



GRANTS AND SPONSORSHIP REQUEST FORM

In most instances, only incorporated bodies or legal entities with Deductible Gift Recipient (DGR) status can apply for grants and sponsorships. If a Community Playgroup does not have DGR status, it can request that a funding application be made through Playgroup NSW (PGNSW) using its company details and DGR status.

As such, some grants and funding opportunities require community groups to be part of an organisation or have an organisation support their application to apply. If you require Playgroup NSW to support and auspice the application you must advise Playgroup NSW of your intent to apply and then seek permission from Playgroup NSW prior to completing and submitting the application.

You must seek CEO approval to use the Playgroup NSW Inc. name and ABN and provide the following information 10 business days prior to the application closing date to allow adequate time for internal review and approval.

Any approvals sought after this time period will not be accepted unless approved by Playgroup NSW CEO.

PLAYGROUP INFORMATION

GROUP NAME:			
GROUP VENUE NAME:			
VENUE ADDRESS:			
SUBURB:		POSTCODE:	
DAY:		TIME:	

APPLICANT DETAILS:

FULL NAME:	
MEMBERSHIP NUMBER:	
COMMITTEE POSITION:	
PHONE NUMBER:	
EMAIL:	

Are all playgroup participants current members of Playgroup NSW?.....

If not, please contact admin@playgroupnsw.org.au so we can assist to bring your playgroup membership up to date.



Current number of members?.....

Have all members been informed of the grant and the proposed purpose of use?
.....

GRANT / SPONSORSHIP DETAILS:

FUNDER NAME:			
GRANT NAME:			
ELIGIBILITY CRITERIA			
CONFIRM HOW THE ELIGIBILITY CRITERIA IS MET:			
AMOUNT REQUESTED:		CLOSING DATE:	

INTENDED USE OF FUNDING – Please provide a description of the project:

PROJECTED COST OF PROJECT – Please provide a breakdown of costing for planned use of funds and ensure that the PGNSW Administration Fee of 10% (total grant funds) is included as part of the budget.



- I confirm that the information provided in this form is true and accurate.
- I agree that should we be successful, funding will be used in accordance with the objectives and deliverables of the funding provider.
- I agree to notify Playgroup NSW of any changes to the grant application as soon as possible.
- I agree to complete the project in accordance with the specified timeframes provided by the funding provider.
- I have read the CP001 Playgroup NSW Grants and Sponsorship Policy and agree to adhere to all the terms and conditions.
- I agree to provide copies of all receipts associated with the project to PGNSW via email so that the funds can be acquitted.
- I understand that I cannot use the Playgroup NSW Inc name or ABN in a grants process without signed permission from the CEO, and should permission be granted, that any funds must be disbursed to Playgroup NSW in the first instance.
- I agree to advise Playgroup NSW on grants@playgroupnsw.org.au if I cease attending this playgroup.

Signed for and on behalf of:

Playgroup Name: _____

Applicant's Full Name: _____

Committee Role: _____

Signature: _____

Date: _____

Witnessed by:

Playgroup Name: _____

Applicant's Full Name: _____

Committee Role: _____

Signature: _____

Date: _____



Please complete this document and return to Playgroup NSW grants@playgroupnsw.org.au with all other completed documentation, including;

1. CP001 Grants and Sponsorship Policy
 - Set of guidelines that community playgroups need to follow when applying in the name of Playgroup NSW Inc
2. Grants and Sponsorship Venue Owner Approval Form (where applicable)
 - Completed by venue owners where funding projects involve renovations, repairs or permanent fixtures to a venue premises
3. Grants and Sponsorship Funding Disbursement Form
 - Required for all successful grants