### 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

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| --- | --- | --- | --- |
| 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.
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| 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.
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| 1. My project will commence by 1st Dec 2021 and conclude 31st May 2022.
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| 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.
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| 1. All Intellectual property and goods created by this project will vest with the organisation or individual.
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| 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.
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| 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.
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| 1. The applicant will use the funding provided only for the items that the funding was provided for.
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| 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.
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Signed: ………………………………………………………….

Name: ……………………………………………………………

Position: …………………………………………………………