



Portarlington Golf Club
Community Contribution Fund
Application Form
2024

Applications Close: April 29, 2024

1. NAME AND DETAILS OF APPLICANT

Organisation Name:			
Contact Address:			
Contact Person:		Position:	
Email:		Phone (BH):	
ABN:		Registered for GST? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incorporation or Business Number:			

Overview of organisation: *(Attach additional documents if further space required)*

2. PROPOSAL SUMMARY

Project Title:	
Proposal Summary:	
Funding Requested:	\$

3. ABOUT YOUR PROPOSAL

3.0 List the communities involved in the proposal

3 A) Addresses an Important Need – *Explain why the project is important. How do you know it is needed or important for your community not-for-profit organisation (e.g. reports, studies, observations)? What will it change or achieve?*

3 B) Target Group – *Provide details about the community involved in your proposal.*

3 C) Capacity – *Explain your ability to do what you are proposing and how you will manage the funding effectively.*

3 D) Value and Timeliness – *Explain what you propose to spend the PGCCCF on and when you plan to complete the project.*

3 PROJECT SCHEDULE

Use an appropriate level of detail to help the assessor see that you are taking a planned approach.
If you are successful, this project schedule forms the basis of the funding allocation

Income	Add notes to help assessor	\$
Community Contribution Fund requested		\$
Contribution from your organisation (could be \$ or in-kind support e.g. activity room)		\$
TOTAL		

Expenditure			
List items individually	Expended by	Community Contribution Fund \$	Your Contribution
SUB-TOTAL		\$	\$
TOTAL		\$	

(Note: Income should equal Expenditure)

4 CHECKLIST AND DECLARATION

To be considered for eligibility your application must be complete. I have: (tick)

<input type="checkbox"/>	Answered all the questions in full
<input type="checkbox"/>	Completed the Project Schedule
<input type="checkbox"/>	Attached copies of Incorporation/Business name
<input type="checkbox"/>	Attached copies of supporting documents as relevant (e.g. testimonials, reports, evidence of previous projects)

Declaration

By signing and submitting this application you are agreeing to the following terms.

- The information provided in this application is complete and correct
- I am authorised to submit this application on the applicant's behalf
- Funds will only be used for the project described in this application
- If successfully funded, I provide permission for Portarlington Golf Club to promote this project proposal as part of communications and public relations activities.
- Any photos and/or video footage taken as part of the project will be submitted with full consent of the people in them.
- That I accept that the Portarlington Golf Club Community Contribution Fund applies a competitive assessment process and projects may not be funded despite meeting guidelines and eligibility requirements.
- The successful applicant agrees there may be subsequent visits from a representative of the PGCCCF for promotional use or for progress reports on the use of the fund for the Portarlington Golf Club's board of directors.

Eligible Applicant or Auspice

Name:		Position in Organisation:	
Signature:		Date:	

Submit completed applications by April 29, 2024

Email: ceo@port.golf

Mail: Portarlington Golf Club, 130 Hood Road, Portarlington, 3223

Privacy Note

Information collected on this form is retained by Portarlington Golf Club. Your information will only be used for the purposes of assessment, fund administration and fund promotion.