

Application Form

Please note: **ALL** sections/fields within this application form must be completed prior to submitting. Incomplete applications will not be considered.

1. Organisation details

Please note: All applicants must have an ABN, or be auspiced by an organisation that does.

Organisation name			
Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No	ABN	
Postal address			
Contact person			
Position title			
Telephone			
Email			

Which of the following best describes your organisation? Please select one:

- | | |
|--|---|
| <input type="checkbox"/> Not-for-profit organisation | <input type="checkbox"/> Local government authority |
| <input type="checkbox"/> Incorporated community organisation | <input type="checkbox"/> Not-for-profit educational institution |
| <input type="checkbox"/> Other (please specify) | |

Which port are you located closest to? ☐ Albany ☐ Bunbury ☐ Esperance

Has Southern Ports or the port offices of Albany, Bunbury or Esperance provided sponsorship funding in the past? ☐ Yes ☐ No

If yes, please provide details on the amount of funding, year and if it was from a different region to your current application.

2. Project / event information

Project/event name			
Estimated start date		Estimated completion date	
Total budget (inc GST)		Funding request (inc GST)	

3. Focus area

Which of the following focus areas does your project/event address?

- | | | |
|---|---|---|
| <input type="checkbox"/> Maritime | <input type="checkbox"/> Community infrastructure | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Community events | <input type="checkbox"/> Education | <input type="checkbox"/> Initiatives relating to Traditional Owners |

4. Project/event description

Please provide a description of your project. Please include additional pages if required (including plans, diagrams, etc).

5. Funds usage

Please provide specific details of what the Southern Ports' funds will be used for within the project or event.

6. Brand and values alignment

How does your project/event align with Southern Ports and the criteria outlined on page 1?

Please indicate which criteria apply to your project or event, you can select more than one.

- | | |
|---|---|
| <input type="checkbox"/> Maritime | <input type="checkbox"/> Sustainable Environment |
| <input type="checkbox"/> Education | <input type="checkbox"/> Community Infrastructure |
| <input type="checkbox"/> Community Events | <input type="checkbox"/> Indigenous Relations |

Please provide details on how it aligns to those focus areas.

7. Funding outcomes

Identify the positive outcomes your organisation and the local community may receive as a result of this project/event.

8. Audience

Estimate the number of people who will attend the event or benefit from the project, this may include participants, spectators.

9. Please outline how your organisation will recognise the support provided by Southern Ports?

10. Detailed budget

A detailed budget for your project/event must be provided, including a breakdown of income and expenditure, and the amount requested from Southern Ports. A simple template is provided below or include your budget as an attachment.

Income (e.g. Southern Ports funding, club fundraising, Lotterywest grant, etc)	\$	Expenditure (Project expenditure broken down to individual line items, e.g. catering, equipment, uniforms, etc)	\$
Total		Total	

11. Details of requests for funding from other agencies, organisations or or businesses

NOTE: Applications will be looked upon favourably if funding has also been sought from alternative sources.

Name	Amount requested	Comments (include if funding approved or pending)
Total	\$	

12. Project support

If the application is for an infrastructure project, please provide a copy of the planning approval from your local council in addition to the letters of support.

13. Applicant declaration

I declare, as a representative of the named organisation, that the information supplied is true and accurate to the best of my knowledge.

Should this application be approved I/we agree to:

- ☐ Provide a tax invoice.
- ☐ Seek approval for the use of the Southern Ports logo prior to publication.
- ☐ Only use the Southern Ports Community Investment Program funds provided for the project outlined in the application form.
- ☐ Not transfer any Southern Ports Community Investment Program funds to another party.
- ☐ Repay to Southern Ports any unspent funds not used to complete the project or event detailed in the application.
- ☐ Complete and return an acquittal form detailing all Southern Ports funds provided.
- ☐ On behalf of the applying organisation I have read the Southern Ports Community Investment Program guidelines before submitting this application.

Name	Date
Signature	

Returning your completed application

Email your application and supporting documents to communityinvestment@southernports.com.au