

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

SUSTAINABLE COMMUNITIES

15 FEBRUARY 2016

7.5

**2015 - 16 COMMUNITY AND TOURISM GRANT
PROGRAM - UNALLOCATED FUNDS**

Attachment No: 2

Round 2 Program Application Form

GRANT APPLICATION FORM

- ❖ Please read the **Grant Guidelines** before you complete this form.
- ❖ Electronic copies of this form are available at www.mitchellshire.vic.gov.au
- ❖ Completed application forms are to be submitted to Council by **9am Tuesday 8 March 2016**.
- ❖ This round is for quick response projects that must start and finish between March to June 2016.

Please specify the grant category you are applying for (refer to Community and Tourism Grants Program Guidelines – Categories of Funding for further information and examples):

Category	Maximum per application	Category Conditions
<input type="checkbox"/> Artistic or Cultural Activities	\$3,000	
<input type="checkbox"/> Community Development and Wellbeing	\$3,000	
<input type="checkbox"/> Assets and Equipment	\$2,000	
<input type="checkbox"/> Community Celebrations	\$3,000	
<input type="checkbox"/> Tourism Events	\$6,000	Application must fund 50% of cost of event (cash or in-kind)

Please note that Council officers reserve the right to change the category if it is considered your application is better aligned with another category.

APPLICANT INFORMATION

Applicant Organisation Details

The 'organisation' is the body applying for the grant. If incorporated, the exact name or the organisation, as included on the Incorporation Certificate is recorded here.

Name of Organisation:

Number of Members in the Organisation:

ABN:

If no ABN, please supply a copy of the Statement by a Supplier form (available on Council's website)

Postal Address:

Street:

Town: State: Postcode:

Contact Person (for enquiries regarding application)

Mr Mrs Ms Miss Other

Full Name:

Telephone (business hours):

Position in Organisation:

Email Address:

Are you applying through an auspice organisation? If yes, please provide Auspice form with application

Yes No

PROJECT DETAILS

Title of Project / Event:			
<i>Start date of project / event</i>			
<i>Completion date of project / event</i>			
Which town / location will the project take place?			
Which Council Ward will the project take place?	<input type="checkbox"/>	North	
	<input type="checkbox"/>	South	
	<input type="checkbox"/>	Central	

Brief summary of project / asset / event (What do you want to do? (maximum 150 words)

Why do you want to do this project / buy this asset / host this event? (How will this project benefit the community? How did you identify the need for it? What will it achieve? For events, how many people are expected to attend? (Maximum of 200 words)

How will the project / event be managed? (Who is organising it? Do you have enough people to help? Are realistic timelines in place? Are the people experienced in this type of project / event? Can you deliver what you plan to? (Maximum of 200 words)

Is this project / event application an extension to a project / event funded in the 2015/2016 Grant Round? Please note: Applications for new projects / events will be given stronger consideration in the assessment process than requests for additional funding for projects / events that were successful in Round 1.
<input type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT BUDGET

Outline your project budget and include your own organisation's cash and/or in-kind contribution. Also include any confirmed; unconfirmed and in-kind contributions from partner organisations and other funding bodies. (C = Confirmed; NC = Not Confirmed)

- It is expected that the applicant(s) will make a financial and/or in kind contribution to the project.
- Please refer to the Budget section in Grant Guidelines
- Tourism and Event grants are only eligible for 50% of event costs cash or in kind; Commercial businesses are only eligible for 25% of event costs cash or in kind

INCOME

Source	C/NC	\$
Mitchell Shire Grant	NC	
Other Grants (please list)		
Entry / participant fees		
Cash from own organisation		
In kind from own organisation		
Cash from partner organisation		
In kind from partner organisation		
Other (please list)		
TOTAL*		\$

EXPENDITURE

Source	In kind Y/N	\$
Materials		
Equipment		
Fees / Wages		
Advertising		
Promotional Materials		
Permits (if required)		
Venue Hire		
Administration		
Other (please list)		
TOTAL*		\$

***Total income should equal project expenditure**

Please include copies of all quotes for the project in your supporting documents

AGREEMENT AND DECLARATION

I, the applicant, certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge. The application has been submitted with the full knowledge and agreement of the management of my community group, organisation or auspice. I have read the accompanying guidelines and information to applicants provided with this application form. I understand that this is an application only and may not necessarily result in funding approval.

Applicant		Auspice Organisation (if required)	
Full Name:		Full Name:	
Position:		Position:	
Signature:		Signature:	
Date:		Date:	

When using an auspice, both organisations need to read and agree to this form.

SUPPORTING DOCUMENTATION CHECKLIST – Must be provided for applications to be assessed

<input type="checkbox"/>	Certificate of Incorporation– where being auspiced must be provided by auspicing organisation
<input type="checkbox"/>	Certificate of Currency (Public Liability) – where being auspiced must be provided by auspicing organisation
<input type="checkbox"/>	Statement by a Supplier (where applicable)
<input type="checkbox"/>	Auspicing Agreement confirming acceptance of responsibility for the project (where applicable)
<i>For Event Applications</i>	
<input type="checkbox"/>	Copy of Event Management Plan
<input type="checkbox"/>	Copy of Risk Management Plan
<input type="checkbox"/>	Evidence of permits / approvals to hold event

Completed application forms are to be lodged via email to: mitchell@mitchellshire.vic.gov.au

Alternatively, where email is not available applications can be posted to:

Mitchell Shire Council - Community and Tourism Grants Program
113 High Street
BROADFORD VIC 3658

Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act, 1989 or other relevant legislation. The personal information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer or refer to the process for access to information under the Freedom of Information Act 2001.