



## Uralla Shire Council Community Grants Program

### APPLICATION FORM – GROUPS AND ORGANISATIONS

#### General Information

Non-recurrent grants of up to \$3,000 (which may include in-kind support) are available to community groups and organisations to undertake projects (projects/activities/events, or to purchase items), which benefit the wider Uralla community.

Before completing this application, applicants are required to:

- Read the Uralla Shire Community Grants Program Guidelines.
- Meet all relevant grant criteria.
- Be able to attach copies of all mandatory supporting documentation.

#### Privacy Statement

Council is committed to protecting the privacy of personal information it holds. Any personal information collected is used for the purpose of administering Council's grants programs, including an assessment of whether the applicant is eligible for funding, subsequent evaluation of a funded activity, and the auditing of grant funds (which may be undertaken by or on behalf of Council or any government inspection agency).

Council is required to comply with the Information Privacy Principles (IPPS) in the Privacy and Personal Information Protection Act 1998 (PIPP Act), which regulate the collection, storage, use and disclosure of personal information held by Council. Any personal information you provide to us will be used and disclosure for Uralla Shire Council purposes, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

Uralla Shire Council has prepared an "Agency Information Guide 2018-19" in accordance with Section 20 of the Government Information (Public Access) Act 2009 (GIPA Act). The Information Guide is available on Council's website at [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au) or from Council's Administration Centre at 32 Salisbury Street, Uralla during business hours.

## Applicant Details

Name of Group/Organisation: \_\_\_\_\_

Where does your group/organisation normally operate its activities? (E.g. Uralla, Bundarra, Kentucky).

\_\_\_\_\_

Street Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address (if different from above): \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Organisation Website: \_\_\_\_\_

Organisation Facebook: \_\_\_\_\_

## Contact Person

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_

## Business Details

Does your organisation have an Australian Business Number (ABN)?      **YES**      **NO**

ABN: \_\_\_\_\_

Is your organisation GST registered?      **YES**      **NO**

Is your organisation incorporated?      **YES**      **NO**

If your organisation is unincorporated, please list your Auspice Organisation (if you have one):

Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

ABN: \_\_\_\_\_

Is the Auspice Organisation GST registered?      **YES**      **NO**

Have you applied for funding from other sources for this project?

**YES NO**

If YES, identify the funding organisation(s) and the amount(s)

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Are you working in partnership with any other organisations for this project?

**YES NO**

If YES, please provide details of the organisations and their contribution/s (you may attach letters of support as appropriate):

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Has your group/organisation received Uralla Shire Community Grant Program funding for this initiative in the last financial year?

**YES NO**

Does your group/organisation have any outstanding grant acquittals or outstanding debts owing to Council?

**YES NO**

**Project Details**

Project Name: \_\_\_\_\_

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Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Location of the project (if it is an item, where will it be located): \_\_\_\_\_

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Please provide a brief summary of your project:

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How will you know the project has provided a positive outcome for your members and the community? How will you measure the outcome/s?

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How does your initiative align with the Community Grants Program criteria, as contained in the Uralla Shire Community Grants Program Guidelines?

**Link to Guidelines:** [https://www.uralla.nsw.gov.au/files/assets/public/community/community-information/community-grants/2019-guidelines\\_uralla-shire-council\\_community-grants-program.pdf](https://www.uralla.nsw.gov.au/files/assets/public/community/community-information/community-grants/2019-guidelines_uralla-shire-council_community-grants-program.pdf)

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What outcomes will be achieved by delivering the project, or what will be gained from the purchase of the item you require? How will this help your members and the wider Uralla community?

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How will your organisation acknowledge Uralla Shire Council's support? (E.g. acknowledge on flyers, event programs, posters, organisation website)

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Does your organisation agree to have details of your project/activity/event/Item published in Council's newsletter, website and reports for the purpose of advertising the Community Grants Program?

**YES    NO**

## Project Budget – Income and Expenditure

**PROPOSED INCOME** (Total Income should equal Total Expenditure)

### INCOME

Amount Requested from Council's Community Grants program (max \$3,000)	\$
Cash contribution from <b>your</b> organisation	\$
Funding from other sources	\$
In-kind/voluntary support	\$
Other	\$
Other	\$
Other	\$
Other	\$
Other	\$
<b>Total Income (incl GST)</b>	\$

### EXPENDITURE

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
In-kind/voluntary support	\$
<b>Total Expenditure (incl GST)</b>	\$

*Estimate In-Kind value and write description of In-kind under Expenditure Item (In-kind value is calculated at \$25per hour e.g. volunteer works 10 hours, total is \$250 In-kind hours).*

Do you need In-kind support from Council e.g. use of venue, marquee hire, transport?

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### Attachments and Support Documents

Please attach the following documents:

- Quotes for all grant monies you are requesting
- Copies of Public Liability Insurance cover (Certificate of Currency)
- Certificate of Incorporation (If applicable)
- Letters of Support (If available)

**Applications Close – 5:00pm 31 August (Round 1) and 5:00pm 28 February (Round 2)**

No late applications will be accepted.

Submit Applications to:

**Mail:**

Community Grants Program  
Uralla Shire Council  
PO Box 106  
Uralla NSW 2358

Or

**Email:** council@uralla.nsw.gov.au

**Declaration**

I state that the information provided in this application is true and correct. I also declare that this form has been submitted with the full support of the named group/organisation.

I understand that making any false statements can lead to Council rejecting the application and pursuing other penalties available under law. I understand that this is an application only and may not necessarily result in funding approval.

**Signatory 1**

Title: \_\_\_\_\_ First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatory 2 (Auspice organisation, if applicable)**

Title: \_\_\_\_\_ First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_