

# COMMUNITY GRANTS PROGRAM

## 2017 APPLICATION FORM

### 1. ABOUT YOUR ORGANISATION

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

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Organisation Contact Person: \_\_\_\_\_

Contact Person's Phone: \_\_\_\_\_

Contact Person's email address: \_\_\_\_\_

Is your organisation registered or incorporated?  Yes  No

*If yes, please provide a copy of the Registration Certificate or Articles of Association.*

Are you registered for GST?  Yes  No

What is your Australian Business Number? \_\_\_\_\_

What is the total amount of funding sought in this application? \_\_\_\_\_

Briefly state what your **organisation** does and who is eligible to receive a service from your organisation?

How is your organisation funded?

Has your organisation previously received a Council Grant?  Yes  No

*If so give details (i.e. year, amount and project)*

## 2. ABOUT YOUR PROJECT

**Funding Category** *(Tick where appropriate, please note, only one box can be picked.)*

- Community development
- Arts and cultural development
- Environment and conservation
- Sport and recreation

Please note: All applications are judged *solely* on the information provided in this form; please ensure you include all the information you consider important for the grant assessment panel to make an informed decision about your project.

2.1 Name of your project: \_\_\_\_\_

2.2 Briefly describe your project and its objectives.

2.3 What local need does your project address and what section(s) of the local community does your project aim to work with?

2.4 How did you identify the need for this project? (Please attach any supporting or documented evidence such as research, social plans or pilot project evaluations).

2.5 How will you manage and deliver your project?  
Please include a risk management plan if appropriate.

2.6 How will you evaluate your project and its outcomes?

2.7 If you will be working in partnership with any other organisations to deliver this project:  
List such partner organisations here, and  
Attach their Letters of Support which outline their role and any cash/in-kind contribution.

### 3. PROJECT BUDGET

Please complete the below budget for your project, or attach your own budget.

Supporting documentation such as quotes for products and services and letters defining in-kind commitments must be attached.

#### 3.1 EXPENSES

Items (Small budget items may be grouped into key headings e.g. stationery, catering, venue)	Cost
Labour, fees	
Venue hire	
Production costs, eg equipment Hire	
Catering	
Promotion	
Administration	
Other (Please list as appropriate)	
<b>Total cost for the project</b>	

#### 3.2 INCOME

Items	Income	Confirmed: Yes or No (please circle)
<b>Contributions from your organisation:</b>		
Cash		Yes No
In kind		Yes No
<b>Contributions from other sources:</b>		
Other Local Government		Yes No
State Government		Yes No
Federal Government		Yes No
Other (e.g., philanthropic)		Yes No
<b>In-kind contributions:</b>		
Materials		Yes No
Volunteer labour (\$25 per person per hour)		Yes No
<b>Other</b> (Please list as appropriate)		
		Yes No
<b>Funding sought from Georges River Council Community Grants</b>		
<b>Total project income</b> (Cost and income amounts should balance)		

## Goods and Services Tax (GST)

Where the Grantee is registered for GST, funding will be paid together with an amount equal to 10% of the funding representing the GST applicable to the service, which the Grantee will be required to pay to the Australian Taxation Office. The grantee is responsible for any amount of GST applicable from the receipt of the grant funds.

Where a Grantee is not registered for GST, funding will be paid in the granted amount on the scheduled payment date.

In the case of a Grantee being registered for GST, funding will be paid on the scheduled payment date if a valid tax invoice is received by Georges River Council prior to that payment date. Georges River Council will advise successful applicants for which a valid Tax Invoice is required i.e., of the amount of the grant.

Should a Grantee not have an Australian Business Number (ABN) funding will only be paid on the receipt of a completed "Statement by a supplier – Reason for not quoting an ABN to an enterprise" form. Council will provide this form to Grantees without an ABN if required.

### 3.3 Summary list of required attachments/actions

- Not-for profit status documentation (e.g. copy of certificate of incorporation)
- Most recent financial report or income and expenditure statement
- Letters of support: confirmation of partnership or other support
- Public Liability Insurance Certificate of Currency
- Quotes received for purchases valued over \$1,000.00
- Have you submitted all previous Council grant acquittals or progress reports?

#### Declaration by two representatives of organisation

Please sign the declaration below

I have been duly authorised to make this application. I have read and understood the Guidelines. The information given in this application is true and correct in every detail. The organisation will contact Georges River Council immediately if any information contained in this application form changes or is found to be incorrect.

Signature one \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Position/Title \_\_\_\_\_

Signature two \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Position/Title \_\_\_\_\_

**Community Grant applications must be received by  
midnight Sunday 25 June 2017**