

PSAL Limited

ABN: 94 118 825 120

Community Sponsorship & Donation Fund Guidelines and Application Form

HEAD OFFICE

Suit 6, 20 Bailey Crescent
SOUTHPORT, QLD, 4215

Phone: (07) 5532 3450

Fax: (07) 5531 4797

Email: admin@psal.com.au



GUIDELINES

The Purpose of the Fund

The PSAL Limited (PSAL) Community Sponsorship and Donations Fund (CSDF) has been established to enable eligible organisations to apply once a year for up to \$1,000 for once off projects, programs or activities that benefit the residents of the South East Queensland area. Generally this fund shall be restricted to eligible small groups who need assistance on a once only basis.

Who is Eligible to apply?

Eligible groups and organisations, which include the following, can apply for up to \$1,000.

- ◆ non-government organisations
- ◆ voluntary associations
- ◆ non-profit organisations
- ◆ community groups and organisations.

Applications will not be accepted from State or Federal Government Departments and services.

What can I apply for?

You can apply to the Fund for:

- ◆ purposes which are clearly once off in nature
- ◆ capital purchases in support of a community project, program or activity
- ◆ programs, project or activities which benefit the South East Queensland Community.

Funding will not be provided for:

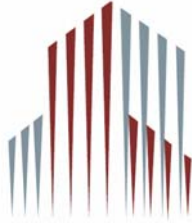
- ◆ purposes or services which are considered to be primarily the responsibility of State or Federal government, including projects targeted at students in a school setting.
- ◆ Projects, events or purchases that have already been completed or purchased.
- ◆ Recurrent operating or maintenance costs associated with the operations of the organisation or group.

Funding Criteria

Applicants need to demonstrate that PSAL Limited sponsorship or donation will benefit the residents of the South East Queensland area, and acknowledge PSAL Limited Sponsorship or Donation in any publications or publicity.

Taxation Requirements, Australian Business Number (ABN)

To comply with Australian Taxation Legislation and to preclude implementation of Withhold Tax provisions, Community Groups and Organisations applying to PSAL Limited Grants Program, must provide either an Australian Business Number (ABN) or complete the form



supplied by the Australian Taxation Office – “Statement by a supplier form – reason for not quoting an Australian Business Number (ABN) to an enterprise”.

Goods and Services Tax (GST)

Community Organisations must be registered for the GST if their annual turnover is \$100,000 or more. However some Community Organisations with lower turnover may have chosen to register in order to claim back the GST they pay on purchases involved with running their organisation. Grants paid to organisations that are registered for the Good and Services Tax will be subject to GST.

To offset this GST liability and to maintain the full value of the grant, PSAL Limited will “gross up” grants where GST applies. For example organisations that are registered for the GST and receive a successful grant of \$1,000, that grant will be grossed up to \$100 to cover the GST on the grant of \$100. The recipient must sign and return PSAL Limited Recipient Created Tax Invoice prior to the issue of PSAL Limited cheque. The successful applicant will then be required to remit the \$100 to the ATO through their Business Activity Statement.

Reporting Requirements

Successful applicants are required to provide to PSAL Limited , within three months of the completion of the program, activity or purchase, a signed financial acquittal form together with a brief financial statement detailing how the funds were expended.

To be eligible for further funding applicants must have acquitted all previously successful grants under the PSAL Limited Grants Program.

When can you apply?

Applications are accepted throughout the year and processed as they are received. However, applications must be received at least 4 weeks before the project, program or activity is to commence. You will be notified of the decision of PSAL Limited within 2 weeks of receipt of the application.

Where to send your completed application

Applications together with attachments should be forwarded to:

Community Support Officer

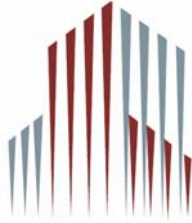
PSAL Limited

Unit 6, 20 Bailey Crescent

Southport, QLD, 4215

Ph: (07) 5532 3450

Fx: (07) 5531 4797



APPLICATION FORM

1) Organisations/Individual Details

Organisation/Individuals Name: _____

Street Address: _____

State: _____

Postcode: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

2) Purpose (What will the Sponsorship/Donation funds be used for?)

Number of People involved in activity, project, program or event: _____

Number of participants who are residents of the South East Queensland area: _____

Start Date: / /

Completion Date: / /

Location of activity, project, program or event: _____

(Please provide street & suburb address)



PSAL Limited

CSDF GUIDELINE & APPLICATION FORM

Rev: 20080604

5) Amount Requested (ex GST)

Maximum of \$1,000: \$ _____

6) How will PSAL Limited Sponsorship/Donation benefit the residents of South East Queensland ?

8) Applicant Information

Is your Organisation:

Voluntary Association:

Community Group/Organisation:

Non-Profit Organisation:

Other: _____

Taxation Status:

Is your Organisation registered for the Goods and Services Tax (GST)?: Yes No

If answered "Yes" to above, please provide your ABN: _____

If you do not have an Australian Business Number you are required to complete and return with your application form with a completed form supplied by the Australian Taxation Office – "Statement by a supplier form – reason for not quoting an Australian Business Number (ABN) to an enterprise".



PSAL Limited

CSDF GUIDELINE & APPLICATION FORM

Rev: 20080604

7) Amount Requested

Expenditure:

	Amount
Item: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENDITURE:	\$ _____

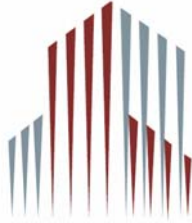
Other Income:

Source: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total funds sought from PSAL Limited	\$ _____
TOTAL INCOME:	\$ _____

9) Payment for Successful Applications

Should your grant application be successful, you shall be notified in writing via fax and or mail, whereupon you shall be requested to provide PSAL Limited with a Tax Invoice for the amount of funding approved.

PSAL Limited upon receipt of the Tax Invoice issues a cheque.



10) Conditions of the Sponsorship/Donation

We, being the authorised officers of the organisation making this declaration, confirm and agree to the following:

- (a) The information given in this application, including any attachments hereto is true and correct in every particular.
- (b) That moneys received from the PSAL Limited CSD Fund will be spent on the approved activity and as outlined in the project grant application. PSAL Limited must approve any changes to the project.
- (c) Any moneys not expended on completion of the project will be returned to the PSAL Limited .
- (d) To acknowledge PSAL Limited funding of the project in any publicity or promotion.
- (e) To provide PSAL Limited with a completed acquittal report form and brief financial statement detailing that monies have been expended in accordance with this grant application within three months of the completion date of the project.
- (f) That failure to comply with these conditions may preclude our organisation from accessing further grant funds in the future.

We understand that any variation from the above conditions will require negotiation with the PSAL Limited , Community Support Officer.

To be signed by two (2) different signatories on behalf of the applicant organisation.

Name: _____
Position Held: _____
Signature: _____
Date: / / _____

Name: _____
Position Held: _____
Signature: _____
Date: / / _____



9) Payment for Successful Applications

Please Attach:

- (a) any support documentation which might support your application
- (b) written quotes for any proposed purposes.

Return this **fully completed** application together with all/any attachments to:

Community Support Officer
PSAL Limited
Unit 6, 20 Bailey Crescent
SOUTHPORT QLD 4215

Enquiries: Jaime Dormer
Phone: 07 5532 3450
Fax: 07 5531 4797
Email: admin@psal.com.au