

Application Form

1. ORGANISATION

NAME OF ORGANISATION:

CONTACT PERSON:

POSITION:

POSTAL ADDRESS:

TELEPHONE:

EMAIL ADDRESS:

2. PROJECT SUMMARY

NAME OF PROJECT:

a. Please describe the project, activity or event you are seeking funding for and how it will benefit the community and/or City of Randwick? (Please attach further information if required)

b. Applicants can request either in-kind (waiver of Council fees and charges) and financial assistance, or a combination of both in-kind and financial, please tick the relevant box:

- Cash only (go to Question 3)
- In-kind* contribution (waiver of Council fees and charges)
- A combination of in-kind* and cash contribution

Requests for in-kind contributions, please detail the following:

*VENUE REQUESTED:

*DATES VENUE REQUIRED:

OTHER, please detail:

****You will need to contact Council to find out the cost of hiring parks, beaches, halls and rooms for hire and the Prince Henry Centre. A full list of contact details is at the end of this application. You will need to have booked a tentative date with a staff member and secured a confirmed venue hire cost before submitting this application.***

3. PROJECT BUDGET

Please note: Applicants seeking cash grants over \$1,000 will need to be an incorporated organisation or be sponsored by an incorporated community organisation.

a. FINANCIAL

Expenditure	
Item	Cost \$

b. IN-KIND

Details of venue	\$ value of venue hire

c. FEES

	Project, program or event	Cost to participant \$
Participants' contribution (is there a charge for people to attend this project, activity or event?)		

d. OTHER SOURCES

	Sources of funding	\$ Amount of funding
Subsidy, grants, donations from other organisations including government grants		

e. PARTIAL FUNDING

Is your organisation willing to accept partial funding? Yes No

If yes, specify the amount considered to be acceptable \$

4. PREVIOUS FUNDING

Have you received funding or an in-kind (waiving of fees and charges) contribution from Council for a project, activity or event in the past 2 years?

If yes, what was the project, when was funding received and what amount?

5. PROJECT DETAILS

a. PROJECT, ACTIVITY OF EVENT DETAILS

Task/Activity List the activities and tasks to be done for this project, activity or event to happen	Timeframe Start date	Timeframe Completion date

b. ABN

GST Status

c. THE STRUCTURE OF YOUR ORGANISATION:

When was your organisation/group established?

Is your organisation a non-profit organisation? Yes No

Is your proposed event/activity not-for-profit? Yes No

Is your organisation incorporated? Yes No

Checklist for the hire and booking of Council's parks, beaches, reserves, halls and rooms, the Randwick Town Hall, the Prince Henry Centre, the Des Renford Aquatic Centre and the Library meeting rooms

Have you contacted the Council Officer below to book your venue?

See contact details for Council Officers at the end of this application form.

Have you included the tentative date for your booking in your application?

Have you checked that you have supplied all the information required in this application form?

If you are not incorporated, do you have an incorporated organisation who can manage the funding for your proposed project?

PLEASE NOTE:

The closing date for applications for activities scheduled between **April and September 2015** must be submitted by **5pm Monday 16 February 2015**.

Applications for projects, activities or events to be held between **October 2015 and March 2016** must be submitted by **5pm Monday 17 August 2015**.

- For information and booking parks, beaches or reserves – contact Council’s Open Space Booking Officer on 9399 0539
- For information and booking Council’s halls and rooms – contact Council’s Property Coordinator on 9399 0936
- For information and booking Randwick Town Hall - contact Senior Civic Support 9399 0827
- For information and booking Prince Henry Centre phone 8020 0758
- For information and booking Des Renford Aquatic Centre phone 9349 1106
- For information and booking Library Meeting Rooms phone 9314 4888

PLEASE RETURN YOUR APPLICATION TO:

General Manager
Cultural & Community Grants Program
Randwick City Council
30 Frances Street
RANDWICK NSW 2031

For further information, please contact Susanna Susic on 9399 0677 or email susanna.susic@randwick.nsw.gov.au.

DECLARATION

I confirm that, to the best of my knowledge, the information in this application is correct.

This application has been approved by the Management (or other) Committee.

Name:

(Applicant/President/Chairperson or Secretary/Treasurer, if applicable)

Signature:

Telephone:

Date:

ATTACHMENTS

Organisation brochure or publicity from previous project, activity or event