

The Organisation Template

- Registered organisation name:
- Year established:
- ABN:
- Tax status:
- Registered for G.S.T.:
- Bank details:
- Incorporated?
- Insurance details: (Attach certificate of currency)
- Where can annual reports be accessed?
- Where can our photos be accessed?
- What is the organisation's background/history?
- What is organisation's mission statement?
- Number of staff:
- Number of volunteers:
- Physical Address:
- Post Address:
- Phone Number:
- Email address:
- Website:
- Face/twitter/other social media:
- Contact person and details:
- Board/Committee member details:

Name	Position	Years in organisation	Background brief

- List of achievements/awards:
- Affiliated/associated membership:
- Current membership numbers: (detail each category)
- Membership five years ago: (detail each category)
- Previous grant wins?

Who from	What for	How much	When	Reported

- Local Community Data
- Current population and demographics:
- Forecast population and demographics:
 - 10 years
 - 20 years

Provide relevant reports/data on issues: