

# APPLICATION FOR GRANT



Please complete the Grant Application form and return it either by:  
email to: hawthorncommunitychest@tpg.com.au  
or print and post to: PO Box 231, Hawthorn, Vic 3122

You should also attach a copy of your latest Annual Report and financial statements (if applicable, also include a Copy of Authority from the Australian Tax Office granting deductions under section 78 of the Tax Act.)

If you have any queries regarding the Grant Application Form, please contact the Hawthorn Community Chest Office on 03 9818 7950.

## HAWTHORN COMMUNITY CHEST GRANT APPLICATION FORM

1. Name of your organisation?

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2. Name of governing body (ie church, board of management etc if different from above)

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3. From what address do you operate? (include postal address)

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4. Person to contact regarding this application?

Dr/Mr/Mrs/Miss/Ms \_\_\_\_\_

Title/Position \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

E mail address: \_\_\_\_\_

5. Type of body?

eg. Company/Incorporated Association/Unincorporated Association/Partnership

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6. Does the organisation for which these funds are requested have tax deductible status?

Yes No

7. Client Group

Please describe the majority of your organisation's client group/service users  
eg unemployed/homeless/elderly

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## 8. Services

Please list the services that are MOSTLY offered by your organisation.  
Is there a charge for these services? If yes, please provide details:

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9. Briefly describe HOW your organisation provides the services you have listed.

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10. Please describe your organisation.

eg size of committee, number of volunteers and paid staff, client base

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11. Please detail what the funding is to be used for. If appropriate, provide a copy of the supplier's quote for items required.

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12. What are the expected outcomes and benefits to the community from this project?

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13. How much funding are you seeking from Hawthorn Community Chest?

\$ \_\_\_\_\_ Date required? \_\_\_\_\_

14. What contribution will your organisation be making towards the project?

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15. Have you applied to other organisations for funding for this project?  
If so, please give details.

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16. Why are you applying to the Hawthorn Community Chest for funds?

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17. Will you undertake to give Hawthorn Community Chest recognition for this grant in your newsletter, annual report and any other promotional material?

If yes, please indicate how you intend to give this recognition.

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18. Please add further comments if required:

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**ATTACHMENTS**

- Last Annual Report, including Profit and Loss Statement
- Copy of Australian Tax Office letter granting deductions under section 78 of the Tax Act (if applicable)
- A copy of supplier's quote, if applying for funds to purchase equipment.

We acknowledge that this application is for tax deductible purposes and is to be used for the following deductible fund.

Fund \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_



PO Box 231, Hawthorn, Vic 3122

[www.hawthorncommunitychest.org](http://www.hawthorncommunitychest.org)