

Office use only

Funding level	Level 3
Our reference	
Date received	

Community Partnership Funding

Connecting & Celebrating Communities

Application Form

Level 3 - Up to \$1,000

€ I have read City of Melville's community partnership funding guidelines before completing this application.

Summary Sheet

Organisation name
Name and title of contact person for correspondence
Postal address
Email address
Website
ABN
Work phone
Mobile phone
Fax
Amount of funding requested (\$)

Important information on the goods and services tax (GST)

The following guidelines are provided to help organisations understand the GST:

- Under the new Federal legislation relating to the Goods and Services Tax (GST), financial assistance received by an organisation may be subject to GST.
- Organisations that **have an Australian Business Number (ABN) and are registered for the GST**- will be liable to pay GST to the Australian Taxation Office (ATO) on any financial assistance received from the City of Melville. In this case the Council will provide a "cashed-up" amount, i.e. it will include an additional 10% for the GST. For example, if an organisation applies for financial assistance of \$1,000 and the Council approves it, they will receive \$1,100. Organisations will be asked to provide a tax invoice to the City of Melville, and the Council will then claim the GST component back from the ATO as an input tax credit.
- Organisations that **have an Australian Business Number (ABN) and are NOT registered for the GST**- will not be liable to pay GST to the Australian Taxation Office (ATO), on any financial assistance received from the City of Melville. In this case the Council will not "cash- up" the financial assistance amount.
- Organisations that do **NOT have an Australian Business Number (ABN) and are NOT registered for the GST**- will not be liable to pay GST on any financial assistance received from the City of Melville, if they can provide proof that their organisation is not required to have an ABN (**please complete the "Statement By A Supplier" form** which is available from the Australian Taxation Office). If this is not provided, the organisation may have 48.5% of their financial assistance payment withheld by the City of Melville, which is then payable to the Australian Taxation Office.

About the organisation

Tick the box which best describes who you are:

- Incorporated, not for profit
- Community group (unincorporated but sponsored by an Incorporated body)

Is your organisation registered for GST?

- Yes
- No

You must attach a copy of the Incorporation Certificate

About the sponsoring body

Fill this section only if your organisation/group is NOT incorporated and another organisation is sponsoring you.

Name
Contact person
Position held
Contact details Ph: Mob:
Postal address
E-mail address
ABN
Is your organisation registered for GST? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation not-for-profit <input type="checkbox"/> Yes <input type="checkbox"/> No

You must attach a copy of the Certificate of Incorporation

Project funding

Total budget (\$)						
Amount requested from City of Melville?						
Any merchandise required?						
Any special equipment required? Eg: waste bins or portable toilets. Please ensure this is costed in the budget section. Cost for City of Melville 240 litre rubbish bin or recycling is \$13.20 per bin (collection and empty included). Delivery charge \$50 (up to 12 bins per delivery).						
What support have you received from City of Melville in the past?						
Banking details (Bank BSB):						
Account name Acc. No.:						
Details of requests to other funding agencies, organisations or businesses:						
<table><thead><tr><th>Organisation</th><th>Amount Requested</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Organisation	Amount Requested	_____	_____	_____	_____
Organisation	Amount Requested					
_____	_____					
_____	_____					

Promotion and recognition

How will City of Melville's support be recognised: _____ _____ _____

Please attach testimonials, references or other brief information that you believe is relevant to this funding application.

Proposed Project Budget

Expenditure	Budget \$	Income	Budget \$
Administration		<i>Fees</i>	
Consultants Fees			
Promotional Costs		<i>Grants/Sponsorship</i>	
Materials		City of Melville	
Consumables			
Other (specify)			
		<i>In Kind Support</i>	
Total Expenditure	\$	Total Income	\$
Surplus/Deficit:		\$	

Declaration

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriate sponsoring body on behalf of the applicant:

- ◆ I declare that I am the currently authorized person to sign legal documents on behalf of the organisation/group.
- ◆ I declare that all the information provided is true and correct
- ◆ If funding is provided I am aware that an agreement detailing the terms of conditions of the City of Melville's support, including project evaluation and financial reporting requirements will apply.

Name of Organisation :	
Address:	
Legal Authorising Officer:	
Position held:	
Telephone Number:	
Signature:	
Date:	

Before sending your application, check if you have:

- Read the guidelines.
- Completed all sections of the application form.
- The appropriate group/organisation representative's signature in the application form.
- Attached all required documentation. Eg: Copy of Certificate of Incorporation.
- Kept a copy of your application for future reference.

Send your application via:

- Email: grants@melville.wa.gov.au
- Fax: 9364 0285
- Mail: City of Melville
Community Partnership Fund
Community Development
Locked Bag 1
Booragoon WA 6959
- Hand delivery: City of Melville Civic Centre
Customer Service & Information Centre
10 Almondbury Road
Booragoon WA