



PO Box 2353
Port Augusta SA 5700

Telephone: (08) 8648 5970
Facsimile: (08) 8648 5971
Freecall: 1800 640 542

Email: ocdt.outbacksa@saugov.sa.gov.au

APPLICATION FOR FINANCIAL ASSISTANCE
(TO BE USED FOR SUBSIDY AND DIRECT FUNDING ASSISTANCE)

PLEASE NOTE THIS APPLICATION WILL NOT BE APPROVED UNLESS A SIGNED ORIGINAL IS RECEIVED.

ALL FUNDED PROJECTS **MUST** BE COMPLETED WITHIN 12 MONTHS OF THE APPROVAL. FAILURE WILL REQUIRE A NEW APPLICATION FOR FINANCIAL ASSISTANCE.

1. Applicant

(1) Name and address of Community Organisation:

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(2) Australian Business Number (ABN):

(3) Are you GST registered?: YES / NO

(4) Contact person for inquires:

Name:

Address:

.....

Telephone – (B/H): (A/H):

2. Description of project

(Please give adequate description of project in 50 words or less)

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Form 1

3. Need for the facility or service and expected frequency of use:
(Please give adequate description)

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4. Timing - expected commencement and completion dates:

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(Important - applications should be lodged with, and considered by, the Trust before work is authorised unless special circumstances necessitate immediate commitment by your community and the Trust’s Manager has been contacted and agrees with your proposal)

5. Ownership of land on which facility is to be situated (if applicable)

Registered owner:

Certificate of title, registered lease or occupancy license number or details of any dedication:

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6. Person or organisation responsible for the implementation of this project, ie your organisation or outside contractor(s):

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Form 1

7. Project cost estimates (**quotes must be attached**)

(1) Total cash cost of project claimed for Trust subsidy (**ex GST**) –

Contract labour:	\$.....
Materials:	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
Other:	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
TOTAL CASH COST OF PROJECT	\$..... (A)
GST	\$.....
TOTAL INCLUDING GST	\$.....

(2) Details of any other government contribution/grant:

.....	\$..... (B)
GST (If applicable)	\$.....
TOTAL VALUE OF PROJECT	\$..... (A+B)
GST	\$.....

NOTES:

- If you are only seeking Trust subsidy assistance on your project then you only need to complete Section (1).
- Section (2) only need to be completed if there are additional contributions being made to the project, i.e. external grant from another organisation.
- Do not assume the rate of subsidy, if you require advice on the likely subsidy assistance that would be applied to your project please contact the Trust office.
- Whilst the Trust may agree to an appropriate subsidy rate and a maximum subsidy amount of money based on the application and its accompanying quotations, the actual amount paid when claim forms are supplied will be the amount approved at the meeting or the subsidy rate applied to the actual cost, whichever is the lesser

Form 1

TRUST USE ONLY

Policy:
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Recommended subsidy rate(s)(if applicable):

Trust Contribution: \$.....

Reference number:

Form 1

8. Authorisation

I hereby certify that I have been authorised by minuted resolution of the community organisation named herein to prepare and submit this application to the Trust.

(1) Details of resolution (from minutes):

(You may attach a photocopy of the Associations Minutes if there is insufficient room)

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(2) Name:

(3) Position held:

(4) Signature:

(5) Date:

(6) Declaration of support by principal community organisation recognised by the Trust where the organisation making the application herein is not the principal organisation recognised:

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9. Checklist

Please ensure that you have completed the following:

- Adequate description of project so that the Trust can understand what the project is seeking to achieve.
- All project costs have been entered correctly and checked.
- All relevant supporting documentation attached, ie quotes, letters of support, relevant approvals (if applicable), etc.
- Details of resolution included.
- Application **signed** by authorised person.