

Application Item checklist	Tick or N/A
Application discussed fully with Playgroup WA Development Officer prior to submitting your application.	
Quotes & Shopping Carts	
Screenshots and quotes Include the supplier's name and ABN	
Includes GST (or you have checked the price includes GST)	
Items over \$3000 – 2 quotes – if not possible discuss with your Development Officer	
Delivery/shipping fees included (if applicable)	
Installation/assembly quotes included (if applicable)	
Items requested are safe and appropriate for playgroup aged children and playgroup use (rated for commercial use and meet any relevant Australian Standards – check with Kidsafe or Playgroup WA if you are unsure)	
Reputable <u>Australian</u> Suppliers used	
Before submitting your application	
Sent the application form link and quotes to your Development Officer for review	
Submitting your application	
Quotes including GST, supplier name, ABN and delivery costs	
Bank statement is uploaded (if applicable)	
Certificate of Incorporation uploaded (if applicable)	
Grant Application Form signed by playgroup president if incorporated	
Acquittal Process	
Keep receipts and invoices for items purchased and forward to PGWA with your acquittal document	