**Information to fill out prior so you have it ready to go**

**Full legal name:** ……………………………………………………………………….

**ABN number:** …………………………………………………………………………..

**Bank details**: …………………………………………………………………………….

**Incorporation number:** …………………………………. **Date of Incorporation**: ………………………..

**Incorporation status: Up to date/ out of date**

**GST registration status:** …………………… **(If registered) Date of registration:** …………………

**Street address:** …………………………………………………………………………

**Postal address:** ………………………………………………………………………..

**Title reference; (i.e Lot xx on RPXXX)** ………………………………………

**Site tenure arrangement:** ………………………………………………………..

**Club accountable officer:** ………………………………….. **Ph/email:** …………….………………………….

**Contact person details (name, position held, ph, email)**: …………………………………………………..

**Brief description of club: (1 paragraph)**

**Program/Project Description**

**Program/Project Budget**

**Amount of Assistance Required**

**All other sources of funding (if applicable)**

**How your program/project/club meets the grant criteria**

**Make sure to include and/or complete:**

* Identify project 🡪 email council sport & rec advisor to let them know what you seek/would like funding for (do this as early as you can, regardless of when applications are open)
* A guarantee that the program will proceed, and monies received will be spent on the

purpose for which the money was given

* Copies of the latest annual report and a copy of the audited financial statements
* Permission by landowners (council approval)
* Letters of support🡪 Local councillor, state member, BQ (use the project and club descriptions from above to send to people you are trying to get letters of support from🡪 they like to know how the funding/project will benefit the community at large, before they provide a letter of support)
* 3 quotes/or a quantity surveyors report
* Approvals sought
* Sign off/letter of support from council/govt.
* Collect/Provide any other necessary information/documentation for grant application
* Submit application