# Glen Waverley Uniting Church Congregation Outreach Projects (COP) Grant Application Form 2025

## Information for grant applicants

1. The 2025 COP Selection Panel invites applications for Congregational Outreach Project (COP) grants from the 2025 fete proceeds.
2. Applications open on Sunday 6 April 2025.
3. Application close on Sunday 25 May 2025. Late applications will not be accepted as the COP Selection Panel will adhere to a set timeline.
4. To make an application, complete the fields in the application section below. Further copies of this form can be downloaded from COP Application Form, or the church office can provide hard copies.
5. Further information, including the Assessment Criteria, is contained in the Congregation Outreach Projects (COP) Procedures document that can be downloaded.
6. Applications for International projects require submission of the International Activities Approval Form (for projects through Uniting World, this requirement has already been met). This should be completed by a member of the Church, preferably one who is not linked with the recipient charity/organisation, for example the Treasurer. Please do not proceed with the application until you have discussed this with a member of the COP Selection Panel.   If possible, it is best to apply for COP funds to be used overseas through a registered Australian charity.
7. Completed Application Forms must be lodged by SUNDAY MAY 25 with the COP Selection Panel either:

by email (in WORD format, not as a pdf or other file type) to:  [copcom@gwuc.org.au](mailto:copcom@gwuc.org.au) (preferred)

OR

by mail or by hand to the church office: COP Selection Panel, Glen Waverley Uniting Church, cnr Kingsway & Bogong Ave, Glen Waverley 3150.

1. Queries may be directed by email to [copcom@gwuc.org.au](mailto:copcom@gwuc.org.au) or phone the church office on 9560 3580 to arrange a return phone call from a member of the COP Selection Panel.
2. Applicants need to be a member of GWUC. Applicants may seek assistance from staff members of the recipient organisation in preparing the application.
3. An application will be for a single project at a single organisation only. Applications for multiple projects or multiple organisations will not be accepted.
4. Receipt of applications will be acknowledged in writing by the Selection Panel. The submission and its acknowledgement will not be taken as an indication of agreement to the request.
5. After the project selection process, all applicants will be advised in writing of the recommendations to be put to the July/August Congregational Meeting.  Applicants for recommended projects (or their deputy) may be requested to attend this meeting to respond to any questions concerning their application.
6. A condition of this application is that evidence, including a short written report, will be provided by the applicant, within one year of the grant being provided, to substantiate that the money has been spent in the way described in the application and the outcome achieved. Wherever possible, a speaker will attend a church service at GWUC to provide the same information.
7. Funds will not be available to successful projects until after the net income from the 2025 fete is confirmed.

# Information required from applicant

# Please answer all questions fully and attach further supporting information if necessary

*(Write within the boxes, they will wrap around and increase in size as you type).*

1. Name of project

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1. Official name of the organisation for which you seek the grant:

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1. Contact details of GWUC member submitting this application:

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Name:

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Phone number/s:

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Email address:

1. What is the amount of the grant sought?

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1. Please provide a brief outline of the work currently undertaken by this organisation/group/individual.

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1. Describe the proposed project and the way the grant would be used by the recipient organisation/group/individual, and some information about the area in which the project is based.

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1. Who will benefit from the project?

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1. Please give a project cost estimate, including item costs and quantities or other details to substantiate total amount of grant requested.

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1. When was the organisation/group established?

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1. Website of organisation (if applicable)

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1. Please provide evidence of the existence of the organisation.

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1. If this application is successful, who would we direct the grant to?

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i) Organisation name and address:

OR

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ii) Representative’s name and address:

1. Provide the bank account details for the project - (grant payment requires a bank account in the name of the beneficiaries)

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Bank Account Name:

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Bank Account Number (BSB: Account Number)

1. Documentary evidence of expenditure of the grant on the project must be provided to GWUC Outreach and Social Justice Mission Group within one year of receipt of the grant. What evidence will the organisation provide to GWUC to substantiate that the money was spent in the way the submission advised? For example:

* receipt of COP grant with organisation's letterhead or stamp,
* part statement from Bank Account clearly showing resulting expenditure on the project,
* other method clearly showing expenditure,
* written report,
* photos,
* other

(This requirement is intended to provide accountability for funds, yet still enabling small organisations, without formal structures in place, to function)

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1. Outline any other forms of funding this project may receive e.g. from:

* The Uniting Church,
* Other Christian organisations,
* Secular organisations (eg Rotary, school group),
* Community groups, either locally or where the project will be run:

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1. Outline your involvement and/or the involvement of other members of GWUC with this Project.

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## *Thank you for this application.*

## *The COP Selection Panel will contact you about your project.*