by midnight on Friday 4 April 2025 to:** [mfgrants@mercyfoundation.com.au](mailto:mfgrants@mercyfoundation.com.au) or mail to

Social Justice Small Grant Applications

Mercy Foundation

40 Rocklands Road

WOLLSTONECRAFT NSW 2065

*Note: if you do not have an Annual Report and/or Financial Statement, please fill in attachment 1.*

**Once we have received your grant application, you will be notified by email of your registration number. Please contact us if you do not receive this notification.**

The Mercy Foundation Social Justice Small Grants Program is offered once a year.   
Applications close at midnight on **Friday 4 April 2025.** The Mercy Foundation will provide a response to applications within 12 weeks of the deadline.

**Attachment 1 – only fill out this section if you are directed here from question 7 or question 27.**

Please provide a brief history of your organisation, including its origins, aims, membership, structure, and financial summary. (No more than one page).

Please type here