

SECTION 2 – Application form

KENDALL COMMUNITY OP SHOP INC.  
Community Grants Program

**APPLICATION FORM 2022**

**PART 1 - GENERAL INFORMATION**

Name of Group/Organisation applying: .....

Postal Address: ..... Post Code: .....

Contact Person 1: ..... Position: .....

Phone Number (Daytime): ..... Email.....:

Contact Person 2: ..... Position: .....

Phone Number (Daytime): ..... Email.....:

Group/Organisation Australian Business Number (ABN) ....

Background of Group/Organisation: .....

.....  
.....  
.....  
.....

Is the group incorporated? **Yes / No**

*(If you do not have an ABN and you are not incorporated (and you are not auspiced) you are ineligible for funding)*

Is the Group/Organisation GST registered? **Yes / No**

**(Only complete the section below if your application is being auspiced).**

Name the group who will be auspicing the project:

.....

Postal Address: ..... Postcode: .....

Contact Person 1: ..... Position: ..... Phone Number

(Daytime): ..... Email.....:

Contact Person 2: ..... Position: .....

Phone Number (Daytime): ..... Email.....:

Group/Organisation Australian Business Number (ABN) ....

Is the group incorporated? **Yes / No**

*(If you do not have an ABN and you are not incorporated (and you are not auspiced) you are ineligible for funding)*

Is the Group/Organisation GST registered? **Yes / No**

Total Cost of Project	\$ .....	} This should be the same as } the amount in the budget.
Amount sought from The Op Shop	\$ .....	

## **PART 2 - PROJECT INFORMATION**

*Please read Advice for Preparing an Application Form*

A) DESCRIPTION OF THE PROJECT:(What is the project?)

.....  
.....  
.....  
.....  
.....  
.....

B) AIMS/OBJECTIVES OF THE PROJECT:(What will the project do? Provide in dot points.)

.....  
.....  
.....  
.....  
.....  
.....

C) SPECIFIC NEED/S THAT THE PROJECT ADDRESSES: (as met by aims/objectives of C).

.....  
.....  
.....  
.....  
.....  
.....

D) BENEFIT OF THE PROJECT: (What is the benefit to the group and the community?)

.....  
.....  
.....  
.....

E) COMMUNITY INVOLVEMENT (DIRECTLY & INDIRECTLY) IN THE PROJECT: (How will you get people involved?)

.....  
.....  
.....  
.....  
.....  
.....

F) OUTLINE OF THE PROJECT TIMELINE: (When will the project happen / how long will the project take? Please attach outline if additional space required)

.....  
.....  
.....

G) HOW WILL THE PROJECT BE EVALUATED AND BY WHOM? (PROVIDE DETAILS OF EVALUATION MECHANISMS). (What is the actual result at the end of the project?)

.....  
.....  
.....

H) ARE OTHER FUNDING SOURCES AVAILABLE/ BEING PURSUED FOR THIS PROJECT?

.....  
.....  
.....

I) PROVIDE THE FOLLOWING DETAILS IN SUPPORT OF THIS APPLICATION.

- Please provide 2 quotes for projects over \$500.00 / 1 quote for projects under \$500.00
- Please provide 1 letter of support
- Please provide a full and transparent financial statement as at 31/12/2021
- Please provide details of any other grants received or grants applied for

.....  
.....

**Project Costs**

(Specify type of costs associated with running your project, i.e. administrative, materials, equipment, labour, etc)

.....  
 ..... \$  
 .....  
 ..... \$  
 .....  
 ..... \$  
 .....  
 ..... \$  
 .....  
 ..... \$  
 .....

**AMOUNT RECEIVED FROM OTHER SOURCES FOR THE PROJECT**  
 (Specify source of contribution, i.e. corporate sponsorship, govt. grant, etc)

.....  
 ..... \$  
**SUB TOTAL** \$

**TOTAL PROJECT COST OF THE PROJECT** \$

**AMOUNT SOUGHT FROM OP SHOP COMMUNITY GRANTS PROGRAM** \$  
 (This should be the same as the amount on the front page)

**PART 3 - PROJECT BUDGET STATEMENT**

**Kendall Community Op Shop Inc. accepts no responsibility for any deficit incurred by this project**

SIGNED: ..... DATE: .....  
 NAME: ..... POSITION: .....

SIGNED: ..... DATE: .....  
 NAME: ..... POSITION: .....

Please forward completed application form to: *The Secretary, Kendall Community Op Shop Inc., PO Box 60, Kendall. NSW 2439*  
**NOTE: APPLICATIONS & FINANCIAL STATEMENT TO BE RECEIVED BY 4PM Friday 4<sup>th</sup> February 2022**