



**SHIRE OF GNOWANGERUP**

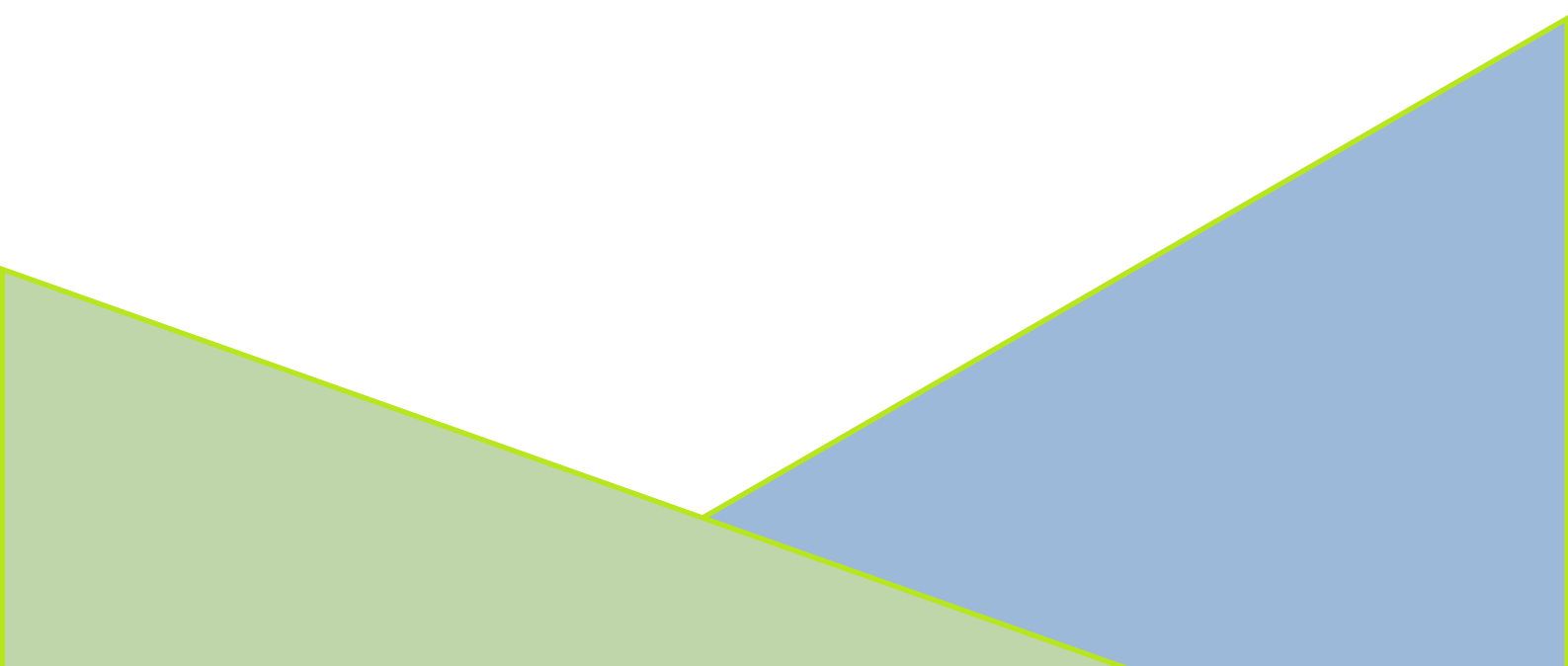
**Special Requests**  
**Community Grant Application**  
**Pack**  
**2022/23**

*For Community Grants from \$5,000 to \$20,000*



**SHIRE OF GNOWANGERUP**

# **GRANT GUIDELINES**



The Shire of Gnowangerup receives many requests for financial assistance from community groups. These guidelines outline the Special Requests Community Grants category of the Community Financial Assistance Grants (CFAG) Program.

Community Grants	Large scale grants. Applications from \$5,000 up to \$20,000 will be considered.
Examples of Community Grant purposes	<ul style="list-style-type: none"> <li>• Large Community Event</li> <li>• Large Scale Project</li> <li>• Environmental Programs</li> <li>• Capital Infrastructure Improvement</li> <li>• Council contribution towards an externally funded project that requires Local Government contribution i.e. Community Sporting and Recreational Facilities Fund (CSRFF)</li> </ul>

## 1. Eligibility

To be eligible for a grant an applicant must be:

- A local sporting group or association;
- An incorporated not-for-profit organisation;
- An unincorporated organisation seeking grant support through an incorporated, not-for profit organisation (auspicing);
- A cultural group/organisation;
- A voluntary service;
- Any other incorporated association based within the Shire of Gnowangerup; and
- A Commercial /For Profit Organisation, supporting not for profit community events/programs and activities.

- 1.1.** The organisation must be based within the Shire of Gnowangerup.
- 1.2.** Events being held outside of the Shire which will include the involvement of Shire of Gnowangerup community members, and events which promote the Shire at a regional level may also be considered. Please be aware that locally held events will be given priority.
- 1.3.** Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority.
- 1.4.** Applicants who provided their own financial contribution will have a higher priority.
- 1.5.** Applications which can demonstrate the involvement of volunteers and community partnerships will be given priority.
- 1.6.** Applicants who have completed any works or commenced the project will be given priority.

- 1.7. All applicants must include their ABN on their application or complete a Statement by Supplier form (from <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>) if they do not have an ABN.
- 1.8. All grant applications must be submitted using the specified application form provided by the Shire of Gnowangerup.
- 1.9. The application must demonstrate clearly defined community outcomes.
- 1.10. Applicants must be able to demonstrate short and long term benefits to the community.

## 2. Non Eligible Applicants

### Applications will not be considered in the following circumstances:

- 2.1 Community organisations and/or events where the grant funds are to promote political parties/causes, unethical activities or profit making.
- 2.2 Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- 2.3 Individuals (or sponsorship of cash prizes for individuals or teams).
- 2.4 Individual's personal living, education, medical or travel expenses.
- 2.5 Activities or events that are the responsibility of a State or Federal government.
- 2.6 Organisations whose main purpose is to fundraise.
- 2.7 Organisations that have not acquitted previous projects funded through the Shire of Gnowangerup.
- 2.8 Applicants that fail to address the criteria in their application.
- 2.9 Applications that are received after the application closing date.
- 2.10 Community organisations or events that have outstanding debts with the Shire of Gnowangerup will not be funded until the debt is paid in full.
- 2.11 Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding.
- 2.12 Community organisations or events that are awarded funding through a Quick Community Grant or Community Grant are not eligible for Special Requests Community Grant Funding.
- 2.13 Community organisations or events are only eligible to receive one Community Financial Assistance Grant in any financial year and cannot use the grant to pay for an event or project held in the previous financial year (no retrospective payments).
- 2.14 Applications to fund operating costs.

### 3. Applying for a Grant

- 3.1 It is compulsory that all approved grants be promoted through advertisements in the local newspapers and via the Shire of Gnowangerup's website and Facebook page.
- 3.2 Special Request Community Grant applications are invited once a year for submission and assessment. Applicants wishing to apply for over \$5,000 (including applicants who wish to apply for over \$5,000 over multiple years) will be asked to complete the Special Request Community Grants application process. Applicants may be asked to supply additional information to support the application and provide evidence of the applicant's financial, organisational, operational standards and business plan. Please refer to the advertised opening and closing dates before completing your application form.
- 3.3 A minimum of five weeks will be available from advertising to closing in order to complete the application.
- 3.4 Special Request Community Grant applicants may be required to present their case to Council in May as part of the Special Requests Community Grants application process.
- 3.5 The Shire may facilitate workshops to assist community groups to complete their applications, visit the Shire website for more information [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au).
- 3.6 Prior to submitting an application for a Special Requests Community Grant, interested parties **must** contact the Shire to confirm the project/event is acceptable under the grant guidelines. Please call the shire on 08 9827 1007 or email [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au) with your project outline.
- 3.7 Grant Applicants are required to submit their application between March to May for the approaching financial year period. Should the applicants event but scheduled for the months June, July and/or August of the new financial year an Advance Approval Applicant is required. The Applicants classed as Advanced Approval Applicants would need to submit an invoice for Shire funds prior to June 30 in the year of their application and would also be required to acquit their grant within 6 weeks of the completion of the event or project. Advanced Approval Applicants would also be eligible to apply for funding prior to completion and acquittal of Shire funds on the condition that acquittal is completed prior to the Shire releasing fund in each new financial year.

## 4. Funding Criteria

- 4.1 Events, projects and services must provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.
- 4.2 Where possible, the applicant should source additional funds (in-kind support, grants, organisation contribution) to match the Shire's contribution.
- 4.3 Services must be accessible to and affordable for the community.
- 4.4 Community cultural activities and services are encouraged to assist in building their identity within the Shire.
- 4.5 Grant money is distributed across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- 4.6 Projects and services must demonstrate the involvement of volunteers and community partnerships.
- 4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. Sporting equipment is not applicable to this grant funding if Council is the **sole** funding body. This is for reasons pertaining to several other state funded opportunities for sporting equipment. Please contact the Shire for more information if required.
- 4.8 Disadvantaged groups must enjoy equal access and special programs targeting their needs.
- 4.9 Community Development – the performance of the Community Funding Scheme will be assessed using community development principles and strategic planning.
- 4.10 Recipients must recognise and promote the Shire of Gnowangerup's financial contribution to the event, project or services.
- 4.11 In circumstances when grants are auspiced by an incorporated organisation on behalf of an unincorporated organisation, the responsibility of managing finances and providing receipts for acquittal purposes will lie with the auspicings body.

## 5. Assessment of Applications

- 5.1** Special Request Grant applicants are required to make a presentation to Council to put forward their case for funding. Applicants are required to liaise with the Shire to ensure that all the relevant information is provided at the presentation.
- 5.2** Initial recommendations about which applications should receive a Special Requests Community Grant are made by using a Multi-Criterion Analysis Tool. Results of this process are then presented to Council along with copies of each application.
- 5.3** Recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than is available in any one year. 'In principle' support will then be given to those projects which are considered to meet the Council's priorities.
- 5.4** Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

## 6. Unsuccessful Applications

- 6.1** The Shire of Gnowangerup will provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

## 7. Grant Claim and Variation

- 7.1** If your grant application is successful, you will receive a letter of confirmation in August of the new financial year advising you of the grant amount and asking you to submit an invoice.
- 7.2** Council may also specify other grant conditions. If this applies the applicant will be required to sign acceptance of the conditions prior to the release of funds. No 'rolling over' of funds to the following financial year for unfinished projects will be permitted.
- 7.3** All grants must be claimed and expended within the allocated financial year. If grants are not utilised within the given time, all funds allocated will be forfeited.
- 7.4** Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

## 8. Grant Payment & Acquittal

- 8.1** All grant recipients are required to submit a funding acquittal by **30<sup>th</sup> June 2023** unless otherwise advised by the Shire.
- 8.2** Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form. Please use the acquittal form included in this package and provide:
- Financial summary or audited income and expenditure statement of the grant money;
  - Reports and photographs;
  - Evaluation including project outcomes; and
  - Evidence that demonstrates how the Shire of Gnowangerup's financial contribution was recognised.

## 9. Accessing and Submitting Grant Application Forms

- 9.1** Contact the Shire of Gnowangerup on (08) 9827 1007 to check that you are eligible to apply for a grant and discuss your application or obtain an application form.
- 9.2** Grant application forms, policy documents and guidelines can also be found on the Shire of Gnowangerup's website: [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)
- 9.3** Submit your application to (posted, emailed and hand delivered applications are accepted):
- Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road, Gnowangerup WA 6335  
Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)



# Steps in the Special Request Community Grant Funding Process

## Step 1

- Contact the Shire of Gnowangerup to discuss your project idea and confirm it falls within the guidelines. Telephone: 9827 1007 or Email: [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)

## Step 2

- Complete the Special Requests Community Grant Application Form.

## Step 3

- Submit the application form before the cut off date (27/05/2022). Liaise with the Community Development Coordinator to submit any additional documentation and schedule the presentation to Council.

## Step 4

- Special Presentation to Shire of Gnowangerup Council if required.

## Step 5

- Applications are assessed via the use of a Multicriterion Analysis Tool and recommended to the Shire of Gnowangerup Councillors.

## Step 6

- Recommendations are then decided on by Council at the Annual Budget meeting.

## Step 7

- Applicants will be notified in writing in August of the new financial year of the outcome of their application.

## Step 8

- Acquit your grant money by June 30 by completing the Community Grant Acquittal Form.



# SPECIAL REQUESTS COMMUNITY GRANT APPLICATION FORM

**Closing date: 27/05/2022**

## Things to consider before you apply...

### Who

Who is the project for? Who are the key stakeholders?

### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

### Where

Where will the project take place? Are there Local, State or National impacts?

### When

When will it start and finish?

### Why

Why is the project needed? Is there community support? Why is it important?

### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?

## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation:

Name of Applicant and position:

Name of Chairperson/Chief Executive Officer:

Postal Address:

Telephone:

Email:

### 2. Requested grant amount (\$5,000 -\$20,000): \$ \_\_\_\_\_

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

- Incorporated, not-for-profit
- Community Group (non – incorporated but auspiced by an incorporated body)
- Commercial / For Profit (undertaking a not for profit activity)

Please note: funding for the Special Request Grants category is not offered to organisations that are not incorporated (except Commercial / For Profit organisations undertaking a not for profit activity). Please refer to the 'Community Grant or Quick Grant Category' if you are an organisation that will require funds to be auspiced by another organisation on your behalf.

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

- Confirmation in writing is required from the sponsoring body.
- The sponsoring body MUST be an incorporated group within the Shire of Gnowangerup.

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 5. Organisation's ABN:

5.1. Is your organisation registered for GST? YES  NO

**\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)**

6. What is the main purpose of your organisation?

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7. Who are your main clients'/service users?

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7.1 Where is your organisation based and which geographical areas do you deliver your service to? If services are provided in various locations, please indicate the percentage of service delivery in each location.

GNOWANGERUP:  %    BORDEN:  %    ONGERUP:  %

AMELUP  %    OTHER:  Please specify \_\_\_\_\_ %

8. Does your organisation involve volunteers and/or paid staff? How many and what roles do they serve?

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9. Please document your main sources of funding (e.g. funding bodies, fundraising, corporate support) and where applicable provide an indication of where existing funding is allocated within your organisation's operational budget.

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10. What is your organisation's annual turnover?

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11. Why are you seeking funding from the Shire of Gnowangerup (e.g. lack of alternative funding sources)?

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**12. Has your organisation unsuccessfully attempted to access funds from other funding sources? If so which sources?**

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**13. Has your organisation obtained funding from other Councils in the last 3 years? If so which Councils and how much has been confirmed/received?**

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**14. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded

**14.1. Has this grant been reported on and acquitted?** YES  NO  N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

## PART B – DETAILS OF THE PROJECT/EVENT

1. Name of the project/event: \_\_\_\_\_

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. When and where will your project/event be held?

GNOWANGERUP:       BORDEN:       ONGERUP:       AMELUP

OTHER:       Please specify \_\_\_\_\_

Start date: \_\_\_\_\_      End Date: \_\_\_\_\_      Venue: \_\_\_\_\_

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation	Art and Culture
Senior Citizens or Youth or Children	Education
Environment	Health and Welfare
Town Enhancement/Infrastructure	Tourism

5. What area of the Shire’s Strategic Community Plan does your project align with? Please tick box(s)

**Health and Wellbeing**

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

**Built Environment**

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

**Natural Environment**

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

**Local Economy and Business**

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the **Governance** section of the current Strategic Community Plan is not applicable to CFAG.

6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?

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7. Is your project /event open and accessible to the wider community?

YES       NO       N/A

8. Does your project encourage participation from disadvantaged groups in the community?

YES       NO       N/A

9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access etc?

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10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions).

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11. Where required, have you applied for all relevant licences, permits and approvals? *i.e Road Closure approval, storefront stall permit, event insurance etc.*

YES       NO       N/A

Licence/permit/approval	Date approved/pending

**12. Please provide additional documentation to support your application.** Below are some examples of suggested documentation that you could provide to support your application.

- A copy of the latest audited financial statements for your organisation (the minimum requirement is the organisation's most recent profit and loss statement);
- A Project Plan, a Running Sheet and/or a Business Plan;
- A Risk Management Plan;
- Insurance information – e.g. public liability.
- Information about the Project Manager (relevant qualifications/experience).
- Quotes (for individual allocations of over \$3000 a minimum of two written quotes are required)
- Plans or diagrams that clearly illustrate your request.
- Any additional information that you believe will assist this application.

Please note: The Shire of Gnowangerup reserves the right to request additional documentation to support your application at their discretion.

**13. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles?** Tick the box(s) with applicable statements about your project's access and inclusion.

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered.
- People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered.
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it.
- People with disability have the same opportunities as other people to be a volunteer with your organization.

**14. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event?** Tick applicable option(s).

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)

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**15. Will your organisation promote the Act Belong Commit Campaign (optional)?**

YES

NO

N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>



## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

- Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.
- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	AMOUNT (\$)
Earned Income (E.g. ticket sales, merchandise, etc)	
<b>Subtotal</b>	
Other Project income (E.g. Other grant funding)	\$
<b>Subtotal</b>	
Your Organisation's Financial Contribution (please itemise)	\$
<b>Subtotal</b>	
Fundraising, Sponsorship, Cash donations (please itemise)	\$
<b>Subtotal</b>	
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	
Requested Community Grant	
<b>TOTAL INCOME</b>	

PROJECT EXPENDITURE	AMOUNT (\$)
Professional Fees (E.g. on costs, travel, accommodation)	
<b>Subtotal</b>	
Production Costs (E.g. materials, venue hire, equipment)	\$
<b>Subtotal</b>	
Administration Costs (Wages, fees, licences, stationary)	\$
<b>Subtotal</b>	
Marketing, Promotion and Documentation (please itemise)	\$
<b>Subtotal</b>	

**NOTE: The total INCOME and EXPENDITURE columns should total the same.**

<b>TOTAL EXPENDITURE</b>	
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## PART D – CHECKLIST AND DECLARATION

✓	<b>Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.</b>
	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
	I acknowledge that I am authorised to make this application on behalf of the organisation.
	I acknowledge that the information in this application is true and correct.
	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
	I acknowledge that I will complete the acquittal report and submit it by <b>June 30 2023</b> .
	I give the Shire of Gnowangerup permission to promote this Special Requests Community Grant as part of any communications and public relations activities.
	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
	I have attached two (2) quotes for single item expenditure over \$3,000.
	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 1. Declaration

On behalf of \_\_\_\_\_ (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

\_\_\_\_\_

**Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**

\_\_\_\_\_

**Print Name**

**Please post, email or deliver your completed application form to:**

Chief Executive Officer  
 Shire of Gnowangerup  
 28 Yougenup Road, Gnowangerup WA 6335  
 Email: gnpshire@gnowangerup.wa.gov.au

**SHIRE OF GNOWANGERUP**  
**SPECIAL REQUESTS COMMUNITY GRANT ACQUITTAL**

**1. Applicant's Details:**

Name of Organisation:	
Name of Applicant (position):	
Name of Chairperson/Chief Executive Officer	
Postal Address:	
Phone Number:	Email:
Grant amount received: \$	Date:

**2. Declaration**

I declare that the grant of \$\_\_\_\_\_ provided by the Shire of Gnowangerup has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the transactions for this project/event.

**3. Expenditure Report**

Please outline how the Shire of Gnowangerup Community Grant funds were spent:

Expenditure Items (basic description below)	\$
<b>TOTAL</b>	<b>\$</b>
<b>Surplus (unused funds)</b> <i>*Any unused Community Grant funds should be returned with this acquittal report</i>	<b>\$</b>

**4. Did your project/event go ahead as stated in your Community Grant application with all original aims being met? If not, explain why this is the case.**

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**5. Please outline the project outcomes or key achievements of this project/event:**

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**6. Was your project/event open and accessible to the wider community?**

YES           NO           N/A

**7. Did your project encourage participation from disadvantaged groups in the community?**

YES           NO           N/A

**8. Did your event/project/activity incorporate disability access and inclusion principles?** Tick applicable option(s).

- Did people with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- Did people with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- Did people with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- Did people with disability have the same opportunities as other people to be a volunteer with your organisation?

**9. Please provide a brief description of how the Shire of Gnowangerup's grant contribution was recognised and promoted (Tick applicable option(s):**

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify).....

**10. Did your organisation promote the Act Belong Commit Campaign?**

YES       NO       N/A

**If Yes, please provide details of how you promoted the Act Belong Commit message.**

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**Please attach copies of any media releases, documentation produced, news articles, reports, statistics or photographs in support of the project/event.**

\_\_\_\_\_

**Signed** (Authorised Signatory Only)

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Date**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Position in Organisation**