

## Application for Community Grant

Applicants should read the Funding Guidelines carefully before completing this Application Form. For full details please refer to the website, [www.rsclubsouthport.com.au](http://www.rsclubsouthport.com.au). Answer each question fully and submit three (3) copies of requested documents with the Application Form. This original Application Form must be fully completed, signed and submitted with your written Funding Submission and any other required documentation to:

The Community Support Committee  
RSL Club Southport  
PO Box 2127  
Southport QLD 4215

Incomplete or faxed copies will not be considered for funding.  
Application Deadline: 31st May/30th September

### ORGANISATION DETAILS (applicant)

Name of Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

ABN: \_\_\_\_\_

GST Registered: Yes \_\_\_\_\_ No \_\_\_\_\_

Income Tax Exempt: Yes \_\_\_\_\_ No \_\_\_\_\_

### CONTACT PERSON (For enquiries during business hours regarding this application)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: (M) \_\_\_\_\_ (B) \_\_\_\_\_

Email Address: \_\_\_\_\_

### ACCOUNTABLE OFFICER

Name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: (M) \_\_\_\_\_ (B) \_\_\_\_\_

Email Address: \_\_\_\_\_

**PURPOSE FOR WHICH YOU ARE SEEKING FUNDS** (Min. 300 words- to be attached as separate document)

**BUDGET**

Please list items in priority order, each item should be listed and costed individually. A copy of the selected quotation for each item listed must be attached.

| Budget Item | Total Cost (\$) |
|-------------|-----------------|
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |

Total Funding Required \$ \_\_\_\_\_ Total Grant Requested \$ \_\_\_\_\_

I certify that the information provided in this application is, to the best of my knowledge, true and complete, and that it accurately reflects the financial position of the applicant organisation. I authorise the release of the information contained herein to the appropriate Committee members at RSL Club Southport and I authorise the RSL Club Southport Committee make further enquiries where necessary.

In addition, I agree to include details of this project to be utilised in external marketing or publications eg. Media releases and website.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCIAL & LEGAL DOCUMENTS REQUIRED**

Please attach three (3) copies of the document in this order.

- Application Form – all copies to have original signatures
- Funding Submission – min. 300 words as separate document
- Certificate of Incorporation / Verification of charitable status (If applicable)
- List of Current Management Committee, Board or similar
- Latest Audited Financial Statement for the organisation
- Quotations for project costs (if applicable)
- Copy of plans/drawings (if applicable)

**BANK ACCOUNT DETAILS**

Name of Institution: \_\_\_\_\_

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Account Name: \_\_\_\_\_