

Grant-ready information template

It is useful to have information about your organisation in one handy document, so that you are ready for grant applications, when they arise.

This document is a Word Document, ready for you to fill in and save. You can then copy and paste your information from this into grant applications.

Registered Organisation Name:

Also known as, or trading as:

Legal status:

Australian Business Number (ABN):

Australian Company Number (ACN):

Are you registered for GST?:

Are you registered as a Charity?:

Tax status (Income Tax Exempt? DGR?):

Registered address:

Physical address:

Postal address:

Website:

Email address:

Social media addresses:

Phone number:

Contact person and details (general):

Contact person and details (media):

Contact person and details (authorised signatory):

Year established:

Mission or purpose statement:

Insurance Certificates (link to certificates of currency, or where they are located):

Geographic area covered (link to map):

Previous annual reports (link to where they are located):

Key people

Committee members

Name	Position	Brief background
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Key people in the business

Name	Position	Brief role background
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of staff (date):

Number of volunteers (date):

Previous grant history

Source of funding:

Project:

Amount:

Date:

Final report submitted (Y/N)
(Date and link):

Source of funding:

Project:

Amount:

Date:

Final report submitted (Y/N)
(Date and link):

Source of funding:

Project:

Amount:

Date:

Final report submitted (Y/N)
(Date and link):

Source of funding:

Project:

Amount:

Date:

Final report submitted (Y/N)
(Date and link):

Other relevant information

Constitution (link):

Other:

For more information

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