



CITY OF VINCENT

ENVIRONMENTAL GRANTS

APPLICATION FORM FOR SCHOOLS

This document can be made available in alternative formats on request by calling 9273 6000
or mail@vincent.wa.gov.au

When you have completed this form, send it and any supporting material to:

Project Officer - Parks & Environment
City of Vincent, PO Box 82, Leederville 6902
or emailed to mail@vincent.wa.gov.au

PLEASE RETURN THIS APPLICATION BY NO LATER THAN: 5.00PM FRIDAY 6 APRIL 2018

LATE APPLICATIONS WILL NOT BE ACCEPTED

DETAILS OF YOUR SCHOOL

Name of School:			
Postal Address:			
		Postcode:	
Telephone:		Facsimile:	
Email Address:			



PLEASE PROVIDE DETAILS OF WHO IN YOUR SCHOOL WE CAN CONTACT REGARDING YOUR PROPOSAL.

Name:	
Position Title:	
Daytime telephone number:	

DESCRIBE WHAT YOU WILL USE THE GRANT FOR.

Please describe the project you want to use the grant for, clearly and fully, telling us who will be involved and what the aim is.

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HOW MUCH MONEY ARE YOU APPLYING FOR IN THIS APPLICATION?

Please be aware that the maximum amount is \$2,000.

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ALL PROJECTS MUST COMMENCE BY AUGUST 2018 AND BE FINISHED BY AUGUST 2019.

Please provide proposed project timeline.

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HOW WILL THE PROJECT/S RAISE THE SCHOOL'S AWARENESS OF THE ENVIRONMENT AND/OR BENEFIT THE ENVIRONMENT?

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WHAT WILL THE DEMONSTRATED OUTCOMES BE?

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WHO WILL BE INVOLVED IN THE PROPOSED PROJECT/S DELIVERY?

OUTLINE WHAT ENVIRONMENTAL INITIATIVES WILL RESULT FROM THE PROJECT/S?

BUDGET

Using the form over the page, please provide information about the costs of the project you will use the grant for. We do not require information about the costs and income of your entire organisation.

Please note the City of Vincent does not provide funding for salaries and wages or the purchase of machinery, office equipment, computers, motor vehicles or capital items.

However, the City of Vincent will provide funding to cover operations including, but not limited to, the cost of advertising and promotion of funded project/s (where required), the hire of equipment, fees for contractors and maintenance works.

If you would like any further information or assistance please do not hesitate to contact the Environmental Officer on 9273 6000 or mail@vincent.wa.gov.au.

Please progress to the budget sheet over the page.

INCOME	\$	COST	\$
City of Vincent Grant:		Costs of running the project (For example, providing transport, buying materials and equipment, production) Please list your costs below:	
Money from other government or grant organisations. Please list grants below:		Salaries, wages and fees. Please list your costs below:	
Your own School's cash contribution:		Costs of supporting the service or program (For example, photocopying, postage, database management, office work) Please list your costs below:	
Money from private organisations (For example, businesses or individuals) Please list contributions below:		Marketing and Promotion (For example, designing flyers and brochures, printing, ads) Please list your costs below:	
In kind support (For example, free venue, volunteer instructor, free advertising or promotion) Please list contributions below:		Other costs (please list):	
TOTAL INCOME		TOTAL COSTS	

PLEASE PROVIDE THE SCHOOL'S AUSTRALIAN BUSINESS NUMBER (ABN)

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CHECKLIST

Have you answered every question?	
Completed the budget section?	
Provided your Australian Business Number (ABN)?	

I have read the assessment criteria relating to this program. To the best of my knowledge the information about my School and project is correct.

Applicant:	
Signature:	
Date:	

WWW.VINCENT.WA.GOV.AU/GREEN