**Applicants must complete this form, in accordance with the guidelines, in order to be considered eligible for funding from the Gulf Area Community Social Development Trust.**

***Note: The proposed project must service the communities of Burke Shire Council, Carpentaria Shire Council, Doomadgee Aboriginal Shire Council and Mornington Shire Council.***

***Maximum of $30,000 per application. Late applications will not be accepted.***

**SECTION 1 – Applicant Information**

|  |  |
| --- | --- |
| Name of Organisation: | ABN: |
| Postal Address: | Tel: |
| Street Address: | Fax: |
| Contact Person: | Tel: |
| Position: | Email: |
| **Organisational Information***A brief overview of the organisation including mission or purpose and activities undertaken***.** (100 words max) |
| What is the approximate annual revenue generated by the organisation? |  |
| Amount ($) being requested (GST exclusive) |  |
| Name of Project for which funding is requested |  |

**What to do if your Organisation does not hold Deductible Gift Recipient (DGR) status**

To be eligible for a grant from Queensland Community Foundation organisations must hold Deductible Gift Recipient (DGR) status as endorsed by the Australian Tax Office. To check if your organisation has DGR status, please go to <http://abr.business.gov.au/> and enter the organisation’s ABN number.

In the event your organisation does **NOT** hold the appropriate tax status you will be required to secure a funding partner prior to submitting your application for funding. The funding partner will be responsible for accepting, administering and reporting on the grant.

Please provide below the relevant information relating to the funding partner.

|  |  |
| --- | --- |
| Name of Funding Partner Organisation |  |
| Funding Partner Organisation ABN |  |
| Contact Person |  |
| Tel: |  | Email: |  |

**Checklist of Submission**

When you have completed the application form please consult the checklist below to ensure that you have supplied all supporting documentation. Where it is not available to you please provide an explanation.

|  |  |  |
| --- | --- | --- |
|  |  | 1. Completed and signed application form.
 |
|  |  |  |
|  |  | 1. A copy of the Certification from the Australian Taxation Office (ATO) that

shows the ATO has endorsed your organisation’s Deductible Gift Recipient (DGR) tax status. |
|  |  |  |
|  |  | 1. If applying with a Funding Partner please attach:
 |
|  |  | 1. a copy of the Certification from the Australian Taxation Office (ATO) that shows the ATO has endorsed the organisation’s Deductible Gift Recipient (DGR) tax status
2. a letter from your funding partner addressed to Queensland Community Foundation stating their willingness to accept and administer a grant for the project.
 |
|  |  |  |
|  |  | 1. Copy of latest audited financial statements.
 |
|  |  |  |
|  |  | 1. Attach all relevant quotes for the project.
 |
|  |  |  |

**Declaration**

Signed for and on behalf of the organisation:

*Name Signature*

*Position Held Date*

**SECTION 2 – Project Objective**

Please respond to the following questions*.*

|  |  |
| --- | --- |
| 1. Please describe the initiative for which you are applying for funding.
 |  |
| 1. Why have you decided to undertake this initiative? What need have you identified?
 |  |
| 1. What outcomes do you expect to be achieved? (What will the grant be used for?)
 |  |
| 1. How will your organisation benefit from this initiative?
 |  |
| 1. How do you propose to evaluate the initiative? (How will you know if your project was effective or not? Eg outcomes achieved, by survey, focus groups, observation, statistics)
 |  |

**SECTION 3 – Project Budget**

Proposed Budget

**PLEASE NOTE: ALL QUOTES AND RELEVENT DOCUMENTS ARE TO BE ATTACHED FOR THE APPLICATION TO BE CONSIDERED**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Items | $ contribution from the **Gulf Trust** | $ contribution by applicant organisation (may be value in kind) | $ contribution by other sources/other funding (may be value in kind) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Totals |  |  |  |
|  |  |  |  |
|  |  | Total Budget: |  |