

## NOTIFICATION OF COMMENCEMENT OF WORKS

<b>ORGANISATION:</b> .....		
<b>SPONSORING ORGANISATION:</b> ..... (if applicable)		
<b>PROJECT NAME:</b> .....	<b>TCF REF NO:</b> (ie. CWL22/024/S) ...../.....	
<b>NAME:</b> .....	<b>SIGNATURE:</b> .....	<b>DATE:</b> ...../...../.....
<b>PHONE:</b> (    )	<b>MOB:</b>	<b>EMAIL:</b>

**Date project commenced/commencing:** ...../...../.....

This letter serves as confirmation that building work has, or is about to commence, on the above project. Please arrange payment of grant funding. Note: if you would like to add further information, please enter here or attach it to this form.

OFFICE USE ONLY	Completed	Date
Send request to pay to DPAC Finance Remittance received from DPAC Finance	<input type="checkbox"/> <input type="checkbox"/>	
Send copy of remittances, letter & signed deed to recipient	<input type="checkbox"/>	
Update spreadsheets Monitoring reports & record of deed preparation	<input type="checkbox"/>	
<b>Request processed by:</b>	<b>Signature</b>	<b>Date</b>
Melissa Gunn Executive Assistant		
Lola Cowle Senior Executive Officer		

**Please post, fax or email completed form to:**

Tasmanian Community Fund  
GPO Box 1350  
HOBART TAS 7001  
Phone: 6232 7654 Fax: 6233 9421  
Email: admin@tascomfund.org