### Purpose

Norman Creek Catchment Coordinating Committee (N4C) requires that any group submitting a grant under the N4C name first compete this grant notification form. The purpose of this form is to outline the project, and key contacts responsible for the grant that they are requesting N4C to put its name to.

N4C provides budget oversight, monitoring and insurance coverage for projects that it supports.

## Grant Notification Form

|  |  |
| --- | --- |
| Name of grant  |  |
| Grant period | Start date: End date: |
| Requested amount | $ |
| Group name |  |
| Activity proposed |  |
| Project Manager Name |  |
| Mobile |  |
| Email |  |
| Address |  |
| **Alternative Contact Name** |  |
| Mobile |  |
| Email |  |
| Address |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand I will be responsible for: *(use tick boxes)*

 *(project manager name)*

[ ]  Sending N4C a copy of the grant guidelines and a copy of the funding agreement

[ ]  Complying with all the requirements in the grant guidelines, including timelines and reporting requirements

[ ]  Collecting all invoices and receipts and submitting them to normanck@bigpond.net.au

[ ]  Recording all volunteer hours

[ ]  Monitoring the project and ensure timely completion

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Endorsed on behalf of N4C by:

Name:

Position:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: