



Basic Information for Grant Writing

Your project name	
Auspicing organisation	
Project Postal Address:	
Auspicer's ABN:	
Registered for GST:	Yes/No
Incorporated Association Number:	
Model Rules:	Yes/No
Insurance policy and provider	
Website:	
Auspicer's Email:	Choose Not applicable or include the facebook page address
Project's Email	
Facebook:	Choose Not Applicable or write the (Twitter) X handle
X (Twitter) handle:	Choose Not Applicable or write the Insta Display Name
Insta Display Name	
Main project contact	
Phone:	Victoria
State/Territory of Incorporation:	
Reporting Period:	
Registered for GST (Yes or No)	
President: Name, phone & e-address	
Public Officer: Name, phone & e-address	
Auspicer Secretary: Name, phone & e-address	
Auspicer Treasurer: Name, phone & e-address	
Contact name & details for this grant application	
Nos. of Employed Staff:	
Current Number of Members:	

Nos of disabled members/older members/younger members i.e <30years, indigenous members	
Current Number on Committee:	
Current Number of Volunteers:	
Purpose of Organisation/Our mission:	
Year established & background/history	
Local Community Data	
Current population & demographics	
Forecast population 10 yrs, 20yrs	
Annual income (total income in your financial year)	
Annual expenditure (total expenses in your financial year);	Name financial (P & L, Balance) documents here & provide online links to the docs or upload with grant application as required
Current assets (from your audited financials, or bank balance minus any debts)	
Financial Documents:	Name the organisation here and the name & email of the person providing the letter
	Name financial (P & L, Balance) documents here & provide online links to the docs or upload with grant application as required
Partnering Organisation Letter of Support:	
Financial Documents:	
Other Documents:	
DGR 1 Approved:	Add date of registration
DGR 2 Approved:	Contact Secretary
DGR 4 Approved:	Add date of endorsement
TCC Approved:	
Aust Charities & NFP Commission (ACNC) Registration	
Certificate of Insurance:	
Endorsed for Charity Tax Concessions:	