

## **Application Form [create online form]**

### **ORGANISATION DETAILS**

Organisation name

Certificate of Incorporation Number (if you have one)

Charitable Services Registration Number (if you have one)

### **ORGANISATION ADDRESS DETAILS**

- Years in operation
- Physical street address
- Suburb/City
- Postal Address
- City/town
- Postcode
- Daytime phone number
- Mobile phone number
- Website
- Email

### **MAIN CONTACT PERSON**

- Name
- Position/title
- Physical street address
- Suburb/City
- Postal Address
- City/town
- Postcode
- Mobile phone number
- Email

Is your organisation GST registered?

- Yes/No
- GST number
- -Not applicable

If your organisation is GST registered then you should apply for funding exclusive of GST. If you are not GST registered, our funding includes GST.

### **FUNDING DETAILS**

- What is the amount requested? Please remember the maximum amount of funding that can be requested is \$5000.
- Does this amount represent the total amount to fund the project?
- If not, what is the total amount required?
- [If part funding requested] What other fundraising activity is your organisation doing to support this project?
- What is the specific purpose that the funding will be used for?

- How will the local community benefit from this?
- How many people in the community will directly benefit from this funding?
- What is the timing for this project?
- Please provide a cost breakdown of the total funding applied for – two quotes required (attach)
- Have you applied to other organisations for funding?
  - Organisation name
  - Date applied
  - Amount requested
  - Outcome of application

#### SIGN OFF AND CONSENT

- We confirm that any funds received as a result of this application will be used only for the purpose for which they were approved and that we will send copies of all invoices, and bank statements proving they have been paid. We will return any money we don't spend specifically on this project to Little Jimmy within 7 days of discovering the funds are no longer required.
- We agree to use funds within six months of receiving them unless written approval to exceed the time limit is received from Little Jimmy.
- We agree to comply with requests from an officer of the Department of Internal Affairs (DIA) or from Little Jimmy for further information regarding the receipt and use of funds received by this organisation from Little Jimmy.
- We acknowledge that the Department of Internal Affairs may wish to audit or inspect our organisation's books, accounts and data systems. We agree to provide Little Jimmy with the relevant proof of expenditure to satisfy their audit requirements.
- We authorise Little Jimmy to store any of the information related to this application and to disclose that information as necessary in the national publication of grants, storage on a national database and compliance with DIA licence conditions.
- We agree that in the event of any audit irregularity, breach of condition being discovered, we will immediately return part or all of the grant as required by Little Jimmy at its absolute discretion (at our expense).
- We declare that the information provided in this application is true and correct to the best of our knowledge & that we have the authority to make this application on behalf of our group:

Name

Position

Date

Signature