

Kendall Community Op Shop



2025 Community Grants Application Form

SECTION 2 - APPLICATION FORM 2025

To apply for a Community Grant from the Kendall Community Op Shop you will need to complete the Community Grant Application form.

Applications missing the required information may be considered ineligible for grant funding.

Part 1 General Information

Name of Group / Organisation applying:			
Postal Address			Postcode:
Contact Person 1			Position:
Phone Number (Daytime)			Email:
Contact Person 2:			Position:
Phone Number (Daytime)			Email:
Group / Organisation Australian business Number (ABN)			
Background of Group / Organisation			
Is this group incorporated? <i>(If you do not have an ABN and you are not incorporated (and you are not auspiced) you are ineligible for funding)</i>			Yes / No
Is the Group / Organisation GST registered?			Yes / No

Only complete the section below if your application is being auspiced.

Name of Group who will be auspicing the project:			
Postal Address			Postcode:
Contact Person 1			Position:
Phone Number (Daytime)			Email:
Contact Person 2:			Position:
Phone Number (Daytime)			Email:
Group / Organisation Australian business Number (ABN)			
Is this group incorporated? <i>(If you do not have an ABN and you are not incorporated (and you are not auspiced) you are ineligible for funding)</i>	Yes / No		
Is the Group / Organisation GST registered?	Yes / No		

Part 2 Project Information

Please read Advice for Preparing an Application Form

A. Description of Project: (What is the project)

--

B. Cost of Project

Total Cost of Project	\$	This should be the same as the amount in the budget
Amount sought from The Op Shop	\$	

C. Aims / objectives of the Project: (What will the project do? Use dot points.)

--

D. Specific needs that the project addresses: (as met by aims / objectives in point C)

--

E. Benefit of the Project. (What is the benefit to the group and the community?)

F. Community Involvement (Directly or Indirectly) in the Project: (How will you get people involved)

G. Outline of the Project Timeline: (When will the project happen / how long will the project take? Please attach outline if additional space required.

H. How will the Project be Evaluated and by Whom? (Provide details of Evaluation Mechanisms). (What is the actual result at the end of the project?)

I. Are other funding sources available / being pursued for this Project?

--

Part 3 Project Budget

Income

Grant funding amount sought from Kendall Op Shop:	\$	
Other income (for example your organisations cash contribution):	\$	
Income from other sources (for example other grants, donations, fees etc.):	\$	
In-kind contribution (for example volunteer hours):		
Total Cash Income:	\$	

Expenditure

Item 1		\$	
Item 2		\$	
Item 3		\$	
Item 4		\$	
Item 5		\$	
Item 6		\$	
Total Expenditure:		\$	

Financial Details

Is your group / organisation incorporated? Yes No

If **No**, non-incorporated groups / organisations or Individuals can only apply under the auspice of an existing incorporated Not-for-Profit Community Organisation (NFP) see page 3.

In the past two years has your group / organisation previously received a community grant from Kendall Op Shop?

Yes No

If **Yes**

What year was the grant awarded?

What was the grant amount provided (\$)?

Did your group return an acquittal form?

Yes No

Could your project proceed with only partial funding?

Yes No

Will your organisation / group carry out the project without this grant funding?

Yes No

Checklist

Please ensure that required documents are submitted with this application.

- A letter from your Auspicing body agreeing to support your application **if not** submitting this form under an incorporated group / organisation.
- A copy of the group / organisation / auspicing body certificate of incorporation
- A copy of the group / organisation / auspicing body most recent annual financial report and / or audited financial statement. (Bank Statements will not suffice). Financial reports must not be more than 12 months old and must disclose assets and liabilities together with a profit and loss statement (and MYOB or ZERO report will suffice) of the applicant. A bank statement as at 1 February 2025 is also required.
- Copies of one (1) quote for projects under \$2000 and two (2) quotes for projects exceeding \$2000.
- If your group / organisation has its own funds which would meet the cost of the project an explanation is required as to why additional funding is sought.

Declaration

- I confirm that the information contained in this application form and within the attachments are accurate and correct, and that this form has been submitted with the full knowledge and support of the applicant and organisation I represent.
- As a condition of receiving this grant, I agree to apply the grant in accordance with the guideline criteria and any specific conditions attached to the grant and to submit an acquittal form to report on the agreed project results and outcomes, with up to two photos attached, no longer than one month after event / activity is complete.
- I give Kendall Community Op Shop unrestricted license to reproduce, resize and give away the supplied images, for promotion of the Kendall Community Op Shop Community grants program. Images supplied have all necessary permissions and I will be available for any required media coverage and interviews.
- Where applicable, I will acknowledge Kendall Community Op Shop's support in any promotional materiel or media coverage, generated by my organisation / group in accordance with the guidelines following approval by Kendall Community Op Shop.

Signatories name:

Signatories position:

Date:

Signature:

Completed applications can be posted to:

Kendall Community Op Shop

PO Box 60

Kendall NSW 2439

Or **dropped off** at Kendall Community Op Shop

1a Comboyne Street, Kendall

For further information or assistance, please contact the Grants Team:

Phil: 0402 102 839

Allan: 0478 520 246