

COMMUNITY WASTE & SUSTAINABILITY GRANT SCHEME 2018



APPLICATION FORM

Where to lodge your application

When you have completed this form, please send it and any supporting material to:

Post:	Waste Sustainability Officer
	Hanrahan Waste Facility
	City of Albany
	PO Box 45
	Albany WA 6331
Email:	fossickers@albany.wa.gov.au
In Person:	102 North Road, Albany, WA

Applications must be received by 3pm Thursday 27 June, 2018

Tell us about your group / organisation

Name of group	
Postal address	
Postcode	
Telephone (landline)	
Telephone (mobile)	
Email	
Incorporated?	
ABN	

If your application is being supported by an auspicing organisation please provide their details below:

Name of auspicing group	
Postal address	
Postcode	
Telephone (landline)	
Telephone (mobile)	
Email	
ABN	
Registered for GST	

Please give us details of someone to talk to

Who in your group can we contact regarding your proposal?

Name	
Position/Title	
Daytime telephone number	
Email	

Describe your project

Clearly and fully describe the project you want to use the grant funding for, telling us who will be involved and what the aim is. Try to be succinct and limit your description to 500 words or less.

Describe what you will use the grant for

Describe specifically what you intend to use the grant funding for and how or why this will make your project more successful.

How much money are you applying for?

The maximum amount is \$1,000.

What funding priorities will you be addressing?

Please check the Grant Guidelines and tick those priorities you are achieving:

Contribute to the City of Albany being a regional leader in waste minimisation and recycling / reuse / repurposing activities	
Minimise waste streams to landfill	
Facilitate further education programs across community groups	
Be at the forefront in considering new waste technology	
Create a strong and knowledgeable network of residents who spread and share the waste minimisation and sustainability message	

Tell us your timelines

Please provide your proposed project timeline. This can be brief but include enough for us to see how and when your project will be progressing.

Date / Month	Activity	What You'll Achieve At This Time

How will your project raise awareness in the community?

What will your project do to spread the word on waste minimisation and sustainability for the environment?

What will your project demonstrate?

Tell us exactly what your project will demonstrate including examples and descriptions of what will be delivered with the funding.

What community involvement is proposed?

How many people, where from, what groups? Give us as many fun facts as you can manage.

Referees

Please give us two referees who will know about your group’s work and will be able to provide information on how your project will benefit people living in the City of Albany:

Referee 1

Name	
Organisation	
Position/Title	
Daytime Telephone	
Email	

Referee 2

Name	
Organisation	
Position/Title	
Daytime Telephone	
Email	

Acknowledgement

Which of the following ways are you able to acknowledge the City of Albany’s support for the project?

Acknowledgement of City of Albany support in advertising and media publicity	
City of Albany signage while the project is occurring	
Verbal acknowledgement during the project	
Formal invitations to City of Albany Mayor and/or Councillors to attend project activities, official functions and hospitality opportunities	
The Mayor or Councillors to be invited to present the welcome or opening speech at the commencement and/or launch of the project	

Budget

Using the table following please provide information about the costs and income for the service or program you are seeking funding for. In most cases, we do not require information about the costs and income of your entire group. Please note the conditions of grant funding in the Grant Guidelines before you itemise your expenses to ensure they are eligible.

INCOME	\$	COST	\$
City of Albany Community Waste & Sustainability Grant Scheme (The amount of money you are applying for)		Costs of running the service or program (For example, hiring the venue, providing transport, buying materials and equipment, production) Please list your costs below:	
Money from other government or grant organisations. Please list grants below:		Salaries, wages, fees. Please list your costs below:	
Your own group's cash contribution:		Costs of supporting the service or program (For example, photocopying, postage, database management, office work) Please list your costs below:	
Money from private organisations (For example, businesses or individuals) Please list contributions below:		Marketing and Promotion (For example, designing flyers and brochures, printing, ads) Please list your costs below:	
In kind support (For example, free venue, volunteer instructor, free advertising or promotion) Please list contributions below:		Other costs (please list):	
TOTAL INCOME		TOTAL COSTS	

Incorporation

YES NO

If an incorporated organisation has agreed to manage the funds on behalf of your group, please include the organisation’s ABN and tell us whether it is registered for the GST in the questions below.

ABN

Does your group have an Australian Business Number (ABN)?

Yes

(Please write it here).....

No

(If your group is applying for an ABN please write the Australian Taxation Office registration number here)

GST

Is your group registered for Goods and Services Tax (GST)

Yes / No

Checklist

- Have you answered every question?
- Completed the budget section?
- Provided the names and details of two referees?
- Provided your Australian Business Number (ABN)?
- Enclosed a supporting letter from an incorporated organisation if your Organisation is not incorporated?

Need help?

If you would like any further information or assistance contact the Waste Sustainability Officer on 6820 3918 or fossickers@albany.wa.gov.au

Declaration

I have read the guidelines relating to this grant scheme. To the best of my knowledge the information about my group and project is correct.

Name

Signature Date