Let this be the **last time** you scrabble about to look for the incorporation certificate when you need your ABN. The **last time** you look up your social media link or try and remember what hashtags to use.

Do it **1 MORE TIME,** fill it in below, then it’s done

**CONTACT DETAILS**

|  |  |
| --- | --- |
|  **Organisation Name** |  |
| **ABN*****(if applicable)*** |  |
| **TFN** ***(if applicable)*** |  |
| **Email** |  |
| **Website*****(if applicable)*** |  |
| **Facebook link** |  |
| **Account Name*****Facebook*** |  |
| **Instagram link** |  |
| **Account Name *Instagram*** |  |
| **Standard hashtags***Can be copied and pasted* | Delete these and or add your own#community #positivity #yourorganisationname #YourLocalLGA #visitnortham #arts #wheatbelt #CommunityMatters  #LocalConnections #StrongerTogether #CommunityEvents  #BuildingCommunity #SupportLocal #TogetherWeThrive  #CommunityImpact #MakingADifference #LocalLove #BetterTogether #LocalEngagement #BeTheChange |
| **Any regular organisational tags you might use***Can be copied and pasted as needed* | Add your own@townteammovement@ShireofX@Lotterywest |

**BANK ACCOUNT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank and** **Account type*****(Saver, Debit card etc)*** | **Account Name** | **BSB** | **Account Number** |
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**25-WORD INTRODUCTION OF YOUR GROUP**

Don’t be shy in using ChatGBT for example to start you off and edit to give a personal touch.E.g.

The X community group is for those interested in X and where people come together to do Y

**50-WORD INTRODUCTION OF YOUR GROUP**

E.g.

Our community group is a welcoming space for individuals to …

We focus on A, support B, and create C.

Whether through events, discussions, or volunteer efforts, we aim to D

**POTENTIAL REFEREES**

*Contact these referees prior and ask if you can list them on funding applications. Record their details here and let them know when you use them.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Organisation** | **Email** | **Phone Number** |
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**PAST PROJECTS**

*Combat success amnesia - Every time you finish an activity, list it here. A craft destash, a community weekly walk, collaboration meeting*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project / Activity name** | **Date of activity** | **Numbers / Demographics** | **Successes / Highlights****(dot points)** | **Google Drive link** |
| *Try to make every activity name unique perhaps use the year* *Eg Crafty catchup May2024*  |  | *Eg* *15 women in the 50-64 bracket* | * *Social connection*
* *Learning new skills*
* *New partnership / collaboration*
 | *If you get into the habit of setting up your Google drive with folders called project X you can easily paste the link here to go direct to the folder* |
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**SUPPORT LETTERS**

*List the contact details of people /organisations that have indicated they will consider providing a letter of support (depending on the specific activity you require support for). Consider these suggestions:*

* *Road safety initiative / security – Local police station*
* *Child friendly initiative – local playgroup, school PnC*
* *Community activity / initiative -Local government association, local chamber of commerce etc*

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** | **Position** | **Organisation** | **Email** |
|  |  |  |  |
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Use ChatGBT to create a draft supporting letter **BUT** (as with ALL AI) use what AI provides as a first draft and edit it to match your needs. Don’t make false claims or fail to check the content.

**EXAMPLE SUPPORTING LETTERS**

Letterhead

Local Shire / Town of

Chamber of Commerce /

Dear [Funding Authority name],

On behalf of the [Chamber of Commerce/Local Government Association/Community Group], I am writing to express our strong support for the (insert initiative name here) proposed by (insert your community group name here).

.

*Economic development*

We believe that supporting this initiative aligns with both our objectives and the goals of the (funding authority name) in fostering economic development and supporting small businesses.

*Mental Health*

We believe that supporting this initiative aligns with both our objectives and the goals of the (funding authority name) in raising awareness of mental health issues.

*Recycling Initiatives*

We believe that supporting this initiative aligns with both our objectives and the goals of the (funding authority name) in promoting sustainability, reducing waste, and fostering a community-wide commitment to environmental responsibility through increased awareness and active participation in recycling efforts.

We strongly encourage your consideration of this funding request and look forward to seeing the positive outcomes for our community. Thank you for your time and support.

Sincerely,

Name

Position

Organisation

[Contact Information]



Letterhead

Dear [Funding Authority Name],

Subject: Support for Road Safety Initiative Funding Application

I am writing to offer the full support of [Police Station Name] for the funding application submitted by [Applicant/Organization Name] for the road safety initiative (insert safety initiative here).

As a local law enforcement agency, we are committed to enhancing the safety and wellbeing of our community, and we believe this project will significantly contribute to reducing road accidents and promoting safer driving practices. The proposed initiative aligns with our goals to address key safety issues in the area, particularly concerning high-risk zones and vulnerable road users. We have seen firsthand the impact that effective safety programs can have in reducing traffic-related incidents, and we are confident that this project will yield positive outcomes for the community.

We fully support this application and encourage the funding authority to consider the long-term benefits of supporting this critical initiative.

Thank you for your consideration.

Sincerely

Name

Position

Date



Letterhead

Dear [Funding Authority's Name],

Re : Support for WASTENOT’s Waste Reduction Initiative

I am writing on behalf of [Environmental Society's Name] to express our strong support for the funding application from WASTENOT.

We have been following WASTENOT’s impactful efforts in waste reduction and environmental awareness, and we are confident that their proposed initiative will significantly contribute to tackling waste management issues at the grassroots level. Their approach aligns with our shared mission to promote sustainable practices, reduce environmental footprints, and encourage community engagement in addressing climate change.

The project has a clear, well-thought-out strategy, and the leadership team has demonstrated consistent dedication and success in similar efforts.

We wholeheartedly endorse this initiative and believe that, with the support of your funding, WASTENOT will be able to expand its reach and achieve even greater environmental and community impacts. We urge you to consider this application favorably, as it is a vital step toward a more sustainable and responsible future for our community.

Thank you for your time and consideration.

Sincerely,

Name, Position, Date