COMMUNITY GRANTS PROGRAM

PROJECT APPLICATION FORM 2011/2012

Complete this form if you are seeking one-off support for a community project.

Please read the guidelines before completing this form.

1. Legal name of organisation(s)

2. Address for correspondence

3. Contact person / Project Officer

Daytime phone:		Mobile phone:	
Email:		Fax:	

4. This application is made on behalf of:

Single organisation ☐ Two or more organisations ☐

Other (please specify)

5. Is the organisation currently incorporated?

If the organisation is not incorporated or seeking incorporation, a letter of sponsorship will be required from an incorporated organisation which is prepared to accept financial responsibility for a grant.

Yes ☐ No ☐ Pending ☐

ABN No.

6. Is the organisation registered for G.S.T?

If your organisation does not have an ABN and your grant application is successful, you will have to supply a completed form Statement by a Supplier when you claim your grant. This form can be obtained from www.ato.gov.au

Yes ☐ No ☐

7. Eligibility

Organisation currently receives recurrent support from:	Council ☐	State Government ☐	Federal Government ☐
Organisation received funding in the previous financial year from:	Council ☐	State Government ☐	Federal Government ☐
Organisation has received funding this financial year from:	Council ☐	State Government ☐	Federal Government ☐
All previous grants from Council have been fully acquitted	Yes ☐	No ☐	

8. Membership Details

a) Please indicate the number of current members.

b) Please indicate the number of non-members who will participate in or benefit from the project.

9. Project details

Please provide a brief description of the project and attached any documents explaining it in further detail.

10. Selection Criteria

a) Describe how you identified the community need for the project and what the subsequent benefits for the community would be.

b) Describe what input your organisation will provide towards the project (funds, labour, or other in-kind support).

c) Describe the involvement of the wider community in the planning and ongoing involvement in this project.

d) What are the expected outcomes of the planned project?

e) Will the project involve working with other organisations? If so, how?

f) Have you sought funds for this project from any other sources? If so, who?

11. Budget

Please list items for which the grant is sought and the cost of each item in priority order.

Income

	A - Cash	B - In-kind	In-kind details
Community Grant Sought	**$**	**$**	
	Total cash - A	**Total In-kind - B**	**Total Income A + B**
	$	$	$

Expenditure

Item description	Total Cost	FCRC	
Total Expenditure	**$**	**$**	**Total of grant sought**

12. Documentation (To be attached)

- ☐ Copy of the organisation's objectives (as per Constitution)
- ☐ Copy of the latest audited Financial Statement
- ☐ Incorporation documentation or sponsor's Certificate of Incorporation
- ☐ Any other information in support of your application

13. Certification

This application is to be signed by two Executive officers of the incorporated organisation accepting legal and financial responsibility for the project.

I certify that:

- The information provided in this application is true and correct;
- All conditions of the grant will be complied with, should the grant be approved;

- This application is consistent with the aims and objectives of the incorporated body as set out in its Constitution; and
- There will be appropriate insurance cover for the activity.

Name		**Name**	
Signature		**Signature**	
Position		**Position**	
Date		**Date**	

Please return your completed application form and attached documentation by **10 February 2012** to:

grants@frasercoast.qld.gov.au

or

Fraser Coast Regional Council Community Grants Program
PO Box 1943
HERVEY BAY QLD 4655

Please direct all enquiries to Council's Grants Officer on 1300 79 49 29 or grants@frasercoast.qld.gov.au.

Privacy Notice: In using this form you are providing personal information such as name and contact details.

This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

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