### Eligibility checklist

Please complete the following checklist. If you answer ‘No’ to any of the questions, you are not eligible for the project. If in doubt, contact Megan at [communitygrants@responsiblewood.org.au](mailto:smallgrants@responsiblewood.org.au)

|  |  |  |  |
| --- | --- | --- | --- |
| Checklist | Yes | Unsure | No |
| 1. I have read, understood and accept the Terms and Conditions and the eligibility criteria on the Responsible Wood webpage pertaining to the 21-22 Responsible Wood Community Grant Program. |  |  |  |
| 1. I have a letter / email of support of the local Responsible Wood certified Forest Grower or Responsible Wood certified Chain of Custody producer and attached it to my application. |  |  |  |
| 1. My project will commence by 1st Dec 2021 and conclude 31st May 2022. |  |  |  |
| 1. If this application is made on behalf of an organisation, the organisation provides consent to apply and complete this project and will be held responsible for the completion of the project. |  |  |  |
| 1. All Intellectual property and goods created by this project will vest with the organisation or individual. |  |  |  |
| 1. If successful, I will ensure that project photos are provided to Responsible Wood which can be used in the promotion of the grant on their social media channels and other marketing materials. |  |  |  |
| 1. The project applicants will promote the grant, their project and Responsible Wood and certified forests and wood products in a positive manner as identified in their application. |  |  |  |
| 1. The applicant will use the funding provided only for the items that the funding was provided for. |  |  |  |
| 1. The applicant will provide Responsible Wood with an invoice for the full grant amount within a month of receiving notification of the grant funding. |  |  |  |

Signed: ………………………………………………………….

Name: ……………………………………………………………

Position: …………………………………………………………