



## Uralla Shire Community Grants Program

### APPLICATION FORM – GROUPS AND ORGANISATIONS

Round 1 August 2019

#### 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/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). It may also be used and disclosed as required or permitted by law.

#### 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/activity/event/item?

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/activity/event/item?

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/Activity/Event/Item Details**

Project/Activity/Event/Item Title: \_\_\_\_\_

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

Location (if item, where will it be located): \_\_\_\_\_

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Please provide a brief summary of your project/activity/event/item.

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How will you know the project/activity/event/item 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?

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What outcomes will be achieved by delivering the project/activity/event, or what will be gained from the purchase of the item? 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. acknowledgement 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**

Grant \$ requested (maximum \$3,000): \$ \_\_\_\_\_ incl. GST

In-kind support requested (E.g. venue hire, marquee hire, transport):

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**APPLICANT CONTRIBUTION**

Financial: \$ \_\_\_\_\_

In-kind: \$ \_\_\_\_\_

**OTHER SOURCE** (Please specify who & whether financial or in-kind)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL INCOME:** \$ \_\_\_\_\_ incl. GST

**PROPOSED EXPENDITURE**

**BUDGET ITEM DESCRIPTION AMOUNT (\$)**

(Please indicate WHO is to pay for the item – applicant or grant)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL EXPENDITURE:** \$ \_\_\_\_\_ incl. GST

## **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 Thursday 28 February 2019**

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](mailto: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: \_\_\_\_\_