



Dear Funding Applicant

Thank you for your interest in the Zig Zag Foundation and your enquiry about how your organisation can apply for a Zig Zag Foundation funding grant.

At the Zig Zag Foundation, our sole purpose is to help children in need and we appreciate and value the good work that is carried out by organisations such as yours.

The Zig Zag Foundation's goal is to help as many children as possible every year through fundraising events to fund projects, programs and research that benefit children from 0-18 years who are sick, underprivileged or at risk.

Our funding application process:

- has a broad scope to include a wide variety of projects and programs
- is flexible to provide access to small and larger funding requests
- targets projects or programs with clear and measurable outcomes

You are invited to submit a letter of application outlining your funding request (3 page maximum). This must be accompanied with the Zig Zag Foundation *Application Cover Sheet* contained in the application package.

Please read carefully, the *Funding Guidelines, Terms & Conditions* to ensure your organisation and its activities fall within the scope of our funding requirements.

Our funding application package includes:

1. How to Apply for Funding
2. Funding Guidelines, Terms & Conditions
3. Application Cover Sheet.

We look forward to hearing from you and helping you make a difference in the lives of children in need.

Yours faithfully

**Executive Committee and Funding Advisors
Zig Zag Foundation Ltd**

Zig Zag Foundation Limited
PO Box 10, Chermside South Q 4032
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E info@zigzagfoundation.org
ACN 123 654 660

www.zigzagfoundation.org

How to Apply for Funding

ZIG ZAG FOUNDATION

The purpose of Zig Zag Foundation is to help sick and under-privileged / at risk children between the ages of 0 and 18 years. Each year the foundation will run events and accept donations with the goal of raising one million dollars.

Funds raised through the Zig Zag Foundation will be passed on to those who need it the most – the children.

The Zig Zag Foundation is aware of the time commitment often involved in preparing grant applications so therefore, we have devised an application process that aims to minimise the time taken from the main work of the organisation.

HOW TO APPLY FOR FUNDING

- 1 Check eligibility criteria listed in the *Funding Guidelines, Terms & Conditions*.
- 2 Decide when you will submit your application: There is one major funding round each year. Closing date is 31st October. However, special consideration may be given, on a case-by-case basis, to urgent applications at any time. For information about application requirements, please read the *Funding Guidelines, Terms & Conditions*.
- 3 Complete an *Application Cover Sheet*.
- 4 Attach a letter of application outlining your project, program or research proposal. This letter should not be more than 3 pages in length and should include information about your organisation's purpose as well as a project outline, budget detail and anticipated outcome/s. You may also attach other documents to support your application.

NOTIFICATION

All applicants will be notified of approval status within 3 weeks following the close of the funding round.

REQUESTS FOR FURTHER INFORMATION

Additional information may be requested by the Funding Committee to support a funding application. These requests may include:

- Verbal information by phone
- Additional written information regarding:
 - Project background or scope
 - Specific details (e.g., resourcing)
 - Objectives / Outcomes
 - Financial details -Evaluation
- References
- Site visits by the Executive Committee or representatives
- An invitation to personally present an application proposal.

SUCCESSFUL APPLICATIONS

- A letter of offer will be sent to successful applicants.
- If the offer is accepted, the organisation will be required to enter into an Agreement with the Zig Zag Foundation.
- Funding will be provided in accordance with the Deed of Agreement after the Deed of Agreement has been signed by the Organisation and returned to the Zig Zag Foundation.
- Recipients must comply with Zig Zag Foundation's Terms and Conditions.
- Recipients will be required to provide an Acquittal Report within 6 months from the receipt of the funding. Some projects / programs may also be required to provide interim reports.

FOR FURTHER INFORMATION

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PO Box 10
CHERMSIDE SOUTH QLD 4032
Fax: (07) 3863 2296
Email: info@zigzagfoundation.org
Web: <http://www.zigzagfoundation.org>



Funding Guidelines, Terms & Conditions

GENERAL INFORMATION

- Before completing the application please read this section the *Funding Guidelines, Terms & Conditions* carefully.
- Organisations should submit one application per project/ program per funding round. If more than one application is received only one will be considered.
- Applications should be kept concise and a completed copy should be kept for your own records.
- For larger projects, it is recommended that individual components / stages of the project / program be identified in the budget. This will help the Funding Committee consider capacity to fund part of a project / program if the total amount is not available.
- The letter of application must be attached to the *Application Cover Sheet* and can be submitted electronically to info@zigzagfoundation.org or by mail to Funding Committee, Zig Zag Foundation, PO Box 10, Chermside South, Qld 4032.

ELIGIBILITY

To be eligible for funding from the Zig Zag Foundation:

- 1 Your organisation must have Income Tax Charity (ITEC) endorsement from the Australian Taxation Office.
- 2 Your organisation must have Deductible Gift Recipient (DGR) endorsement from the Australian Taxation Office.
- 3 Zig Zag Foundation accepts funding proposals from all states and territories of Australia.
- 4 Individuals and for-profit organisations are not eligible to apply for funding through the Zig Zag Foundation

ACTIVITIES NOT ELIGIBLE FOR FUNDING

- Projects that, in the course of normal events, are eligible for full support from government authorities.
- Direct or indirect fundraising appeals, e.g. school or community fetes, golf days or charity dinners.
- General maintenance and building works including fences, gates, operating expenses such as vehicles.
- Equipment needing regular replacement.
- Ordinary running costs, e.g. electricity, lease, rent, telephone.
- Multi-year funding (unless specifically requested).
- Salaries (unless part of a larger project).
- Retrospective or deficit funding requests eg: funding of past activities, loan repayments, operational deficits.
- Religious organisations for religious activities.
- Political organisations or charities with political policies.
- Projects that duplicate existing resources or initiatives.
- Routine projects or services unless approached in a new or innovative way.

PROGRAM / PROJECT SCOPE

Applications for funding can be made to the Zig Zag Foundation by any registered charity organisation for programs, projects or activities that are in support of:

- 1 Sick Children
- 2 Underprivileged / at risk children
- 3 Medical and Social Research into areas relating to sick children, and / or underprivileged / at risk children.

Examples of funding activities include:

- Assistance to seriously ill children and their families.
- Grant wishes or creation of fun environments for sick children.
- Programs or projects that target the social, emotional, physical, cognitive and moral development of sick, under-privileged, disadvantaged and at risk children.

The Zig Zag Foundation will also provide funding for specific purposes and / or special projects including:

- Wheelchairs, technical devices or medical equipment.
- Medical programs or procedures for specific children.
- Programs or projects that enhance function and skills development such as camps, parenting courses, communication skills, and general life skills.
- Housing support for homeless young people.
- Therapy options.
- Research.

ASSESSMENT CRITERIA

- 1 Proposals must clearly demonstrate how the project, program or research relates to children in need.
- 2 Applications must cover all elements and answer all questions.
- 3 Proposals must demonstrate a well-defined project with clear goals, objectives, outcomes and evaluation measures.
- 4 Proposals must be realistically budgeted and all resources identified including additional sources of funding.

FUNDING

- As a guide Zig Zag Foundation Grants generally range between \$500 and \$25,000.
- The maximum funding available to any grant is \$100,000.
- All funding is GST inclusive.

PERIOD OF FUNDING

- Funding is generally provided for a period of one year.
- Multi-year funding can be requested however funding in subsequent years will be subject to a satisfactory progress report and may be dependent upon a subsequent application process.
- Please note, all funding applications are considered in the context of the funding year in which they are received.

CONFIDENTIALITY

- Zig Zag Foundation will respect the confidentiality of any information that directly relates to the business activities of a community organisation.

TERMS AND CONDITIONS

1. The decision of the Zig Zag Foundation Executive Committee is final and is not subject to an appeal process. Zig Zag Foundation shall not be required to provide reasons for refusal to make a grant.
2. The grant amount must be used and applied solely for the purpose of the project stated in the application for funding.
3. If, at any time the stated purpose of the project is no longer possible and cannot be completed in the manner described in the application, the Grantee must advise Zig Zag Foundation Executive Committee of the inability to complete the stated purpose. Any remaining unspent amount of the grant shall be returned to Zig Zag Foundation within two weeks of this becoming apparent. Zig Zag Foundation Executive Committee at its discretion, may agree to a variation in the project or timeline.
4. It is requested that organisations complete a progress report and send it to Zig Zag Foundation within 6 months of receiving the funding, and then at 6 monthly intervals for the life of the project.
5. The Grantee will provide to Zig Zag Foundation an Acquittal Report outlining the outcomes of the project. This report shall be provided within 6 weeks of the end date of the project.
6. Should the actual total project costs be more than the proposed project costs, Zig Zag Foundation will not be responsible or obliged to pay any monies additional to the notified grant amount.
7. The Grantee will keep and maintain adequate financial insurance (including public liability insurance) for the activities carried out by the Grantee in relations to this project, against any claims for loss or damage to property and injury or death to persons.
8. The Grantee shall not do or say anything or cause anyone to do or say anything that may prejudice or cause damage to the name and reputation of Zig Zag Foundation or its representatives.
9. Zig Zag Foundation's financial assistance to your activity / project must be acknowledged, regardless of the amount of funding. This is a condition of the Grantee's Funding. To acknowledge Zig Zag Foundations financial assistance, please display the Zig Zag Logo, or state in writing that Zig Zag Foundation has funded your project. Zig Zag Foundation must be acknowledged for the duration of the activity/project. Zig Zag Foundation may not be referred to for any purposes outside the activity / project. Zig Zag Foundation reserves the right to refuse requests for permission to use Zig Zag Logos or written acknowledgment of Zig Zag Foundation. Acknowledgment guidelines and logos will be supplied by Zig Zag Foundation.
10. All advertising, signage, media releases and other promotional material that contains the Zig Zag Logo must be submitted to and approved by Zig Zag Foundation prior to its production and release.
11. These Terms and Conditions are to be read together with the Application for Funding, the Guidelines and the Letter of Funding Offer from Zig Zag Foundation. They will all form the Terms of Agreement for the funding grant.
12. Zig Zag Foundation considers the grants given to organisations as gifts that are freely given and would not ordinarily constitute consideration for taxable supply by the recipient.
13. As a general rule, Zig Zag Foundation does not intend to include GST incurred by an organisation for the purchase of equipment or provision of services to the community in any gifts. It is presumed your organisation is registered for the GST and therefore you are able to reclaim this amount.

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