**NOTES** –

1. The submission of this Application and its acknowledgement shall not be taken as an indication of agreement to the request.
2. A person, belonging to Glen Waverley Uniting Church (GWUC), shall make this submission. Church members may seek assistance from staff members of the recipient organization in preparing the application.
3. This Application shall be for Project(s) at one organisation only. Applications for multiple projects for multiple organisations will not be accepted.
4. 2016 Applications for a Grant open on Monday 13th March 2017
5. Include a Project estimate to enable the Selection Panel to realistically review and compare all the Project Applications.
6. Full details of Bank Name and Account is required. The use of a third party’s Bank Account is NOT acceptable.
7. A condition of this Application is that evidence shall be provided by the Applicant, within one year of the Grant Funding, substantiating that the money has been spent in the way given in the Application.
8. Lodge this completed Application by Monday 24th April 2017 (latest) with the COP Selection Panel either:
	1. by email to cop@gwuc.org.au, (preferred) **OR**
	2. my mail to: COP Selection Panel, Glen Waverley Uniting Church, cnr Kingsway & Bogong Ave, Glen Waverley 3150.
9. Please direct all queries to Amy Spark Eichenbaum at spark.amy.j@gmail.com or ph 0448344988 and leave a message.
10. Late Applications will not be accepted as the COP Selection Panel will adhere to a set time line.
11. COP Funds will not be available until after the 2017 Fete net income is confirmed.
12. Attach additional details where appropriate.

# Name of the organisation for which you seek the grant:

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# Contact details of GWUC person submitting this Application:

* + 1. Name:

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* + 1. Phone number/s:

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* + 1. Email address:

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1. What is the amount of the grant sought?

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1. Is the Project **Local, State** (of Victoria), **National** (Australia) or **International?**

|  |  |  |  |
| --- | --- | --- | --- |
| Local Y/N | State Y/N | National Y/N | International Y/N |

1. Please give address where the project is based

(Write within the box here; it will wrap around and increase in size if you type on the computer).

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1. Provide a brief outline of the work currently undertaken by this organisation/group/individual

((Write within the box here; it will wrap around and increase in size if you type on the computer) (If insufficient space here, please attach a statement)

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# Please give a brief summary of the Project and the way the money you request would be used by the recipient organisation/group/individual. (Attach a description if more space is needed).

((Write within the box here; it will wrap around and increase in size if you type on the computer)

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# Please give a project estimate, including item costs and quantities or other details to substantiate total amount of grant. Attached estimate sheets if possible etc.

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1. When was the organisation/group established?

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1. Does this organisation have a legal standing? (Give details)

(Write within the box here; it will wrap around and increase in size if you type on the computer)

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# Please provide the official name of the organisation/group or its representative who would receive the grant if this application is successful.

* 1. Organisation name:

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* 1. Representative’s name and address:

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1. Provide the bank account details for the Project:

Bank Account Name

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Bank Account Number (BSB: Account No.)

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# At a later date, documentary evidence is required to be sent to GWUC Community Outreach Group of expenditure on the Project.

# What evidence will be provided to GWUC within one year of the grant substantiating that the money was spent in the way the submission advised?

# Receipt of COP Grant with organization's letterhead or stamp, and

# part statement from Bank Account clearly showing resulting expenditure on the said Project, or

# other method clearly showing expenditure and

# written report with photos.

# This action is intended to provide better accountability for funds, by tightening the paperwork, yet still enabling small organizations, without formal structures in place, to function.

(Write within the box here; it will wrap around and increase in size if you type on the computer)

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| Evidence: |
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1. Provide any details of the support and/or involvement of:
	* + - The Uniting Church,
			- Other Christian organisations,
			- Secular organisations (eg Rotary, school group),
			- Community groups, either locally or where the project will be run:

(Write within the box here; it will wrap around and increase in size if you type on the computer)

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Thank you for this application.

The COP Selection Panel will contact you to arrange for discussions with you about your Project.

This space may be used for notes by the COP Selection Panel

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