

FINANCIAL ASSISTANCE Application Form

SECTION 1: APPLICANT'S DETAILS – all applicants complete this section

The name of Your Project	
Name of the Organisation or person seeking financial assistance.	
Address	
Postal Address	
Name and position of the contact person	
Telephone and Email Address	Telephone: (bh)
	Fax:
	Mobile:
	Email:
What legal status does your organisation have? (e.g. Incorporated Association etc)	
Australian Business Number (ABN) *	
Australian Company Number (if applicable)	
General Description of your Organisation	
Is your insurance, including a minimum of \$20m for public liability insurance, current? Please state policy numbers. (Council may request a copy of certificates of currency.)	Please list policies, insurer and policy number.
What is the time frame of your project?	Start Date: End Date:

- If you don't have an ABN, please attach a copy of the Australian Taxation Office form "Statement by a supplier". Applicants with an ABN DO NOT need to complete the Statement by a Supplier form.

AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:

\$

Must agree with amount stated in this application's budget in section 3) (amount EXCLUSIVE of GST)

SECTION 2: APPLICATION / PROJECT DETAILS – all applicants to complete.

Briefly describe your request/project. If required, attach additional details.

Is your project new? Select one **YES** **NO** **N/A**
If you answered no, please provide some information that illustrates the new part of an existing project that you are seeking funding for.

What are the aims of the request/project?

How will your request/project assist members of the Community?

What outcomes and benefits will your project have for the community?

Demonstrate how your project promotes community development and participation by connecting people, increased opportunity and building community capacity.

What community consultation has confirmed the need for this program?

List the organisations actively involved in the project / program.

ORGANISATION	CONTACT PERSON	Contact telephone number



TIP

You can submit supporting documentation with your application to show how other organisations support your project.

SECTION 3 : BUDGET – IMPORTANT – all applicants must complete this section.

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. You may submit your budget as a separate attachment if you prefer.

Proposed Income:	Amount
Proposed Expenses:	Amount
TOTAL COST OF PROJECT	
TOTAL COST OF FUNDING SOUGHT	

If you are purchasing equipment or are planning a capital improvement to an asset, 2 quotations for the goods/ services need to be attached to your application.

SECTION 5: DECLARATION – ALL applicants to complete this section.

On behalf of:

(name of the organisation, if applicable)

I declare that the information provided above is complete and correct.

Signed:

Print Name:

Position in organisation:

Address:

Contact telephone numbers:

Email address:

Date: