**2020 Responsible Wood Small Grants Program**

**Application Form**

Responsible Wood\* are committed to protecting and promoting Australia’s unique environments with standards that ensure a forest industry that is environmentally, socially, culturally and commercially sustainable.

This form needs to be included to apply for grant funding in the 2020 Small Grant Program. Please refer to the Responsible Wood website in preparing your application.

Additional pages can be attached.



**Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grant value \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ORGANISATION DETAILS**

*The organisation is the body applying for the grant and undertaking the proposed project or activity.*

|  |  |
| --- | --- |
| Legal Entity | Click here to enter the exact name of the incorporated organisation. |

|  |  |
| --- | --- |
| Trading Name | Click here to enter text. |

|  |  |
| --- | --- |
| ACN (if applicable) | Click here to enter text. |

|  |  |
| --- | --- |
| ABN (if applicable) | Click here to enter text. |
| Responsible Wood stakeholder | Click here to enter text. |

Are you currently registered for Goods and Services Tax (GST)? YES  NO

|  |  |
| --- | --- |
| Postal Address | Click here to enter text. |
|  | Click here to enter text. |

|  |  |
| --- | --- |
| Telephone | Click here to enter text. |

|  |  |
| --- | --- |
| Email address | Click here to enter text. |
|  |  |
| Social media accounts | Click here to enter text. |

1. **CONTACT PERSON DETAILS**

*For inquiries regarding the application*

|  |  |
| --- | --- |
| Name | Click here to enter text. |

|  |  |
| --- | --- |
| Position | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Telephone | Click here to enter text. |  |

|  |  |
| --- | --- |
| Email address | Click here to enter text. |

1. **ACCOUNTABLE PERSON DETAILS**

|  |  |
| --- | --- |
| Name | Click here to enter text. |

|  |  |
| --- | --- |
| Position | Click here to enter text. |

|  |  |
| --- | --- |
| Telephone | Click here to enter text. |

|  |  |
| --- | --- |
| Email address | Click here to enter text. |

1. **ORGANISATIONAL CAPACITY**

Provide a brief overview of your organisation including its purpose and operations.

Click here to enter text.

**PROJECT DETAILS**

**Project Name**

Click here to enter text.

**Project Description – ensure you consider the Key Selection Criteria.**

Consider the Key Selection Criteria and provide an overview description of the project including its current status. (Max 1 000 words).

Click here to enter text.

How does this project coordinate or support your organisation’s other initiatives?

Click here to enter text.

What are the key outcomes this project will achieve? (please be as specific as possible)

Click here to enter text.

Who will directly benefit from this project? (include numbers of people if known)

Click here to enter text.

How will the community be involved in or contribute to the project?

Click here to enter text.

Does the organisation have the support of a Responsible Wood certified forest grower or chain of custody producers to implement this project?

Yes  No

If Yes, has the Responsible Wood certified forest grower or chain of custody producer provided financial or in-kind support for the project?

Click here to enter text.

1. **PROJECT MANAGEMENT**

List the members of your organisation’s management and provide a brief summary of their relevant experience with undertaking community based projects.

Click here to enter text.

How will the project and its finances be managed?

Click here to enter text.

Provide details of the implementation schedule for this project including the start date.

Click here to enter text.

1. **EVALUATION AND REPORTING**

Please nominate 1- 3 key performance indicators or targeted outcomes that will determine the success of the program.

Click here to enter text.

1. **FINANCIAL MANAGEMENT**

*Please attach as supporting documentation:*

* *a specific budget for this project including projection of revenue from all sources and expenditure.*

*Please note: Grants are expressed in GST exclusive terms.*

**Budget summary**

|  |  |
| --- | --- |
| What is the total budget for the project? | $Click here to enter text. |
| What is the total funding being sought (GST exclusive) from the Responsible Wood Small Grant Program? | Click here to enter text. $A |
| Is your organisation contributing any funding to the project? If so, please enter this amount. | $Click here to  enter text. |
| How much is sought from other sources of funding?\* | $Click here to enter text. |
| What is the period the funding is being sought for? | Click here to enter text. |
| What is the anticipated commencement date? | Click here to enter text. |

\*Is funding available through any other sources eg. Forest owners, chain of custody producer, local Council, other community groups or trusts or any other sources?

Yes  No

Please indicate what other sources have been considered and the status of these approaches. Please specify the program name, source and level of funding.

Click here to enter text.

Do you agree to issue valid tax invoices prior to payments being made by the Responsible Wood?

YES  NO

1. **PROJECT PROMOTION**

If you undertake any project promotion, through which channels and how will Responsible Wood be recognised for its contribution to your project?

Click here to enter text.

1. **Terms and Conditions**

**What Won’t Be Funded**

* Projects which, in the opinion of the Committee, are the operational responsibility of Federal, State or Local Government.
* Organisations planning activities that are, in the opinion of the Committee, hazardous.
* Private and commercial businesses and organisations.
* Applications from individuals.
* Political organisations or events.
* Requests from religious organisations that may be considered divisive in the community.
* Facilities where little or no public access is available.
* Conference organisers or potential attendees at conferences or symposia.
* Applications that are not completed on the Responsible Wood Small Grants Application Form.
* Requests for retrospective funding where projects have commenced or are completed prior to receiving funding approval.
* Applicants who have failed to comply with the acquittal process or guidelines for previous grants.
* Projects that require ongoing funding or support other than the initial grant.
* General administration and operating costs of organisations such as wages, salaries and project management costs.
* Routine or cyclical maintenance works to existing facilities.
* Repair of facilities damaged by vandalism, fire or other natural disasters.

**Conditions**

* Projects or events funded must clearly identify and formally recognise and promote the level of assistance provided by Responsible Wood in all publications, promotional materials, media releases and newsletters, as well as at program launches and/or the event itself (i.e. via speeches and placards).
* All projects and events must abide by State and Federal Government legislation in relation to discrimination in the provision of goods, services and facilities.
* The number of applications may exceed the amount of funds available, and worthwhile projects cannot be guaranteed support, regardless of merit.
* Funding of applications is at the discretion of the Judges and their decision is final.
* All grants are to be expended within the financial year of the grant being awarded.
* Successful applicants will provide Responsible Wood with a Project Completion Report and a photo of the completed funded project.
* All project proponents must provide two [2] quotes for each project over the value of $10,000.
* Responsible Wood may impose other special conditions on any successful applications.
* The Judges may determine the annual maximum allocation and there is no guarantee that any application will be fully funded.
* Depending on the nature of the project, the Responsible Wood may make progress payments and include specific accountability requirements.
* Where the Judges declines to support an application, it has no obligation to advise reasons for an individual decision.

**CERTIFICATION**

*This application should be signed by the Accountable Officer named in Question 2 and by another office bearer in the incorporated organisation, e.g. Secretary or Treasurer.*

We certify:

* The information given in this application is true and correct and that all the Terms and Conditions (listed on page 7 of this form) of the grant will be complied with should support be approved.
* The application is consistent with the aims and objectives of the incorporated body as set out in its Constitution.
* There will be appropriate insurance coverage for the project.

|  |  |  |
| --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |
| Full Name of Accountable Officer |  | Position in organisation |
|  |  | Click here to enter text. |
| Signature |  | Date |
|  |  |  |
| Click here to enter text. |  | Click here to enter text. |
| Full Name of Accountable Officer |  | Position in organisation |
|  |  | Click here to enter text. |
| Signature |  | Date |

1. **SUBMIT APPLICATION**

Applications should be submitted by email to [smallgrants@responsiblewood.org.au](mailto:smallgrants@responsiblewood.org.au)

By the 15th November 2020.

For further information, please contact Megan at [smallgrants@responsiblewood.org.au](mailto:smallgrants@responsiblewood.org.au)

**Checklist - I have attached the following:**

Completed Project Eligibility checklist

Completed Project Budget

Evidence of support for the project from the local certified forest grower or Chain of Custody producer.

Other: ............................................................