**\*\*\* This is template is designed as a guide to assist clubs in providing grant funding request information in one document \*\***

**<club name>**

<club address>

<club contact name>

<club contact email>

<club contact telephone>

<date>

**Request for Grant Funding**

To:

Rodney Clarke, Secretary, MAAQ

secretary@maaq.org

On behalf of <club name> I would like to make application to the MAAQ through the <choose grant funding type [from website](https://maaq.org/grant-information/)> Grant Fund for the following items;

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Cost per item** (Inc GST) | **Qty** | **Total**(Inc GST) |
| <description of item><Supplier of item>Use hyperlink to item on website if possible | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  |  | **Freight** | $ |
|  |  | **Total** | $ |

**Reasons / Rationale**

Use this section of the document to provide a couple of paragraphs as to how the above items will benefit your club. Provide information in regards to frequency of use, number of people it will benefit, increase of safety, reduction of risk, increase numbers of members, retain existing membership, repairs to facilities, increasing capacity, etc. If you need to please provide additional pages of information please do so at the end of this document. Please DO NOT send multiple documents with the application, try and only keep everything within this one document.

*Please leave the below text in your response as acknowledgement of your clubs responsibility as to the compliance around providing funding…*

We understand our club will need to provide suitably rendered tax invoice(s) for reimbursement of costs, without which reimbursement cannot be provided, and understand incurring costs prior to approval could render the funding null and void.

Thank you,

xxx

President

<club name>

<club email>

<club telephone>

<Please insert any photos, quotations, links or documentation to help the committee in its decisioning making process>