



GRANT APPLICATION FORM

Completed application forms with all support documents should be emailed to kidstoag@vff.org.au at least one month prior to the planned activity or commencement of the first activity in a series.

Applications are invited for funding of up to \$2,000, (excluding GST) however larger grants will be considered on merit and if value can be demonstrated.

Successful grant applicants will be reimbursed their awarded grant amount after the completion of the activity, on receipt of a paid tax invoice(s) itemising all the items of expenditure. This invoice needs to be submitted to the VFF along with a post-evaluation report within 30 days of completion of the activity.

APPLICANT DETAILS	
Organisation	
ABN	
Postal address	
Contact person's name	
Contact person's position (e.g. Grade 2 teacher, School Assistant)	
Email	
Phone	

BANK DETAILS	
Bank account name	
BSB (6 digits)	
Account number	

ACTIVITY PLAN	
Name of farm/primary production site you intend to visit	
Contact name & email address of farm/primary production site you intend to visit	
What educational activity do you plan to undertake? Provide a detailed outline of the educational activity you wish to undertake. Items to include: <ul style="list-style-type: none"> • What is the key aim of your activity? How does it link to the aim of the “Kids to Ag” project? • Will the activity be interactive and hands-on? 	
How will your activity meet the aims of the Kids to Ag project? Demonstrate how your activity will: <ul style="list-style-type: none"> • Improve learning about agriculture production, sustainability practices and land stewardship and/or; • Increase children’s understanding of where and how food and fibre is produced and the role and importance of agriculture is to Australia’s way of life, regional communities and the economy. 	

<p>Will this be a one-off visit or a series of visits/activities?</p> <p>Provide an overview of the venue(s)</p>	
<p>Have you already reached out to the farm/primary production site? Do you have an established relationship or is this yet to happen?</p>	
<p>How will you promote the activity?</p> <ul style="list-style-type: none"> • Newsletters, school promotion (assembly). • Social media • Local newspaper 	
<p>How many students do you anticipate engaging with during your activity/activities?</p>	

CURRICULUM LINK	
<p>How will your project link to the Victorian curriculum?</p> <p>Will this only target food/agriculture subject matter or will it be broader than that – e.g. maths, science, art?</p>	

MONITORING AND EVALUATION	
<p>Please detail how you will assess the success of the project.</p> <p>For example:</p> <ul style="list-style-type: none"> • Will students' knowledge be assessed before and after the activity? • Will there be a quiz related to the activity? • Will there be a take home message or activity for the child to share with their family? 	

BUDGET		
Please complete the following table (add additional rows if necessary)		
Item	Supplier (if applicable)	Amount (\$)
<i>E.g. Bus to and from primary production site</i>	<i>Crown Coaches</i>	<i>\$900</i>
SUB TOTAL		
GST		
TOTAL		

Will you also be seeking additional funding from other sources?

COMPLIANCE

Please ensure the following documentation is included with your application

Item	Attached
School Safety Plan/Risk Assessment <ul style="list-style-type: none"> For guidance see: https://www2.education.vic.gov.au/pal/excursions/guidance For example Risk Assessment provided by Victorian Department of Education and Training see: Risk Assessment Template 	
Activity venue (primary production site/farm) Working with Children Check card(s)	
Activity venue (primary production site/farm) COVID-Safe plan <ul style="list-style-type: none"> For guidance see: www.coronavirus.vic.gov.au/covidsafe-plan 	
Activity venue (primary production site/farm) food safe plan (If you intend on serving/providing food)	
Activity venue (primary production site/farm) Certificate of Currency for public liability insurance coverage	

CONFIRMATION

I confirm this application is made subject to the below terms and the Guidelines published on www.vff.org.au/kidstoag and that I am authorised to make this application on behalf of the Organisation named in this application.

Signature

Print name

Terms and Conditions

1. VFF will only assess complete applications. VFF is in no way responsible for the contents of any application. The submission of a complete application is the responsibility of the applicant.
2. A successful grant applicant will not be paid the awarded grant amount unless and until:
 - a. receipt of paid tax invoice(s) itemising all the items of expenditure;
 - b. the occurrence of the activity in accordance with the Guidelines; and
 - c. the invoice(s) and post-evaluation report are submitted to the VFF (which must be submitted within 30 days of completion of the activity); and

- d. anything else specified in the Guidelines.
3. Should the applicant not be entitled to award of the grant or receives payment as a result of fraud or any misleading or deceptive representation, or if the grant is not applied for the purposes set out in this application, the grant amount will be repayable on demand as a debt owing to the VFF.
 4. The applicant acknowledges that a successful application does not in any way amount to any approval or endorsement by the VFF of the suitability, accuracy, risk, lawfulness or completeness of the proposed activity or any of the material accompanying, or submitted in support of, the application. The applicant acknowledges and accepts that it is the applicant's responsibility for all such matters.
 5. Should the VFF elect to award a grant to the applicant, the applicant agrees to indemnify VFF against any loss or damage suffered or incurred by the VFF that may arise from any claim by the applicant or any other person in connection with the proposed activity except to the extent caused by the negligence of the VFF.

NEXT STEPS

Once complete, please forward your application to kidstoag@vff.org.au one month prior to activity commencing

Applicants will be acknowledged on receipt of application and processed within 10 working days

For further information see: www.vff.org.au