

QUATTRO COMMUNITY GRANTS GUIDELINES AND APPLICATION FORM

GUIDELINES

The Department of Housing and Peet Limited are pleased to announce the fifth round of the Quattro Community Grants in 2011. Grants of up to \$5,000 are available to assist local groups, clubs, organisations and individuals who contribute to the Queens Park area.

Grant eligibility

To be eligible for funding from the Quattro Community Grants program, applicants must be either:

- a community, cultural or sporting organisation that is based in, or operates in the Queens Park area;
- a charity organisation or community service provider undertaking a project, event or other activity within the Queens Park area; or
- an individual undertaking a specific project, event or activity within the Queens Park area.

Grant criteria

Applications for the Quattro Community Grants will only be considered if the nominated project, activity or event can demonstrate that it meets one (or more) of the following criteria:

- delivers positive social, economic and environmental outcomes for the residents in Quattro: The News Queens Park and the broader Queens Park area;
- stimulates and adds value to the local community's sense of pride, place and identity;
- encourages local economic vitality (i.e. business start up, job creation);
- enhances or restores the natural or built environment (i.e. restoration works);
- is a community art/cultural/heritage project;
- provides sport, leisure or recreation-based opportunities for the local community;
- specifically caters for the less advantaged in the local community; or
- promotes diversity and equality in the community.

Priority will be given to projects and activities that:

- demonstrate a high level of local community support;
- involve a cross section of the local community;
- demonstrate partnership and/or involvement with another local organisation/agency; and
- demonstrate in kind and/or financial support from either the applicant or a third party.

Terms and conditions

- To be eligible for funding from the Quattro Community Grants program, applicants must complete and submit a Quattro Community Grants Application Form, along with any other supporting materials, to Mills Wilson Communication Consultants no later than **5pm on Friday 25 February 2011**.
- Applicants will receive a letter of confirmation upon the receipt of their application form.
- If project funds of over \$1,000 are required, applicants are required to submit a detailed budget.
- Applications must be lodged before the project/activity commences, as no retrospective funds will be allocated.
- Any cost variation to the original application will be at applicant's cost. In addition, no grant applications for such costs will be accepted in future funding rounds.
- Grant funds must be expended within six months of the grant being awarded.
- Any printed promotional or media material (e.g. media releases, flyers, posters etc) featuring acknowledgment of the sponsor must be approved by Peet Limited and the Department of Housing. This will be coordinated by Mills Wilson Communication Consultants.
- Organisations/individuals who have an Australian Business Number (ABN) will be liable to pay GST.
- The total Grant application amount must be inclusive of GST.
- Grant amounts awarded will be inclusive of GST.
- Organisations/individuals that do not have an ABN number will be required to provide a 'statement of supplier' form which is available from the Australian Taxation Office or its website, which can be found at (www.ato.gov.au).
- At the conclusion of the sponsored project or event, grant recipients will be asked to complete a Sponsorship Evaluation Report providing a project summary and funds disbursement guide as to how the funds were used.

Public liability

Any and all public liability in relation to activities and events that may receive funding from the Quattro Community Grants program rests solely with the applicant. It is highly recommended that adequate public liability insurance be secured for all projects, events and activities.

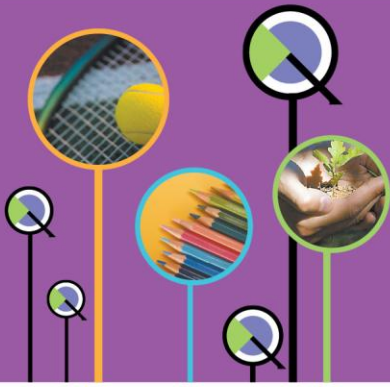
Peet Limited and the Department of Housing accept no liability for any project, event or activity that may receive funding from the Quattro Community Grants program.

Funding timeframes

The review of all received grant applications will take place over a four-week period following the closing date of application. Successful and unsuccessful applicants will be notified in writing at the conclusion of the review period.

Further information

For more information about the Quattro Community Grants program contact the Peet Community Info Line on 1800 918 812 or email community@peet.com.au



QUATTRO COMMUNITY GRANTS 2011 APPLICATION FORM

YOUR GROUP/ORGANISATION

Name of your group/organisation: _____

Group/organisation postal address: _____

Group/organisation contact: _____

Contact phone: _____

Contact email: _____

Is your group incorporated?

- Yes – If you have an ABN please state _____
- No

YOUR APPLICATION

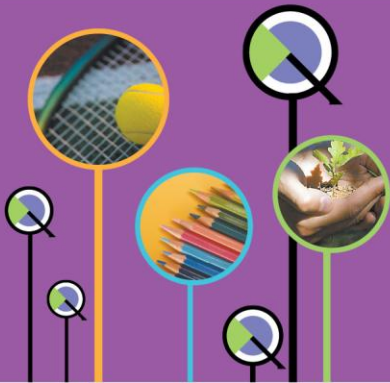
How much are you applying for? \$_____ (inc. GST)

What is the name of your project/event? _____

What is the project/event about?

How many people will be involved in this project/event? _____

Who will benefit from this project/event? _____



Where will the project/event be conducted? _____

When will the project happen? (dates please) _____

How much will your group or organisation be contributing towards the project/event either in cash or in-kind? \$_____ (inc. GST)

Are any other groups or sources contributing funding for your project/event?

- Yes – How much \$_____ (inc. GST)
- No

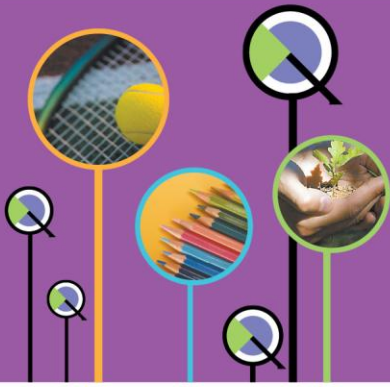
If yes, please list other sponsors:

If you are applying for an amount over \$1,000 please provide details of how the funds will be used including details of any particular items to be purchased:

Item 1:	\$
Item 2:	\$
Item 3:	\$
Item 4:	\$
Item 5:	\$
TOTAL EXPENDITURE	\$ (inc. GST)

DECLARATION

I hereby certify that I have been authorised by (group/organisation name)
 _____ to submit this application and that the information
 contained herein to the best of my knowledge is true and correct.



I understand and agree to the terms and conditions of the Quattro Community Grants program and acknowledge that any decision by Peet Limited and the Department of Housing is final and is not subject to an appeal process.

I agree on behalf of my organisation that if our application is successful that the funds will be expended according to the details given.

NAME:

SIGNATURE:

TITLE:

ORGANISATION:

PLEASE SEND YOUR APPLICATION TO:

Email: community@peet.com.au

Post: Quattro 2011 Community Grants Program
Mills Wilson Communication Consultants
Suite 2/642 Newcastle Street
Leederville WA 6007

Applications must be received by 5pm, Friday 25 February 2011.