

**MELBOURNE NAVAL COMMITTEE  
FINANCIAL ASSISTANCE (GRANT) APPLICATION<sup>1</sup>**



**Requesting Organisation's Details**

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

Grant amount requested:	\$		
MNC contribution percentage:			
Requesting organisation contribution percentage:			
Other agencies contributions:			
Name:	1.	Amount:	\$
	2.		\$

How many active members in your Org'n		Number of active members to benefit from Grant	
---------------------------------------	--	--	--

**Evidence to support application**

Please indicate (tick) which 'Purpose(s)' of the MNC is being fulfilled by this application (*Note 1*):

	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 2</i> )
	Arrange, facilitate or promote recreation, amusement and education for the men and women who are serving or have served in the Naval Services
	Support other groups and organisations in Victoria that provide for the wellbeing of currently serving and ex-Navy members

**Purpose:** (*Note 3*)

**Justification** - free text 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 (*Note 4*):

Requesting Organisation authorisation – Applicant's signature / date ( <i>Note 5</i> )	
--	--

## **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 6*). 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. *Applications for meeting and function room bookings at the Mission to Seafarers should be made to the Functions Manager (Daria Wray) via email: [events@missiontoseafarers.com.au](mailto:events@missiontoseafarers.com.au) or phone: (03) 9629 7083 (normal working hours).*
3. *'Purpose' to include a brief summary of the application.*
4. *No hard-and-fast limits are set 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).*
5. *Applications may be signed by hand or electronically.*
6. *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)*