

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.sopo.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 SOPO
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 SOPO and I authorise the SOPO 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: _____