



Alcoa Harvey Sustainability Fund



australia's aluminium

Grant Application Form

Applicants must discuss individual projects with the Manager of Community and Economic Development, Mr. Patrick Quinlivan, prior to lodging an application. Tel: 9729 0319 Email: patrickq@harvey.wa.gov.au

Due Date Friday 15th March 2019 at 3pm

ORGANISATION DETAILS: (Please be concise but include or attach all relevant information)		
Organisation / Group Name:		
Postal Address:		
Phone:	Email:	Website:
President / Chairperson or Executive Officer:		
Phone:	Mobile:	Email:
Contact Person for this project: (if different to above)	Position:	
Phone:	Mobile:	Email:
Is your Organisation / Group registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Australian Business Number (ABN):		
Incorporated Association:	Yes <input type="checkbox"/> No <input type="checkbox"/> (if no you must have an auspicing organisation to hold the funds for you) See Attachment A	
Other? Please specify		
Do you have Deductible Gift Recipient (DGR) Status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have Tax Concession Charity Endorsement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

How many paid staff does your organisation have?	
How many volunteers does your organisation have?	
Does your organisation have members?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the current membership?	
How long has your organisation been operating?	
How many people will benefit from this project? (per year)	

Please provide details of your main operating account:	
Bank:	
Account Name:	
BSB:	
Account Number:	

DESCRIBE THE EXTENT TO WHICH THE PROJECT FACILITATES PARTNERSHIPS WITH OTHER COMMUNITY GROUPS OR ORGANISATIONS.

DESCRIBE THE LONG TERM SUSTAINABILITY OF THE PROJECT: (e.g. the capacity of the Organisation to maintain the project into the future including ongoing costs.)

DOES THE PROJECT PROVIDE ANY ENVIRONMENTAL AND / OR ENERGY SAVING BENEFITS? If yes, please provide details

Yes No

ORGANISATION: What are your Organisations's main activities?

How does this project match your Organisation's goals and objectives?

Does your Organisation have a Management / Business or Strategic Plan?

(Please attach)

Essential for projects over \$100,000.

Yes No

HOW WILL YOU CARRY OUT THE PROJECT? Please describe or attach your project plan including timeline, skills and experience of the person / people managing the project.

FINANCIAL INFORMATION:	
Is your Funding request:	
Between \$5,000.00 and \$49,999.00 <input type="checkbox"/>	\$50,000.00 or more <input type="checkbox"/>

PROJECT BUDGET:			
Please provide details of the income and expenditure budget for your project (excluding GST)			
INCOME (Ex GST)	AMOUNT \$	EXPENDITURE ITEMS (Ex GST)	AMOUNT \$
Amount requested from this fund:			
Your organisation's financial contribution:			
Your organisation's in-kind contribution:			
Other grants/contributions (please list)			
TOTAL INCOME:		TOTAL EXPENDITURE:	
Please note: Total Income should equal total Expenditure			

CONFIRMATION OF OTHER FUNDING (As listed above)	
FUNDING BODY	CONFIRMED Yes/No

In-Kind Contribution: Please provide details of in-kind contribution from yours and other organisations; (activities/jobs, materials/ equipment donated etc.) Based on \$25 per hour for each volunteer.	
	\$

ACKNOWLEDGEMENT: Please describe how your organisation will acknowledge the Alcoa Harvey Sustainability Fund.

APPLICATION CHECKLIST:

To ensure your application meets the eligibility, please ensure that you have completed the following checklist:

- I have answered every question on the application form
- Attached quotes (2 per item)
- Attached letters of support
- Attached Certificate of Incorporation
- Attached a copy of the current Public Liability Insurance Certificate
- Attached a copy of the organisation's Management/Business or Strategic Plan (for projects over \$50,000.00)
- Attached copy of the Organisation's most recent audited Statements and 1 recent bank statement
- Attached copy of a letter of support from Landowner if different from the applicant organisation
- Attached any other supporting documentation and photos

Supporting Documentation:

Please note materials/documentation/photos etc. sent in support of your application unfortunately cannot be returned. Please endeavour to send copies, not originals.

DECLARATION:

I have read and understood the Funding Guidelines for this application and declare that;

- All information provided is to the best of my knowledge true and correct.
- The group /organisation have full knowledge of and are supportive of this project.
- The funds requested would be used only for the purpose described in this application.

(The person with delegated authority must sign this declaration i.e. President, Chairperson, CEO.)

NAME: (of authorised representative)	
POSITION:	
SIGNATURE:	
DATE:	

SUBMITTING YOUR APPLICATION:

Signed and completed applications must be submitted no later than 3pm by the due date of:

Friday 15th March 2019

* Please note: Incomplete or late applications will not be accepted.

Applications will be addressed to:

**Ms Annie Riordan
Chief Executive Officer
Shire of Harvey
PO Box 500, Harvey WA 6220**

By Hand:

**102 Uduc Road, Harvey 9am-4pm
7 Mulgara St, Australind 9am-4pm**

Email: shire@harvey.wa.gov.au