



CREATING A TAX INVOICE GUIDE

The Youth Affairs Council of Western Australia will use tax invoices provided by successful Applicants of the Youth Sector Grants Scheme to obtain the Applicant's financial information and release to them the approved project cost.

YACWA endeavours to make payment within ten (10) business days of receiving the Applicant's financial information.

The below guide details the information to be included in your tax invoice to YACWA:

- The words 'Tax Invoice'
- The date of the invoice
- Invoice to: Youth Affairs Council of Western Australia – details as per the sample below
- From: The Applicant's financial information (in the case of an auspiced agreement, this will be the information relevant to the auspicing body)
- ABN: must be the ABN for the organisation, community group or auspicing body that the invoice is from
- For: The Application Number (refer to original Application Number obtained during application process), grant program (YACWA's Youth Sector Grants Scheme supported by Lotterywest), and the project title
- Grant amount (plus GST as a separate line for applicants who are registered). Please do not itemise the project's expenses as this tax invoice is for the total grant amount only.

For Auspiced Arrangements, please ensure that the Tax Invoice information relates to the financial information of the auspicing body.

Please return your Tax Invoice along with your signed MOU Agreement (issued via direct communications from the Grant Officer) to receive payment:

Ms Mayma Awaida (she/her)
Grants Officer
grants@yacwa.org.au



SAMPLE INVOICE ONLY:

TAX INVOICE

DATE: 1 November 2021

TO: Youth Affairs Council of Western Australia
PO Box 334,
LEEDERVILLE WA 6903

FROM: The Applicant
123 Name Street
SUBURB WA 6000

ABN: 12 345 678 90 (ABN must belong to the organisation listed above)

FOR: APP2021-12-01 Youth Sector Grants Scheme "The Project Name"
(Application Number) (Grants Program) (Project Title)

AMOUNT: \$3,500 GRANT
 \$ 0 GST (relevant only if Applicant is registered for GST)
 \$3,500 TOTAL PAYABLE

