COMMUNITY GRANTS

Application Form

Please use this form to apply for Council Community Grants for projects or activities excluding capital projects or events. Community Grants in this section are available up to a maximum of $1,500 for eligible projects.

Please attach any supporting project details to this application.

1   Organisation details:

Organisation name:	
Postal address:	
Main contact person:	
Position:	
Telephone:	BH: Mobile:
Email:	
Group ABN:	
Incorporation Number:	
Grant Round: October – Round 1 May – Round 2	Round: Financial Year:
Bank details [for direct credit of funds]	Account Name: BSB Number: Account Number:

2   Project details:

1.	**Project name:**	
2.	**In 100 words or less please describe your project:**	
3.	**What does your project set out to achieve?**	Conducting a community event **(if so please use the events application form)** Improvements to a facility or local community infrastructure Asset protection (e.g. security, lighting) Improvements to community health or mental health Increased community safety Encourages increased participation levels Offers a new recreation or community engagement opportunity

3 Project prioritisation

The following questions seek information on how your project addresses Council's key goals for provision of Community Grants. Answers to these questions will assist Council in its decision making process.

1.	**Does your project address a community need? If yes, what and how will it achieve this?** [20 points]
2.	**How does your project encourage greater or sustained participation by the community?** [15 points]
3.	**How does your project benefit your group / club, participants or the broader community?** [10 points]
4.	**Is your project identified as a priority action or need in one of Council's Plans or Strategies, or in a local Community Action Plan?** [5 points]

5.	How will you ensure that you are able to successfully deliver the project on time and within the budget? [10 points]

4 Budget

It is important that costs and funding have been thought through. Please complete the budget section below relating to your event.

Please note:

    a) **The total income must equal total expenditure – i.e. the budget must balance.**
    b) **Grants require a ratio of $2 Council funding to each $1 of funding / in-kind from elsewhere.**

Income	Value $	Expenditure	Value $
Amount requested for this grant	$		$
Other grants already confirmed	$		$
Funds from your club/group	$		$
In-kind support from your club/group	$		$
In-kind support from other sources	$		$
Other	$		$
Other	$		$
TOTAL INCOME	$	**TOTAL EXPENDITURE**	$

5   Checklist

Please check the following requirements before submitting your grant application for consideration by Council.

   Does my budget add up correctly?

   Does my budget meet the $2:$1 funding ratio?

Have you included a copy of the following:

   A copy of your current Public Liability Insurance Certificate (minimum $10 million coverage)?

   A copy of your organisation's most recent Bank Statement (less than 3 months old) and/or Financial Statement? *[This is required to ensure financial capability of completing the project]*

   Incorporation and ABN number? *[Grants can only be provided to incorporated organisations or groups auspiced by incorporated organisations]*

   Quotes for all components of the project?

   Details of any in-kind works or donations you will be claiming?

   Written consent from the landowner or land manager, if applicable?

   Any further information in support of your project application.

6   Bank Details

Bank Details	
Bank	
Account Name	
BSB Number	
Account Number	

7   Condition of Grant Agreement

I/We agree to abide by the conditions of the Community Grant as specified in the Community Development Grant Guidelines.

Organisation Name:	
Authorised Signature:	
Name: *[please print]*	
Position: *[please print]*	
Date:	

8   Office use only

Approved for funding

    Yes

    No

Amount _____

Comments

_____

_____