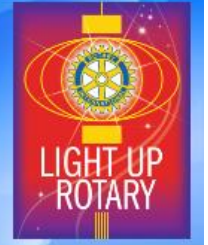




# Rotary Club of Mandurah

## Western Australia



# Wishing Well – Grant Application Form

## General information

The Rotary Club of Mandurah collects funds in its Wishing Well in the Port Mandurah Canals between 1st December and mid-January each year. Local community groups are encouraged to apply for funding between 1st February and 31st March. (*Groups may only apply outside of this time period in exceptional or unforeseen circumstances.*)

Each group may apply for between \$500 and \$2,000 by filling in the grant application form overleaf.

## Who can apply?

Incorporated, not-for-profit organisations may apply. Non-incorporated community groups may seek the services of an incorporated body (sponsor) to auspice the project on their behalf. The sponsor will be required to accept joint responsibility for the project or activity.

## What can be applied for?

Local groups may apply for projects that will benefit local people. All applications will be considered by the selection panel. Priority will be given to groups that can fully describe:

- What is needed and why.
- How it can be provided, when, and by whom.
- How much it will cost, by providing a comprehensive budget complete with quotes for items requested.

Before you apply, be clear about your project and obtain the endorsement of your group or organisation. Collate quotes for what you want the Rotary Club of Mandurah to fund. Please note that we cannot part-fund projects unless the other funding is guaranteed.

## Application process

Submit your application form to [martinfrobinson@outlook.com](mailto:martinfrobinson@outlook.com) by the closing date of 31st March 2020. Submissions need to be typed and emailed. Only text documents can be accepted; not scans. Please request a copy of the application form in Word if required. Please attach the following documents:

- Certificate of Incorporation.
- Minutes of your organisation stating the committee's approval to apply for funding from the Rotary Club of Mandurah.
- Detailed budget, including funding from other sources if applicable.
- Quotes for items you are requesting Rotary to fund.

## What happens next?

- The panel will meet in April to assess the applications and will make its recommendations to the Board.
- All applicants will be notified of the decision in writing shortly thereafter. The Board's decision is final.
- If successful, you will be required to sign a funding agreement to accept the conditions of the funding, including an acquittal schedule. For further information, please email [martinfrobinson@outlook.com](mailto:martinfrobinson@outlook.com)

## Organisation Details

Name of group/organisation:

Postal address:

Contact person:

Position in group/organisation:

Telephone:

Email:

Describe the primary activities that are undertaken by your group/organisation.  
(Supporting documents may be attached)

Is your group/organisation incorporated?

Yes and the Incorporation Number is:

No but the Incorporation Number of the sponsoring group is:

and this group's full name is:

and the name of their authorised person is:

Is your group political or religious?

Yes

No

If yes, please provide details.

If successful, would you be prepared to talk about your project at a Monday evening meeting of the Rotary Club of Mandurah and/or provide a digital summary of how your project went, with photos, which can be used in a PowerPoint presentation?

Yes

No

If successful, would you be prepared to participate in a photoshoot or similar media activity with Rotary to promote your organisation?

Yes

No

If successful, how will you acknowledge the Rotary Club of Mandurah in your literature, on your social media, on your website, with the media, at events, and so on? (*Please list.*)

## Proposed Project Details

Project Title:

Date of Commencement:

*(After 1st May 2020)*

Date of Completion / Acquittal:

*(By 31st December 2020)*

*All funds need to be spent and receipted during this time period. Allow sufficient time for project expenditure, delivery, evaluation and acquittal. Groups/organisations who fully adhere to the terms of the funding agreement will be eligible to apply for Rotary Wishing Well funding in the future.*

## Project Description

*Please describe in detail your project, including your aims and objectives. Tell us what you are going to do, who is involved, and how your group/organisation identified a need for this project. Please supply any supporting documentation and details of contributions and support for the project by other organisations.*

## Proposed Budget

Please provide full budget details, including what will be spent and when, attaching quotes and additional information if necessary. If your project depends on funding from other sources, please provide details.

DESCRIPTION OF ITEM	COST \$

What is the total amount the group/organisation is applying for?

\$

## Attachments

*E.g. supporting evidence, quotes, incorporation certificate, supplementary information, minutes of your organisation stating the committee's approval to apply for this funding etc.*

We attach the following documents:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

*This signature page may be sent as an image. All other pages need to be typed on and sent in a non-image format (e.g. Word, Publisher, PDF).*

## Declaration

I have been authorised by the organisation(s) cited on this form to complete and submit this application.  
I declare that all information provided in this application and in documents submitted is true and correct.

Signature:

Date:

Printed name in full:

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*For non-incorporated groups/organisations*

Signature of authorised person  
of the sponsoring group:

Date:

Printed name in full: