

# GRANT APPLICATION FORM

Applicant Name

Organisation/Group  
Head & Title (if applicable)

Postal Address.

Suburb/Town

State  Postcode

Contact Person Name

Position Held

Daytime Phone No.

Mobile No

Email

ABN

Are you partnering with an intermediary organisation for this application?  Yes  No

If yes, please provide their name, address and ABN details

Is this organisation or group registered for GST?  Yes  No

Is your organisation or group registered for GST?  Yes  No

Is your organisation or group incorporated?  Yes  No

**IMPORTANT:**

**Please note that if your application is successful, you will be required to attend the grant handover function to receive it, or it will be forfeited.**

Grant cheques must also be deposited within four weeks of being received or they will be cancelled.

Grants must also be spent within three months and a brief report provided to the TCE on how the money was used.

This report can be emailed to Treasurer Sean Mackay at [seanm@adroitig.com.au](mailto:seanm@adroitig.com.au).

Unfortunately, your organisation will not be considered for future funding if a report is not provided within three months of the grant being received.

**COMPLETE WHERE APPLICABLE**

Project/Venture Title

Grant Amount Requested

Does the Amount requested cover the full project cost?

Yes

No

If No, how are these funds to be raised?

**WHAT DOES YOUR ORGANISATION/GROUP DO?**

(Please provide mission, founding date, major programs and distinctive organisational attributes, number of members,

**WHAT WOULD YOU LIKE THE GRANT FOR?**

(Please describe the project in general and the need it aims to meet and who it will benefit)

**HOW MUCH WILL IT COST? Please provide a detailed project budget.**

(Is it part of a bigger project? Who else have you sought funds from?)

**IS THERE FUNDING AVAILABLE FROM OTHER ORGANISATIONS TO SUPPORT YOUR PROJECT?**

(E.g. Local Council, State Government, Federal Government programs, other)

**DO YOU INTEND TO APPLY ELSEWHERE & HAVE YOU RECEIVED GRANT FUNDING FROM OTHER SOURCES IN THE LAST 12 MONTHS?**

**WHEN WILL THE PROJECT HAPPEN?**

(Please outline the expected dates that this project will start and finish)

**HOW WILL YOUR GROUP PROMOTE YOUR PROJECT/EVENT/ACTIVITY AND YOUR SPONSORSHIP FROM THE ENTERPRISE WITHIN THE COMMUNITY?**

## SUPPORTING DOCUMENTATION

**Please ensure you have attached or completed. Failure to provide the financial information requested will result in your application being disqualified.**

(Eg. Local Council, State Government, Federal Government programs, other)

- Profit and Loss Statement and Balance Sheet for past financial year (audited if available)
- Project Budget and Quotes
- Any other relevant information (please specify) (Eg. Annual Reports, Promotional Materials, Letters of Support)

**If you are unsure about any of the requirements please contact:**

**Sean Mackay at [seanm@adroitiq.com.au](mailto:seanm@adroitiq.com.au) on 0413 582 632**

**or**

**Magdalena Wheatland at [Magdalena.wheatland@bigpond.com](mailto:Magdalena.wheatland@bigpond.com) on 0407 388 853 for assistance.**

**Does your organisation have a Bendigo Bank Account?**

Yes  No

**If not, can someone from the bank call you to discuss opening one and supporting the TCE?**

Yes  No

I/We affirm, on behalf of .....

that any funds provided by Torquay Community Enterprise Ltd will be expended:

- In accordance with the grant scheme guidelines
- Within the Torquay area
- As outlined in this application and;

If this application is successful, our group agrees to submit a Community grant project report

I affirm that all my details supplied in this application and attachments are true and correct to the best of my knowledge and the application form has been submitted with the full knowledge and agreement of the applicant organisation. I acknowledge I have read and understand the guidelines.

**Name** ..... **Signature** .....

**Title** ..... **Date** .....

**To assist us with our processes, please complete the following:**

Did you find the application forms and guidelines:

Clear and simple  Some difficulty in understanding  Difficult and/or confusing