

# ***Application Form***

## **Morawa Sinosteel Future Fund Grant**



- Only applications where all questions are answered in full will be accepted as valid.
- Please provide as much information as possible.
- Attachments should be added as required.
- This application and attachments will become the property of the Morawa Sinosteel Future Fund and will not be returned to applicants so please make a copy for your reference.

### ***Section 1: Applicant Details***

Name of Organisation:	
Postal Address:	
Street Address:	
Contact Person:	
Position:	
Business Hours Phone:	
Mobile:	
Email:	

# Application Form

## Morawa Sinosteel Future Fund Grant



### Section 2: Organisation Details

Does your organisation have an ABN? Yes  No

If Yes, please provide your ABN: \_\_\_\_\_

Is your organisation registered for GST? Yes  No

Is your organisation Incorporated? Yes  No

If Yes, please include Incorporation Certificate with this application

What are the aims & objectives of the organisation?

---

---

---

---

---

---

---

---

Has your organisation/group received any funding before from the Morawa Sinosteel Future Fund, or from the previously known Morawa Community Trust? Yes  No

If Yes, please complete table below

Year	Amount \$	Purpose

# Application Form

## Morawa Sinosteel Future Fund Grant



### Section 3: Project or Event Details

Project or Event Name:	
<p>Project Summary: <i>Please clearly state the objective of your project and target audience of the project.</i></p>	
<p>What is the community need that this project is addressing? <i>Where possible please provide evidence of this need – For example, statistics, letters of request, media stories etc that demonstrate the need.</i></p>	
<p>Who is the project targeted at? <i>Please provide details about who the project is targeted. For example youth, elderly, people with a disability. Provide an explanation as to why they are a priority.</i></p>	
<p>Why should this project be a funding priority for the Morawa Sinosteel Future Fund Grant Committee?</p>	

# Application Form

## Morawa Sinosteel Future Fund Grant



### Section 4: Financial Details

What is the total cost of the project?	
How much are you requesting?	
Is your organisation contributing at least 30% of the total cost of the project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this amount GST inclusive?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Project Expenditure Details

Details outlining the expected income and expenditure associated with the project are required. Supporting evidence such as copies of quotes for proposed goods or services to be used for the project must be included. The number of quotes provided must comply with the Shire of Morawa's purchasing policy which states that:

- At least one (1) verbal quotation from suppliers for up to \$4,999.
- At least two (2) written quotations from suppliers for \$5,000-\$19,999.
- At least two (2) written quotations from suppliers, and a procurement decision based on all value for money considerations for \$20,000-\$49,999.
- At least (3) written quotations, and a procurement decision based on all value for money considerations for \$50,000-\$249,999.

The obtained quotes must be recent and specific for the proposed grant application project.

**Table 1: Total Expenditure for the Project**

Detail the expected costs associated with delivering the project i.e., products, services, labour (paid and unpaid), insurance, catering	Cost (\$)	Quotes/Supporting Evidence Attached
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Table 1 Total Expenditure</b>	<b>\$</b>	

# Application Form

## Morawa Sinosteel Future Fund Grant



**Table 2: Provide QUOTE details where multiple quotes are required**

<b>Example of how to complete Quote details:</b>			
<i>EG: Item 1: Name</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>EG: Quote 1- company/service/product</i>	<i>\$ xxxxx</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>EG: Quote 2 – company/service/product</i>	<i>\$ xxxxx</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

List quote details here for easy reference. Also attach copies of your quotes to your application	Estimate (\$)	Quotes/Supporting Evidence Attached?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Table 3: Total Income Details for the Project**

Please provide details about the income sources that will contribute to the delivery of this project.	Cost (\$)
Morawa Sinosteel Future Fund Grant – Amount Requested	
Cash Contribution <i>How much is your organisation contributing to the project/activity?</i>	
Value of voluntary labour <i>Please provide details about the number of volunteers, hourly rate, and the number of hours required, to support the dollar value that is outlined here. For example: X number of volunteers x Hourly Rate x Number of Hours</i>	
State Government <i>Will you be receiving funds from the State government? If no, please leave blank.</i>	
Australian Government <i>Will you be receiving funding from the Federal Government? If no, please leave blank.</i>	
Other <i>Will you be receiving funding from anywhere else? If Yes, please detail how much and where from.</i>	
<b>Total Income</b>	<b>\$</b>

Total Income in Table 3 = Total Expenditure in Table 1

# Application Form

## Morawa Sinosteel Future Fund Grant



### Section 5: Acknowledgement of the Morawa Sinosteel Future Fund

Being a grant recipient of the Morawa Sinosteel Future Fund provides your organisation, as well as the Morawa Sinosteel Future Fund, an opportunity to obtain positive future outcomes for the Morawa community.

A. Do you agree to recognise the <i>Morawa Sinosteel Future Fund</i> as a project sponsor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
B. Do you agree that <i>Morawa Sinosteel Future Fund</i> will be formally recognised and promoted in all publications, promotional materials, media releases and newsletters, as well as at program launches and/or the event itself (i.e., via speeches and signs)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
C. Do you allow the <i>Morawa Sinosteel Future Fund Committee</i> and <i>Shire of Morawa</i> to use or promote any materials provided, including images and publications, to promote your project and recognize its involvement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
D. Do you agree to provide <i>Morawa Sinosteel Future Fund</i> with a Project Completion Report (the Acquittal) within 6 weeks of the completion of the funded project?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section 6: Supporting Documents

Have you included:

- Certificate of Incorporation (if incorporated) Yes  No
- Letters of support for the project Yes  No
- Documentation demonstrating community need/benefit Yes  No
- Correct number of quotes in support of requested funding Yes  No
- Latest Financial Statements of your organisation Yes  No

**Please note:** if your organisation is registered for GST a tax invoice for the funding amount will be required prior to funds being provided.

# **Application Form**

## **Morawa Sinosteel Future Fund Grant**



### **Section 7: Application Declaration**

*Please have two (2) members of your organisation complete the details below - one member must be the President (or equivalent) of the organisation.*

**We declare that we have been authorised by the applicant organisation to prepare and submit these documents as our application to the Morawa Sinosteel Future Fund Grants Program.**

**We declare that the information included in this application is true and correct and that we will abide by the conditions set out in the Morawa Sinosteel Future Fund Grant Guidelines which we have read and understood.**

#### **Member 1**

Name:		
Position:		
Phone:		Mobile:
Email:		
Signature:		Date:

#### **Member 2**

Name:		
Position:		
Phone:		Mobile:
Email:		
Signature:		Date: