This application must be completed in full by a club, group or society wishing to apply for funding within the PSQ Grant Program. The applicant group must be a financially affiliated member of The Photographic Society of Queensland Inc. If you would like further information or assistance to complete the application, please contact the Secretary. READ THE CONDITITIONS ON THE LAST PAGE BEFORE YOU START.

Email this application to: secretary@psq.org.au with a Subject Heading “**PSQ Grant Program 2021**”. Applications may be forwarded between 1 August and 31 October.

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| --- |
| **Group / Club / Society Details** |
| Name: |  |
| Postal Address: |  |
| Meeting Venue: |  |
| Date and Time of meetings: |  |
| Email address: |  |
| Phone: |  |
| Mobile (optional): |  |

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| **Executive Details** (or indicate alternates) |
| President: |  | Signature: |  |
| Email: |  | Phone: |  |
| Secretary: |  | Signature: |  |
| Email: |  | Phone: |  |
| Treasurer: |  | Signature: |  |
| Email: |  | Phone: |  |

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| **Basic Application Details** *(application conditions can be viewed on page three of this document)* |
| Date of Application: |  | Expected completion date: |  |
| Grant Requested: | $ |
| Name of the Item / Resource / Training / Workshop / Seminar / Forum covered by this application: |
|  |

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| Please indicate the type of activity planned to utilize grant request:*Eg: Skills development, Strategy and policy development, Creative development of new work , Community consultation, training or event, Exhibitions*  |
|  |
| Have you, or your group/club previously applied for a PSQ Grant? | Yes / No |
| If you were successful, has that grant been successfully acquitted? *(for Grants disbursed from 2017 forward)* | Yes / No |

|  |  |  |
| --- | --- | --- |
| Estimated number of participants and audience for this project/activity | Participant Numbers | Audience Numbers |
| From your local club/group |  |  |
| Outside of your local club/group |  |  |
| Please indicate how your club and/or your community will benefit from this funding. List 3 outcomes anticipated for this grant acquisition:*(Attach further pages if required)* |
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| How will individual/audience/participant/partner feedback be collected for this project?*(eg: survey, interviews, club/group meeting minutes, feedback form from activity)* |
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|  |
| How will your group/club acknowledge PSQ's Grant Program whilst promoting your event or activity?*(The PSQ Secretary will forward the relevant logo information to successful applicants for use in this purpose).* |
|  |
|  |

**Basic Application Conditions**

PSQ represents over fifty affiliated photographic clubs in Queensland and northern New South Wales and promotes the art and science of photography in all its forms. PSQ promotes the role and values of photography as a key driver of diverse and inclusive communities and strong regions. PSQ invests in local photographers and photographic priorities as determined by local affiliated clubs.

The PSQ assessment panel comprises of the current PSQ Executive Committee. Applicants will be assessed on how well they meet the following criteria:

1. Grant applications will only be accepted if forwarded to PSQ by a financially affiliated group executive.
2. Grants are designed to assist affiliates in their efforts to improve the skills of their membership e.g. attendance at sit-down or on-line/correspondence based forums, workshops, seminars, purchase of equipment, etc.
3. Grants will be considered to provide assistance to an individual belonging to, groups within, or the entire membership of a PSQ affiliated group.
4. Grant applications to assist affiliates with ongoing expenses such as regular venue hire etc. will not be considered.
5. Grant applications for the current period received by 31 October will be reviewed (by whatever technology is deemed appropriate) and if found to meet the assessment criteria in all facets, grant finances will be allocated and distributed ASAP. The high demand for funding under the Photographic Society of Queensland's Grants Program may mean that not all grant applications can be approved. Although an application may meet the assessment criteria, approval will depend on available funds and the number and quality of applications. Grants which contribute to part of a larger strategy or proposal will also be considered.
6. Total grants for the current period will equate to a maximum of $2000.00. No single grant will exceed $1,000.00. Multiple grants may be dispersed in lesser amounts as determined by the committee.
7. Grant applications will be assessed on merit, with consideration given for the capacity to engage the community, and effectively support and deliver photographic skills/improvement and increase membership/involvement in photographic endeavours. For example, applications that help running club events by way of equipment or by holding of workshops/seminars to assist in distributing photographic knowledge and skills, will be favourably considered.
8. No grants will be considered or allocated until after 31 October each year.

**Grant Management Acquittal**

***For completion and return to PSQ within SIX WEEKS of project completion****.*

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| **Group / Club / Society Details** |
| Name: |  |
| Postal Address: |  |
| Email address: |  |
| Phone: |  |
| Mobile (optional): |  |
| **Basic Application Details** |
| Date of Application: |  | Expected completion date: |  |
| Grant Requested: | $ |
| Name of the Item / Resource / Training / Workshop / Seminar / Forum covered by this application: |
|  |
| Actual Completion Date: |

|  |  |
| --- | --- |
| **Item (scan and/or attach pages as required)** | **Attached** |
| Receipts | 🞏 |
| Participant / Audience numbers | 🞏 |
| How was the PSQ Grant Scheme promoted? | 🞏 |
| Outcomes achieved | 🞏 |
| Feedback collated and summarized | 🞏 |

**Verification of Acquittal Process: (Two of club executive to sign below)**

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_