

4. Budget for the Grant:

Please enter budget details about your project. Tell us what you will use the funds for and how much each item will cost.

Item Description	Cost
TOTAL	

5. Total project budget: \$ _____

6. Total grant requested: \$ _____

7. Are you applying for other funding: Yes / No

If yes, where from: _____

How much: \$ _____

8. Have you already received funding for this project: Yes / No

If yes, where from: _____

How much: \$ _____

9. How will your project benefit the Deaf Community:

10. Referees:

Please note that your referees will be contacted and asked about your involvement in the Deaf Community

a) Full Name: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

b) Full Name: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

I certify that I have read the guidelines of the Anthony M Houen Community Grant Fund and agree to be bound by them:

Signature of Applicant: _____

Date: _____

Signature of Parent/Guardian: _____
If applicant is under 18 years of age

Date: _____

THE DEAF SOCIETY OF NEW SOUTH WALES
ANTHONY M HOUEN COMMUNITY GRANT FUND

Application Guidelines

1. Overview

The Anthony M Houen Community Grant Fund was established in July 2010 in order to provide one-off grants and funding assistance to support Deaf and hard of hearing people to achieve or contribute to any one of the following priority areas:

- a) Leadership
- b) Community Development
- c) Conference/Seminar
- d) Art and Culture
- e) Sport

Projects will contribute to an individual's or group's positive growth and personal development and provide inspiration for other Deaf people to achieve and show leadership.

2. Who can apply to the Fund?

Deaf and hard of hearing people living in NSW are able to apply to the Fund.

Recognised Deaf clubs and groups are also able to apply.

3. What can the funding be used for?

The Fund will consider any project that fits within one of the priority areas. Examples may include:

- Participation in a recognised community leadership training program
- Access to business mentoring and development or seed funding to establish a new business venture
- Production of health education materials
- Sponsorship for Deaf athletes
- Development of an arts project - visual, performing, film, multimedia etc.

4. How much funding is available?

Actual distributions will depend on the number and scope of applications. It is anticipated that most applications will be up to a maximum of \$1,000 however the Fund Administrator may vary this according to demand and merit of received applications.

5. When are grants made?

Funds are awarded quarterly in September, December, March and June. The closing dates for applications are 30 August, 30 November, 28 February and 30 May each year.

Applicants can only apply for one grant in one category within one funding year.

Applicants must fully complete their project before being eligible to apply for a further grant.

All funded projects are to be completed within a twelve (12) month time frame. Requests for an extension may be considered under certain circumstances. Any request for an extension must be made in writing however there is no guarantee that an extension will be offered.

6. How will funds be paid?

Funds will be reimbursed upon presentation of relevant receipts/tax invoices and/or claim forms, or at the discretion of the Funds Administrator.

7. How do I apply to the Fund?

- (a) Complete the Anthony M Houen Community Fund Application Form (see website or call 02 8833 3600; TTY 02 8833 3691 to request a form be posted to you)
- (b) Provide a budget and estimated expenses
- (c) Provide details of two (2) referees who can support your application
- (d) Participate in an interview with the Grants Committee

8. How will the Community Grants applications be judged?

All applications will be assessed by the Fund Advisory Committee, comprising senior Deaf Society staff and the President.

Applications will be assessed on the criteria and objectives detailed above as well as special circumstances as determined by the Committee from time to time.

9. What are my responsibilities/obligations if I receive a grant?

Successful applicants will be required to complete a Terms of Agreement with the Deaf Society of NSW. This agreement outlines the relevant reporting requirements and timelines for the project.

If you are successful as a Community Fund applicant you will need to:

- (a) Submit a brief six monthly project update
- (b) Provide photos that can be used to promote the Fund
- (c) Submit a final project report
- (d) Consent to having your program profiled by the Deaf Society of NSW (media, internet, reports etc.)
- (e) Recognise the Deaf Society of NSW in any publications or promotions of the project/event

The Anthony M Houen Community Grant Fund reserves the right to award the grant in full or using progress payments depending on the project and size of the grant amount.

Priority will be given to new applicants.

The Anthony M Houen Community Grant Fund reserves the right to not award any grants in any particular year or funding period if applications are not in accordance with the guidelines or for any other reason so deemed by the Fund.

The Anthony M Houen Community Grant Fund reserves the right to vary or change the funding application guidelines from time to time. No correspondence will be entered into in regard to decisions made by the Fund.

Anthony Martin Houen, AM - Mr Houen's service to the Deaf Community as a Director and President of the Deaf Society Board of Directors spanned from 1959 to 1991 and from 1995 to 2001.

As the Society's Honorary Solicitor, Mr Houen continues to demonstrate his dedication and support for our organisation.

The Anthony M Houen Community Grants Fund was named in honour of his invaluable contribution to the Deaf Society over so many decades.