COMMUNITY GRANTS SCHEME
Events
Application Form

Please use this form to apply for Council Community Grants for community events. Community Grants in this section are available up to a maximum of $1,000.

Please attach any supporting project details to this application.

Organisation details:

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

Event details:

1. Event name:		**2. Event date:**	
3. Event location:			
4. In 100 words or less please describe your event:			
5. How many people do you expect to attend your event?			
6. Who is the main target group/s for your event?			

Assessment Criteria

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

1.	**Does your event address a community need? If yes, what is the need and how does your event address this?** [20 points]
2.	**How will your event benefit residents of the Pyrenees Shire?** (20 points)
3.	**Will your event help to increase participation, community connections or health & wellbeing of the community? If yes, please describe how.** [15 points]
4.	**Does your event encourage multi-use or shared facilities, or collaboration with other community groups? If yes, please provide details.** [15 points]

5.	**Is this a fundraising event? If so, please provide details.** [5 points]
6.	**How will you ensure that you are able to successfully deliver your event on time and within the budget?** [10 points]

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.**

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	**$**	**TOTAL EXPENDITURE**	**$**

Checklist

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

□ Does my budget add up correctly?

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]*

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

□ Any further information in support of your project application.

Condition of Grant Agreement

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

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