

### 2024-2025 Application – Small Grants (Community and Sports) (Under Section 356 of NSW Local Government Act 1993)

LAST UPDATED 11 APRIL 2024

Date: .....

#### PART A – GRANT TYPE REQUESTED (Please tick (✓) one only)

Community Small Grants                       Sports Small Grants

#### PART B – GRANT AMOUNT REQUESTED

Grant funds sought from Council: \$..... (GST Exclusive)

#### PART C – ORGANISATION DETAILS

Name of Organisation: .....

Address: .....

Postal Address: .....

Contact Person: ..... Position: .....

Telephone: ..... Mobile: .....

Email: .....

ABN # (If applicable): .....

Registered for GST?  Yes  No

Is this organisation?

- A non for profit?  Yes  No
- Based in the Gunnedah Shire?  Yes  No
- A registered Charity?  Yes  No
- A registered Co-Operative?  Yes  No
- Incorporated under the Associations Incorporations Act 1984?  Yes  No

If not Incorporated, please nominate Auspice Organisation below:

.....

**CLOSING DATE – 5.00PM FRIDAY 31 MAY 2024**

Gunnedah Shire Council  
PO Box 63  
GUNNEDAH NSW 2380

***For further enquiries please phone 02 6740 2100 or Email [council@gunnedah.nsw.gov.au](mailto:council@gunnedah.nsw.gov.au)***

### PART C (Cont.) – ORGANISATION DETAILS

Please specify which category most accurately defines your organisation's purpose or service  
(Please tick all the boxes that apply)

**Children's Services**

Focus on community groups or organisations involved with the care, education, well-being and sporting/recreation programs for children aged 0-12 years within the Shire of Gunnedah.

**Youth Services**

Focus on projects, programs, services and organisations that work with young people between the ages of 12 and 24 years. These initiatives should aim to meet the social, educational, recreational, personal development and/or health needs of young people within a social justice and community development framework. They can include gender and age group breakdowns as relevant to the initiative, for example; adolescent men's health workshops or holiday programs for 12-14 year olds.

**Aged Services**

Focus on community groups or organisations which either comprise older people aged over 55 years, provide services directly to older people or which operate to benefit older people specifically.

**Disability Services**

Focus on community groups or organisations which are made up of, or which cater to people with any one of the following disabilities: physical, intellectual, psychiatric, neurological, learning and sensory (including visual and hearing impairments). It also covers community groups or community organisations which focus on issues to do with the presence of disease-causing organisms in the body (including HIV/AIDS or Hepatitis).

**Support Services / General**

Focus on community groups or organisations where they support a general social and welfare initiative to alleviate hardship and promote social well-being. For example volunteer groups, neighbourhood centres and charitable activities

**Arts and Cultural Services**

Focus on community groups or organisations which cover such areas and projects including community arts, visual arts, performance, dance, theatre, music, festivals, crafts, historical societies and literary pursuits. These activities are designed around catering to the artistic and social needs of people and also include general activities catering to culturally and linguistically diverse communities and Indigenous Australians.

**Aboriginal Specific Services/Programs**

Focus on community groups or organisations which are made up of, or which target their services to Aboriginal people where they target social and welfare initiative to alleviate hardship, undertake community development and promote social well-being within Aboriginal Community.

**Outreach Services – Outlying Villages**

Focus on community groups or organisations and/initiatives, located in or servicing outlying areas of Gunnedah Shire for projects that improve community well-being.

**Sport and Recreation Clubs and Services**

Focus on sporting and recreation clubs based in the Shire and committed to increasing participation in sport and recreational activities in and across the Gunnedah Shire.

What is your organisation's mission?

Do you employ staff?     Yes             No            If yes, how many? .....

Do you have volunteers?  Yes             No            If yes, how many? .....

## PART D – PROJECT DETAILS

Which of the Criteria's identified in the "Section 356 Small Grants Policy (Community and Sports)" does your project/service address?

NOTE - the project you are seeking funds for must address at least one of the Criteria for your specific category. Community Small Grants stream (Page 4 - Item 5.5.2) OR Sports Small Grants stream (Page 4 - Item 5.6.1)

Please provide a summary of the project to be funded by the Section 356 Small Grants Program (Community and Sports) (150 words or less)?

Are you requesting funds for:

A new innovative programme/initiative/equipment?  Yes  No

One off funding for existing programme/initiative/equipment?  Yes  No

How will the Section 356 Grant be spent?

How will the organisation and residents of the Gunnedah Shire benefit from the project?

Has an application been made to other levels of Government for funding for this project?  Yes  No

If **Yes**, to which Departments, and was the application successful?

If **No** to the above, why not?

### PART E – PROJECT BUDGET

Please outline in the table below the total project cost up to a maximum of \$5,000 (GST Exclusive), and income, including how you propose to spend the grant funds requested from Council. Please ensure quotes separate the GST component and that applications are made only for GST exclusive amounts.

#### Expenditure (PLEASE NOTE – S356 GRANTS DOES NOT INCLUDE GST COSTS)

<b>Item</b> (Please list each individual item, if applicable) – If Council is unable to fund the entire amount sought, an itemised list may assist with partial funding decisions.	<b>Amount</b> <b>(GST Exclusive)</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Sub Total</b>	\$
<b>GST Amount</b>	\$
<b>TOTAL EXPENDITURE</b>	\$

#### Income

<b>Source</b>	<b>Amount</b> <b>(GST Exclusive)</b>
Section 356 Grant funds requested from Council:	\$
Applicants cash co-contribution:	\$
Fundraising:	\$
Other Funding Sources:	\$
Other Funding Sources:	\$
<b>Sub Total</b>	\$
<b>GST Amount</b>	\$
<b>TOTAL INCOME</b>	\$

**Please note: Income and Expenditure tables should balance**

**If successful it is expected that Council's contribution is acknowledged in your annual financial statement and publicity material**

Given the round is highly competitive, funding for entire projects may not always be possible. If your application is successful, but only certain items are approved under the Grant, will your organisation still go ahead with the project?       Yes       No

If **No**, why not?

Has Council, within the past two (2) years, provided your organisation with a financial assistance grant?

Yes       No

If **Yes**, please complete the below table

AMOUNT	YEAR	NAME OF GRANT	PURPOSE OF GRANT	WAS THE PROJECT COMPLETED? (Y/N)	WERE ALL FUNDS EXPENDED IN ACCORDANCE WITH GRANT GUIDELINES? (Y/N)	INVOICES/ EXPENDITURE DECLARATION SUBMITTED TO COUNCIL? (Y/N)
\$						
\$						
\$						

**CHECKLIST - Please attach:**

1. A copy of your organisations current Certificate of Incorporation
2. A copy of your most recent audited financial statement for twelve (12) months showing income and expenditure including funds from all sources; and/or
3. The most recent Annual Report; and/or
4. The Chair and Treasurer's reports from your last Annual General Meeting; and/or
5. A copy of recent quotes as evidence to support your application. (Please ensure GST costs are separated)

**If you are not able to supply any of the above please attach a note explaining the reasons.**

(Please note: Failure to supply the required documentation may render your application ineligible)

I certify the information contained in this application is true and correct:

Name: .....

Position: .....

Signature: ..... Date: .....