

# Application form

## SECTION A

This page must be filled in and returned with your application for 2010 Natural Resources Awareness Grants

1. Name of organisation

2. ABN/ACN

3. GST status

Is your organisation registered for GST? Yes  No

If no, is your organisation exempt from GST? Yes  No

4. Postal address

Postcode

5. Street address

Postcode

6. Phone

7. Fax

8. Email address

9. Preferred contact person

Work phone ( )
Mobile phone ( )
Home phone ( )

10. Incorporation number

11. Code or Act under which organisation is incorporated

12. Please list any partner organisations for this project. Attach any relevant details.


13. Indicate who has the authority to sign on behalf of the group

(a) Name
Position
(a) Name
Position

14. Applicant's declaration

I,
declare that:
<ul style="list-style-type: none"><li>– the following form has been completed accurately and that I have been authorised to lodge this application on behalf of the organisation</li><li>– the conditions of the grant will be complied with should a grant be approved</li><li>– there will be appropriate insurance coverage for the project</li></ul>
Signature
Position
Work phone ( )
Date / /





# Budget estimate form

## SECTION B

This form asks for estimates in whole dollars

Details of cost	\$ amount	Office use
<b>EXPENSES</b>		
Administration		
Phone		
Postage		
Stationery/printing		
Bookkeeping		
Other		
<b>GENERAL</b>		
Venue costs		
Catering costs		
Advertising		
Incidental expenses of volunteers		
Equipment hire/lease		
Equipment purchase		
Purchase of materials		
Other costs		
<b>TOTAL GRANT SOUGHT</b>		
<b>OTHER INCOME</b>		
Sponsorship		
Other grants		
Other income		

This budget should help you develop your proposal. It will be used in the assessment of your application.

### Eligible costs

- rental of venue
- general administration expenses such as postage, stationery
- operating costs and equipment hire and purchases that are deemed reasonable and necessary for the success of the project
- advertising and publicity costs for fostering involvement (limited to 20% of activity costs)
- prizes (limited to 10% of activity costs)
- promotional materials

### Ineligible costs

- hire of motor vehicle
- lease of land or buildings
- renovations to existing buildings
- purchase of gifts
- activities that require substantial equipment purchase
- salary costs

### Assistance

If you require assistance to complete your application please phone the grants coordinator on (07) 3330 5302

### Closing date for applications

Applications must be received by mail by close of business Friday 18 December 2009, addressed to:  
 The Coordinator  
 2010 Natural Resources Awareness Grants Program  
 Department of Environment and Resource Management  
 GPO Box 2454  
 Brisbane Qld 4001

#28684

