

# MELBOURNE NAVAL COMMITTEE FINANCIAL ASSISTANCE (GRANT) APPLICATION<sup>i</sup>



## Requesting Organisation's Details

Organisation:			
Applicant's Name:		Telephone No.	
Applicant's Position:			
Alternate Contact:		Telephone No.	
ABN (if applicable):			

Grant amount requested ( <i>Notes 1 &amp; 2</i> ):	\$		
MNC contribution percentage:			
Requesting organisation's contribution percentage:			
Name of other agencies contributing:	1.	Amount:	\$
	2.		\$

Membership of Applicant's Organisation		Number of active members to benefit from Grant	
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## Evidence to support application

Please indicate (tick) which 'Purpose(s)' of the MNC is/are fulfilled by this application:

<input type="checkbox"/>	Provide a central meeting place for men and women whom have served in the RAN, RN or an allied Navy in order to perpetuate a spirit of comradeship and mutual assistance throughout the Naval Services ( <i>Note 3</i> )
<input type="checkbox"/>	Arrange, facilitate or promote recreation, amusement and education for the men and women who are serving or have served in the Naval Services
<input type="checkbox"/>	Support other groups and organisations in Victoria that provide for the wellbeing of currently serving and ex-Navy members

**Purpose** (*Note 4*):

**Justification** (*Note 5*):

**Budget Breakdown** (*Note 6*):

Description of Activity/Item(s)	Estimated Cost
<b>Total Cost</b>	

Requesting Organisation authorisation –  
Applicant's signature / date (*Note 7*)

## MNC Financial Assistance (Grant) Information

### Decision Process

Applications for financial assistance will be considered at the MNC's quarterly Committee meetings normally held in February, May, August and November. Applications should be forwarded to the Secretary by the middle of the preceding month (*Note 8*). Applications submitted outside these time-frames will only be considered when the MNC Executive (President, Vice President, Treasurer and Secretary) believes that exceptional circumstances prevail.

### **Notes:**

1. *Payments or disbursements will normally be in the form of reimbursements for expenses or payments to suppliers rather than via a transfer (or an advance) of funds.*
2. *There are no 'hard-and-fast limits' in relation to the quantum of financial assistance which can be provided; each request will be decided on its merits. The Committee will exercise its judgement and discretion in this regard taking all known factors into account, particularly:*
  - *whether the application falls within the MNC's operational and funding priorities;*
  - *the history of grants made to the applicant;*
  - *the amount of income (from investments) available for distribution; and*
  - *the worthiness of the application (based on details provided by the applicant).*
3. *Meeting and function room support. The MNC is able to provide support for functions through the Box Hill RSL Club. Should organisations wish to utilise these arrangements, please contact the Box Hill RSL Club Events Manager, Bree Smith directly, by email [Bookings@boxhillrsl.com.au](mailto:Bookings@boxhillrsl.com.au) or on (03) 9897 6707 (during normal working hours) stating the event/meeting is sponsored by the MNC.*
4. *'Purpose' to include a brief summary of the application.*
5. *'Justification' is a free text section to explain linkage to MNC 'Purposes' and intended use of the grant to assist in supporting the MNC fulfil its charter plus any other outcomes you hope to achieve by this initiative.*
6. *'Budget Breakdown', where applicable, should be included to assist with the funding decision.*
7. *Applications may be signed by hand or electronically.*
8. *Applications for financial assistance from the MNC should be made by email to the MNC Secretary (CAPT Andrew MacKinnon) at: [secretary@melbnavalcommittee.org.au](mailto:secretary@melbnavalcommittee.org.au)*