



CATCHMENT PROTECTION AND IMPROVEMENT GRANTS APPLICATION FORM

SECTION A – APPLICANT DETAILS

Name of Organisation:		
Contact Person:		Office Title:
Postal Address:		Postcode:
Phone:	Fax:	Email:
If applicant is a Local Government, please provide the name of the community group on whose behalf you apply: Name:		
Postal Address:		Postcode:
Phone:	Fax:	Email:

SECTION B: PROJECT DESCRIPTION

BRIEF PROJECT DESCRIPTION:	
<i>PROJECT STARTING DATE:</i>	<i>FINISHING DATE:</i>

TOTAL AMOUNT REQUESTED FOR PROJECT
\$ _____

Who owns and/or has legal responsibility for the project site?

In the case of multiple properties, do you have in-principle approval from all landowners?

YES NO

If the application is successful you will need to show proof of approval prior to receiving the grants monies

Please provide your project timetable.

Please list and attach any approvals given or required by regulatory authorities

Hire of Equipment: *(Please list the type of equipment required to undertake the project and supply written evidence of the cost to hire the equipment)*

SECTION C: PROJECT BUDGET**EXPENSES:** Please show how the costs were calculated for each project item or service (e.g. labour, fencing, tubestock)

Item or Service	Calculation	Total
<i>Eg. Tubestock</i>	2,000 plants @ \$1 ea	2,200.00
	GST	\$
	TOTAL EXPENSES (a)	\$

INCOME: Please specify the source of funding/sponsorship and the amount

Government Grants (Commonwealth State or Local) (other than requests from SCA)		\$
Sponsorship		\$
Donations		\$
Other		\$
	TOTAL INCOME (b)	\$

IN KIND ASSISTANCE: (exclusive of GST)

Average number of participants in the project		
No. of days (half days) working on the project		
Calculate total working days @ \$25 per hour		\$
Other Items (specify)		\$
	ESTIMATED TOTAL VALUE OF IN-KIND SUPPORT (c)	\$

FINANCIAL SUMMARY

EXPENSES from (a) above		\$
INCOME from (b) above		\$
IN-KIND from (c) above		\$
TOTAL (d)		\$
GRANT REQUESTED FROM SCA (Max \$8,000)		\$
ADD GRANT – HIRE OF EQUIP (Max \$2000)		\$
TOTAL GRANT(S) REQUESTED (e)		\$

SECTION D: ADMINISTRATION MATTERS

Please describe the Organisation, its aims and objectives, membership and areas of interest:

What is the legal status of your Organisation (e.g. incorporated association, co-operative, other.)

What is your Organisation's ABN

It is mandatory for all grant applicants to either quote an ABN number or attach a "Statement by a Supplier" Form to this application. (please read "Guidelines for Assessing Applications" for further information)

Is the Organisation registered for the Goods and Services Tax?

YES **NO** **If YES** *Grant payments made to your Organisation will be subject to GST. You will be required to provide the SCA with a tax invoice for the grant and to remit GST collected on each grant payment to the ATO through your Business Activity Statement.*

Who is the accountant or nominated person to administer the grant?

Name:		Title:
Phone:	Fax:	Email:

Has the Organisation received a previous grant from the SCA?

YES **NO** *Future grant funding will not be provided until a satisfactory post completion report on previous grants has been received by the SCA*

The President/Chairperson and one other office-bearer should sign this application. If the project is on private land, the signatories cannot be the owner/s of the land. If the applicant is a local government on behalf of a group, the signatures should be one each from the local government and the president/chairperson of the group.

We certify that, to the best of our knowledge, the information in this application is true.

Signed:

Signed:

Name:

Name:

(please print)

(please print)

Position in Organisation:

Position in Organisation:

Date:

Date:

CHECKLIST FOR APPLICANTS

Have you

- Read and understood the Guidelines for Applications?
- Completed all sections of the application form?

Where appropriate have you

- Included site maps?
- Attached copies of necessary approvals from regulatory authorities?
- Attached signed approval from landowner(s)?
- Provided written evidence of the cost of equipment hire?
- For local government applicants have you provided a letter from the group confirming that you are applying for the project on their behalf.