

GRANT READY TEMPLATE

Organisation

For community organisations



Organisation name		
Meeting Location		
Incorporation number	https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association	
ABN	https://abr.business.gov.au/	GST: Yes No
Insurance certificate of currency	Location of certificate: Expiry date:	
President contact details	Name: Phone: Alternate Phone: Email:	
Secretary contact details	Name: Phone: Alternate Phone: Email:	
Treasurer contact details	Name: Phone: Alternate Phone: Email:	
Grant writer/project coordinator contact details	Name: Phone: Alternate Phone: Email:	
Grant application email		
Year group established		
Number of members		
How many members live in the City of Casey?		

ADD YOUR RUNNING HEADER HERE

Member demographics (Age, gender, cultural background etc)	
A description of your organisation and its activities – long version 50 - 200 words	
A description of your organisation and its activities – short version No more than 50 words	
Vision or mission statement	
Financial Statements & Annual report	Location of documents: Date of last lodgment with Consumer Affairs Victoria:
Bank details	Bank: Account Name: BSB: Account Number:
Any other details	

Contact the City of Casey:**Web:** casey.vic.gov.au**Email:** caseycc@casey.vic.gov.au**Phone:** 03 9705 5200**Post:** PO Box 1000, Narre Warren VIC 3805**NRS:** 133 677 (for the deaf, hearing or speech impaired)**Customer Service Centres:****Narre Warren:** Bunjil Place, Patrick Northeast Drive**Cranbourne:** Cranbourne Park Shopping Centre**ABN:** 43 320 295 742
TIS: 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهى ਦੁਆਰੀਆ ගਭਰਾ ਚਰਚਾ
CASEY.VIC.GOV.AU