



## Morawa Sinosteel Future Fund Grant: Application Form

- 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: Organisation Details

Name of Organisation:

Postal Address:

Street Address:

Contact Person:

Position of Contact Person:

Business Hours Phone:

Mobile:

Email:

### Section 2: Contact Details

Does your organisation/ Group have an ABN?

Yes / No

If Yes, provide your ABN below

ABN :

Is your organisation / Group Registered for GST?

Yes / No

Is your organisation / Group Incorporated?

Yes / No

If Yes please attach a copy of the certificate to this application

What are the Aims & Objectives of the Organisation / Group?

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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 details below.

Year	Amount \$	Purpose

### Section 3: Project / Event Details

Project / Event Title	
Summary of project: Please clearly state the objective and target audience of the project. (maximum 50 words)	
What is the community need that this project is addressing? Where possible please provide evidence of this need – For example, statistics, letters of request, media stories etc that demonstrate the need.	
Who is the project targeted at? Please provide details regarding groups within the community to whom the project is targeted at – for example youth, elderly, people with a disability – and provide an explanation as to why they are a priority.	
Why should this project be a funding priority for the Morawa Sinosteel Future Fund Grant Committee?	
What is the <b>TOTAL COST</b> of the project?	
How much are you requesting? Are you contributing at least 30% of the total cost of the project?	
Is this amount GST inclusive?	

**Section 4: Financial Details**

**4.1 - Project Expenditure Details**

Details outlining the specific costs 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:

- Two (2) written quotes are required for items up to the value of \$49,999
- Three (3) written quotes are required for items in value greater than \$50,000

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

**Table 1: TOTAL COST Details for the Project**

<i>Using your Preferred Quotes: Detail the costs associated with delivering the project i.e., products, services, labour both paid and unpaid, insurance, catering etc</i>	<b>Costs \$</b>	<b>Quotes Supporting / Evidence Attached</b>
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
<b>TOTAL COST of Proposed Project</b>	<b>\$</b>	<b>Yes / No</b>

**Table 2: Provide Quote Details where multiple quotes are required**

<b>Quote Details:</b> <i>List quote details here for easy reference. Also attach copies of your quotes to your application</i>	<b>Estimated \$</b>	<b>Quotes Supporting / Evidence Attached</b>
<i>EG: Item 1: Name</i>		Yes / No
<i>EG: Quote 1- company/service/product</i>	<b>\$ xxxxx</b>	Yes / No
<i>EG: Quote 2 – company/service/product</i>	<b>\$ xxxxx</b>	Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
<b>TOTAL COST of Proposed Project</b>	<b>\$</b>	

## 4.2 - Project Income Details

Please provide details about ALL the Income sources that will contribute to the delivery of this project?

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

<b>Income Sources</b>	<b>Cost \$</b>
<i>Morawa Sinosteel Future Fund Grant – Amount Requested</i>	
<i>Cash Contribution</i> <i>How much is your organisation contributing to the project/activity?</i>	
<i>Value of voluntary labour</i> <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.</i>  <i>i.e., X number of volunteers x Hourly Rate x Number of Hours</i>	
<i>State Government</i> <i>Will you be receiving funds from the State government? If no, please leave blank</i>	
<i>Australian Government</i> <i>Will you be receiving funding from the Federal Government?</i> <i>If no, please leave blank.</i>	
<i>Other</i> <i>Will you be receiving funding from anywhere else?</i> <i>If yes please detail how much and where from.</i>	
<b>Total Income</b>	
<b><i>This Table 3 Total Income Value should Equal Total Cost Value in Table 1</i></b>	

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

Being a grant recipient of the Morawa Sinosteel Future Fund provides your organisation / group, as well as the Morawa Sinosteel Future Fund, an opportunity to obtain positive publicity.

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|--|----------|
| A. Do you agree to recognise the <i>Morawa Sinosteel Future Fund</i> as a project sponsor?   | Yes / No |
| 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 / No |
| C. Do you agree to provide Morawa Sinosteel Future Fund with a Project Completion Report – the Acquittal within 6 weeks of the completion of the funded project?   | Yes / No |

## **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 quotations in support of requested funding | Yes / No |
| • Latest Financial Statements of your organisation             | Yes / No |

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

## **Section 7: Application Declaration**

Please have two (2) members of your organisation group 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/group 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 in**

**Organisation:**

**Phone:**

**Mobile:**

**Email:**

**Signature:**

**Date:**

### **Member 2**

**Name:**

**Position in**

**Organisation:**

**Phone:**

**Mobile:**

**Email:**

**Signature:**

**Date:**