

2018/2019

APPLICATION – SMALL GRANTS
(UNDER SECTION 356 OF NSW LOCAL GOVERNMENT ACT 1993)

PART A INFORMATION REGARDING THE GROUP OR ORGANISATION

NAME OF ORGANISATION _____

ACTUAL ADDRESS _____

POSTAL ADDRESS _____

CONTACT PERSON _____

POSITION _____

EMAIL ADDRESS _____

TELEPHONE – Work/Home _____

MOBILE NUMBER _____

Is the Group

Please tick appropriate boxes

A Non for Profit Organisation?

Yes

No

Based in Gunnedah Shire?

Yes

No

Is the Group

A Registered Charity?

Yes

No

A Registered Co-Operative?

Yes

No

Incorporated under the Associations Incorporations Act 1984?

Yes

No

If NOT Incorporated – Nominate Auspice Organisation below:-

Name of Auspice Organisation _____

CLOSING DATE – 5.00PM TUESDAY 24 APRIL 2018

Gunnedah Shire Council
PO Box 63
GUNNEDAH NSW 2380
For further enquiries please phone 02 6740 2100

PART A (Cont.) – INFORMATION REGARDING THE GROUP OR ORGANISATION

Please specify which category most accurately defines your organisation's 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 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 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, which are in or service outlying areas of Gunnedah Shire for projects that improve community well-being.

PART B INFORMATION REGARDING THE GROUP OR ORGANISATION

1. What does your Organisation do?

2. Do you employ Staff? If yes how many?

3. How many volunteers, if any, do you currently have working for your Group?

PART C FUNDING DETAILS

Please "tick" appropriate Category *(one category only)*

Community Small Grants

Sports Small Grants

Funds sought from Council \$ _____

Are you requesting funds for:

A new innovative programme/initiative/equipment **Yes** **No**

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

Which of the Criteria's identified in the "Small Grants Policy" does your project/service address: *NOTE - the project you are seeking funds for must address at least one of the Criteria's 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)*

If yes, how?

How will the Section 356 Grant be spent?

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

Has the 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, why not?

PART D BUDGET

(Please outline in the table below the total project cost up to a maximum of \$5,000, and income, including how you propose to spend the grant funds requested from Council)

EXPENDITURE	
Item (please list each individual item, if applicable)	Amount (GST incl)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENDITURE	\$

INCOME	
Source	Amount (GST Incl)
Section 356 Grant funds requested from Council:	\$
Fundraising:	\$
In Kind:	\$
Other (please list)	\$
TOTAL INCOME	\$

Please note: if successful it is expected that Council's contribution be acknowledged in your annual financial statement and publicity material.

If your application is successful, but only certain items are approved for 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 group or organisation with a financial assistance grant?

Yes

No

If YES

AMOUNT	YEAR	WHAT WAS THE GRANT FOR?	IS THE PROJECT COMPLETE?	DECLARATION OF EXPENDITURE SUBMITTED (Y/N)

PLEASE ATTACH

1. A copy of your most recent audited financial statement for twelve (12) months showing income and expenditure including funds from all sources.
2. The most recent Annual Report or the Chair and Treasurer's reports from your last Annual General Meeting.
3. A copy of recent quotes as evidence to support your application.
(Please note at least one quote is required for all equipment applications - refer 5.2.10)

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

NAME _____

POSITION _____

SIGNATURE _____

DATE _____

2018/2019 Section 356 Small Grants (Community and Sports)

**DECLARATION OF EXPENDITURE
 (Submit Only on Completion of the Project)**

Where grant monies are being used to purchase equipment and or materials, the organisation is required to provide Council with receipts/invoice(s) prior to the release of funds. Funds will not be paid directly to a supplier. A tax invoice from the grant recipient is required. With the concurrence of the organisation, Council may organise to pay the supplier directly.

1. Details of Applicant Organisation

ORGANISATION NAME	
POSTAL ADDRESS	
CONTACT PERSON	
POSITION HELD	
CONTACT NUMBER	

2. Accountability Requirements

Where the grant is \$5,000 or less, the organisation must at the conclusion of the Project complete this declaration (provided by Council) certifying that the grant was spent on the purpose(s) for which it was granted.

I declare that the Organisation as detailed (*PLEASE PRINT NAME*) above spent the grant amount of \$..... as granted by Gunnedah Shire Council under Section 356 of the NSW Local Government Act 1993 specifically for the project, program or initiative as detailed in our organisations application dated and as per the attached associated receipts/invoices.

NAME _____

POSITION _____

SIGNATURE _____

DATE _____

Eric Groth
 GENERAL MANAGER
 GUNNEDAH SHIRE COUNCIL