



**Wanneroo Community Men's Shed (Inc)**

P.O. Box 690

WANNEROO WA 6946

Ph: 6142 8933

Email: [admin@wcmenshed.org](mailto:admin@wcmenshed.org)

A.B.N: 22 181 204 932

## Application for a Refurbished Computer from the Wanneroo Community Men's Shed (Inc)

### Application form for Organisations

Complete this application in full and submit to:

**Wanneroo Community Men's Shed  
P.O Box 690, WANNEROO  
WA 6946**

Or via E-mail to; [\*\*applications@wcmenshed.org\*\*](mailto:applications@wcmenshed.org)

Contact for Enquiries:

Administration: 6142 8933 (not for Computer enquiries)

Computer enquiries: 0499 342 171

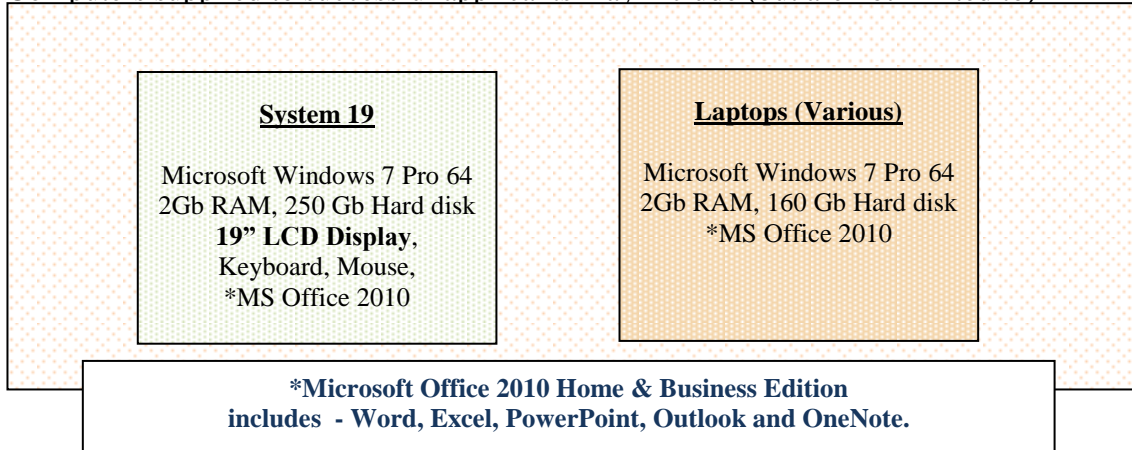
**Microsoft**  
**REGISTERED**  
*Refurbisher*

 **City of  
Wanneroo**

# Computer Equipment Application

**Wanneroo Community Men's Shed Incorporated (WCMS)** provides affordable computer hardware to those in the community who are in need, who do not currently own a computer, or for financial reasons are unable to afford computer equipment.

Computers supplied to successful applicants may include (but are not limited to)



Computer systems are provided under the following conditions:

- NO Hardware Warranty or Support
- NO Software Warranty or Support
- NO Ongoing Service Agreement or Commitment by WCMS
- WCMS volunteers can perform only very cursory checks as to the safety and reliability of the equipment WCMS provide. WCMS cannot take responsibility for damage, injury or data loss as a result of the misuse or malfunction of equipment. To minimize the risk of damage, please treat this equipment with care particularly regarding proper electrical safety practices. Regularly backup all-important data.
- Fees are charged for the refurbishment of donated computers and go towards the running costs of WCMS in its community initiatives
- All equipment is tested at WCMS; by law it is requested you have them tested by a qualified electrician.

## **Please Note:**

This application form is used as a guide by WCMS to determine eligibility and/or any other requirements that you may need.

In accordance by Australian Federal and State Privacy Laws, any information provided in this form will not be disclosed to any other organisation(s).

# Organisation Details

**Important!**

***Applications will only be accepted from within Western Australia***

***Applications will only be accepted from applicants above the age of 18 years.***

***If you are under 18 years of age please get a parent or guardian to complete the application.***

Organisation Name: \_\_\_\_\_

**Please attach copies of ABN / Incorporation and Non-Profit certificates**



|                 |  |                               |            |
|-----------------|--|-------------------------------|------------|
| Surname:        |  | Given Names:                  |            |
| Position:       |  | Date of Birth: ____/____/____ |            |
| Street Address: |  |                               |            |
| Suburb:         |  | State:                        | Post Code: |
| Phone:          |  | Mobile:                       |            |
| Email:          |  |                               |            |
| Website:        |  |                               |            |



PLEASE ATTACH copy of identification, which states your name and address (example: drivers licence, proof of age, bill etc.)

***Successful applicants will be notified when the equipment is ready for collection. If the equipment is to be delivered, payment in full for the equipment must be received by WCMS prior to release of the equipment. It will then be your responsibility to organise and pay for freight.***

Is this application on behalf of a client of an organisation?

Yes

No



If Yes, please also attach an application form for Individuals.

Is this application from a Non-Profit Organisation?  Yes  No

If no, please state why you are applying for help from WCMS:

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How many computers is this application for?

What System type(s) are being requested – Please enter quantity in the box(s) below?  
(See page 2 **System Types**)

System 17  System 19  System 21

**Please note:** Applications for multiple computers at any one time may take longer to process depending on availability.

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## Operating System Software

WCMS has entered into an agreement with Microsoft to provide legal copies of Microsoft Windows Operating systems with refurbished computers. The agreement has very specific requirements on what types of organisations are eligible to receive Microsoft Software with refurbished PCs. Please contact us for assistance with this section if needed.

Please tick all that apply to your organisation:

- |  |  |
|--|--|
| <input type="checkbox"/> Providing relief to the poor                                | <input type="checkbox"/> Preserving culture                      |
| <input type="checkbox"/> Advancing education   | <input type="checkbox"/> Preserving or restoring the environment |
| <input type="checkbox"/> Improving social welfare                                    |  |
| <input type="checkbox"/> Other Charitable or Community activities (Please describe): |  |

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### *Option 1 (Software from WCMS)*

For your organisation to be eligible for software from Microsoft through this program, Australian charities and non-profit organisations are required to meet the eligibility criteria outlined below.

1. Does your organisation have an Australian Business Number (ABN)?

No Apply online for an ABN (<http://abr.gov.au/>)  
**or go to Option 2 (New and 2<sup>nd</sup> Hand Software)**

Yes Go to criterion 2

2. Does your organisation, charity or ITE fund have income tax exempt (ITE) status formally recognised on the Australian Business Register?

- No            Go to criterion 3
- Yes            You meet the eligibility requirements to receive Microsoft software with a computer from WCMS, proceed to the next section.



*Please attach your organisation's ABN details*

3. Is your organisation self-assessed as ITE?

- No            Unfortunately your Organisation does not currently meet the core requirements for eligibility of Microsoft Software in this program. ***Go to Option 2 (New and 2<sup>nd</sup> Hand Software)***
- Yes            You meet the eligibility requirements to receive Microsoft software with a computer from WCMS, providing you attach the following information to the application:



1. A copy of your organisation's constitution noting it's non-profit and/or dissolution clause (if your organisation does not contain either of these clauses within its constitution we will be unable to qualify your organisation)



2. A copy of worksheet 1 from pages 85 – 87 of the Income tax guide for non-profit organisations provided by the Australian Taxation Office (ATO). Available at:

*[http://www.ato.gov.au/content/downloads/Nat7967\\_3\\_2007.pdf](http://www.ato.gov.au/content/downloads/Nat7967_3_2007.pdf)*

***Option 2 (New and 2<sup>nd</sup> Hand Software)***

Microsoft Windows Operating systems are available for purchase as 2<sup>nd</sup> hand or new from retail outlets. WCMS cannot install, configure or offer guidance on software purchased in this manner. If you chose this option a PC will be refurbished without an operating system or other software.

Will you be purchasing or installing an operating system by this option?

- Yes
- No    Please specify what operating system you will be using and by what method you intend to obtain the software.

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## Application Details

Please describe why you are applying for assistance from WCMS?

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What would the computer be mainly used for? (The equipment allocated to you will reflect the information you provide)

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Are you in receipt of any form of Grants?

Yes

No



*IF Yes please provide details*

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Have you applied for WCMS assistance in the past?

Yes

No

Does your organisation currently access computer facilities?

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How did you hear about WCMS?

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Please attach details of your organisation's approval of this application.

## Additional Application Details

### Checklist of required attachments (copies of the original):

- ABN Certificate
- Incorporation Certificate
- Mission Statement

*Attach a copy of the following if instructed to do so earlier in the form:*

- Grant Details
  - Meeting Minutes
  - Your organisations constitution
  - A copy of worksheet 1 from pages 85 – 87 of the Income tax guide for non-profit organisations provided by the Australian Taxation Office (ATO)
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## Pickup Arrangements

How will you be collecting your equipment if approved?

- Pickup in Person
- I will organise a courier

**Please Note:**  
**PCs will not be released without payment.**

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## Application Agreement

I, \_\_\_\_\_, the aforesigned, hereby certify that in applying for computer equipment from WCMS, I understand and agree to the following:

- All questions have been answered truthfully to the best of my knowledge
- I have attached all information required
- Submission of this application form does not automatically entitle me or the organisation, which I represent to assistance from WCMS
- That I do not intend to sell any computer equipment that may be provided to me by WCMS at the time of submitting the application
- That, if approved, I will pick up or organise pickup of all equipment assigned to me within 30 days. If I do not organise pick up within 30 days the equipment will be assigned to another waiting applicant

Name in Full: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

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