



DIGGERS SERVICES CLUB

COMMUNITY GRANTS SUPPORT

Purpose

Diggers Services Club has made available and invited you to apply for a funds, donations or goods that can assist organisations to achieve their service to the community. This can include services at the Club such as function rooms to hold meetings or events.

Guidelines

Applicants must be able to demonstrate that they provide services to the residents of Logan City and/or the Service or Ex Service Community.

Eligible Organisations

Ex-service and Service related, Sporting Groups, Educational bodies and Community Groups based in Logan City. Private Citizens and individuals are not eligible.

Eligible Activities

Services, works, projects and activities are eligible for consideration.

Exclusions

1. Recurring operating costs of the applicant eg. Wages, utility debts, administration costs and debt repayment.
2. Food hampers.
3. Other requests of a nature that can be met by other social and welfare agencies.
4. Contributions to individuals.

Assessment Criteria

1. (a) Satisfactory completion of the application form plus questionnaire and all relevant inclusions as requested. Failure to provide all relevant information will result in rejection of the application.
(b) Be an eligible entity/organisation and deliver quality outcomes to residents of Logan City.
2. (a) All applications will be assessed by a committee and each considered on its own merits.
(b) Applicants selected by the committee to progress may be required to provide additional information.

Application Details- Open 1st March 2023 – 15th June 2023

Acquittal Form

The Acquittal Form is a formal notification advising that funds provided have been used to fund your project in accordance with your grant application. It is part of Diggers Services Club grant conditions that successful applicants are required to submit an Acquittal Form within 30 days of receipt of your grant.

Failure to meet these conditions may exclude you from consideration for further funding requests or grants.

Note: Diggers Services Club reserve the right to request documentation that supports that all funds have been utilised in accordance with information provided in the Grant Application

Funds Disbursement

If your application is successful, disbursement of funds to your supplier of goods and/or services is the preferred method.

1. Applicant/Organisation Details

The applicant/organisation is the body undertaking the project or activity for which the funds are being sought. The exact name of the organisation should be recorded here.

Name of Organisation:

Business Address:

_____ Post Code: _____

Postal Address:

_____ Post Code: _____

ABN: _____ INC .No: _____

Website: _____

2. Contact Person

The contact person would normally be the person completing the application form.

Mr Mrs Ms Miss Other: _____

Full name: _____

Position: _____

Business Address: _____

_____ Post Code: _____

Postal Address: _____

_____ Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

Alternate Contact Person

Mr Mrs Ms Miss Other: _____

Full name: _____

Position: _____

Business Address: _____

_____ Post Code: _____

Postal Address: _____

_____ Post Code: _____

Telephone: _____

Mobile: _____

Email: _____

3. Describe your Organisation and list its main objectives:

Application is for: cash donation / room hire donation / Goods / Other _____

Purpose of this request (in full):

4. What is the need for this project and how will the residents of Logan and or community benefit from the project?

5. Will there be any charges to recipients? Yes No

If yes, how much? \$ _____

6. Do any of the services your organisation provides receive funding from any other source? If yes, describe in full.

7. Eligibility of Applicant

Project **must** benefit residents of Logan or Service or Ex-service communities.

Yes Is the applicant an organisation with non-profit objectives? Yes No

8. Budget

Projected Project Expenditure (itemise all expenditure)	\$ (inc GST)
Total Expenditure	

Projected Project Income (itemise all income)	\$ (inc GST)
Grant monies requested from Diggers	
Own funds/Cash on Hand	
Other donations/grants	
Fundraising	
Total Income	

9. Certification

This application should be signed by the accountable officer of the body accepting legal and financial responsibility for the project. In most cases this will be the President or Chairperson. The application should be witnessed by another office bearer of the organisation, for example Secretary or Treasurer.

I certify that:

The information given in this application is true and correct and that all conditions of the grant will be complied with should the grant be approved. There will be appropriate insurance coverage for the project.

Full Name: _____

Position in Organisation: _____

Signature: _____

Date: _____

Full Name of Witness: _____

Position in Organisation: _____

Signature: _____

Date: _____