



Wanneroo Community Men's Shed (Inc)

P.O. Box 690
WANNEROO WA 6946
Ph: 6142 8933
Email: wcmenshed@gmail.com
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; wcms.deliveries@gmail.com

Contact for Enquiries:

Administration: 6142 8933 (not for Computer enquiries)
Computer enquiries: 0499 243 171

Introduction

Wanneroo Community Men's Shed Incorporated (WCMS) provides affordable computer hardware to charitable and not for profit organisations.

Note:

This application form is used purely as a guide so WCMS can determine eligibility. In accordance with Australian Federal and State Privacy Laws, any information provided in this form will not be disclosed to any other organisation(s).

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
- Whilst all equipment is tested by WCMS, it is suggested that you have your equipment tested by a qualified electrician.

Microsoft®
REGISTERED
Refurbisher

 City of
Wanneroo

1. Organisation Details

Organisation Name: _____

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

Applications will only be accepted from within Western Australia.

Contact Details:

| | | |
|-----------------|--------------|------------|
| Position: | | |
| Surname: | Given Names: | |
| Street Address: | | |
| Suburb: | State: | Post Code: |
| Phone – Work: | Mobile: | |
| Email: | | |

Note: 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.

2. Type of Computer System Required

How many computers is this application for?

Please tick the system you require in the box below: **(WHEN AVAILABLE)**

| | |
|--|--------------------------|
| <u>Desktop</u> System A: \$100 Intel or AMD Processor as available Microsoft Windows 10 Pro 64 4GB RAM, 250 GB Hard disk 19" LCD Display, Keyboard, Mouse, *MS Office 2010 | <input type="checkbox"/> |
|--|--------------------------|

| | |
|--|--------------------------|
| <u>Desktop</u> System B: \$120 Intel or AMD Processor as available Microsoft Windows 10 Pro 64 4GB RAM, 500 GB Hard disk 20" LCD Display, Keyboard, Mouse, *MS Office 2010 | <input type="checkbox"/> |
|--|--------------------------|

Note: Desktop computers are not Laptop computers.
Microsoft Office 2010 Home and Business Edition includes:
Word, Excel, PowerPoint, Outlook and OneNote

WCMS volunteers can perform only very cursory checks as to the safety and reliability of the equipment we provide. WCMS cannot take responsibility for damage, injury or data loss as a result of the misuse or malfunction of equipment.

IMPORTANT:

PCs will not be released without payment. Freight and courier charges are your responsibility. Please notify WCMS of your pickup arrangements when contacted for computer system collection.

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): | |
-
-

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)?

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

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

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

3. Is your organisation self-assessed as ITE?

- Yes You meet the eligibility requirements to receive Microsoft software with a computer from WCMS, providing you attach the following information to the application:
- No Unfortunately your Organisation does not currently meet the core requirements for eligibility of Microsoft Software in this program.

Checklist of Required Attachments (copies of the originals)

- ABN certificate
- Incorporation Certificate

- Mission Statement
- 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)
- 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

3. Application Agreement

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

- All answers 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 our 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 within 12 months of submitting this application.
- That, if approved, I will pick up or organize pick up of all equipment assigned to me within 30 days. IF I DO NOT ORGANIZE PICK UP WITHIN 30 DAYS THE EQUIPMENT WILL BE ASSIGNED TO ANOTHER WAITING APPLICANT.

Name in Full: _____ (Please print your name)

Signature: _____ Date: _____

PLEASE NOTE – THE PICKUP ADDRESS IS:

6 Wade Court, Girrawheen. Cash Only Accepted
 Unless Paid for In Advance
 Pickup on Tuesdays & Fridays
 Between 10:00am & 2:00pm