



## Coomalie Community Government Council

# Community Grants 2019-20

### Key Dates

Applications Close: **31<sup>st</sup> March**

Independent Assessment Committee: **April**

Council Decision: **May OGM**

Up to \$1500 will be provided for eligible organisations. All applications will be assessed by the Independent Community Grants Committee after the closing date. Successful applicants will be notified after Council endorses the Independent Community Grants Committee recommendation.

### Eligibility

- be an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient (DGR) that provides services or can deliver projects within the Coomalie Council area
- have no outstanding debt to Council
- hold a bank account
- Schools who can demonstrate the project/event will have a wider community benefit

### Ineligible Applications

- Applications from individuals/unincorporated organizations unless they are auspiced through a similar incorporated organisation
- Government agencies
- Religious organisations unless there is a clear outline of Coomalie community benefits
- Commercial business entities
- Political groups

### What project expenses can be funded?

- Venue hire
- Equipment purchase or hire costs
- Advertising, promotional and publicity costs
- Printing of materials
- Fees or transport for participants for activities
- Materials and other items essential to the project or activity

### What project expenses can't be funded?

- Projects or events that will be held outside of the Coomalie Council area
- Recurrent expenses including ongoing salaries and wages and administrative and operating costs (including travel for staff and volunteers)
- Payment of debt

- Insurance costs
- Projects or equipment purchases that occur prior to the receipt of funding
- Projects that fall within the core business of the NT or Federal Governments including, but not limited to, education, employment assistance, housing and homelessness

**Acquittal**

Successful applicants are required to complete a short acquittal form within three months of the completion of the project/activity. Council would also like to include any photos you may have of your project/event in reports and newsletters. These acquittals must be received no later than 12 months after the receipt of funding.

## **GROUP OR ORGANISATION**

Tell us about your group or organisation and provide contact details

Group / Organisation Name			
Postal Address		Town	
Incorporated	Yes/ No		
If No Auspicing Body			
GST registered	Yes/No		
Business Plan	Yes/No (if yes please attach)		
Insurance	Outline any current insurance held		
Contact Name			
Telephone		Mobile	
Email			

## **GRANT APPLICATION INFORMATION**

1. Applicants must choose only one category and complete fully.
2. Applicants must demonstrate that their application addresses one or more of the goals listed in the Community Strategic Plan.
3. Applicants should demonstrate that their application addresses one or more of the goals listed in their business plan, if appropriate.

<b>DECLARATION</b>	
This declaration must be signed by a person authorised by the group/organisation to sign.	
<ul style="list-style-type: none"> <li>• I certify that the information is complete and correct.</li> </ul>	
<ul style="list-style-type: none"> <li>• The organisation will comply with appropriate safety standards and provide appropriate insurance.</li> </ul>	
<ul style="list-style-type: none"> <li>• I understand that Council does not accept any liability for the proposal within this application.</li> </ul>	
<ul style="list-style-type: none"> <li>• I agree that all grant funds will be used for the purpose outlined in this declaration.</li> </ul>	
Name	
Position	
Signature	

**CHOOSE ONE CATEGORY AND COMPLETE APPLICATION RELEVANT TO THE CATEGORY.**

**CATEGORY 1. OPERATIONAL COSTS**

Council will consider requests for a grant to cover the operational cost of an organisation.

Groups should not expect grants for operational costs to be ongoing. They should be considered only as start up grants or grants to cover unforeseen costs or increases.

Applicants will be required to demonstrate how the future ongoing costs will be covered. Council expects that groups or organisations will implement strategies to minimise operational costs or to find alternative means to cover the costs.

<b>GRANT</b>	
<b>Grant Requested.</b>	<b>\$</b>

Why do you need this grant for operational purposes?

.....

.....

<b>CURRENT OPERATIONAL COSTS</b>			
<b>Current Estimated Operational Costs</b>			
	Utilities	Electricity	\$
		Sewerage	\$
		Water	\$
	Phone	Fixed	\$
		Mobile	\$
		Data, IT	\$
	Council	Rates	\$
		Garbage	\$
	Administration	Secretarial/accounting	\$
		Insurance	\$
		Rent	\$
		Fees and licences	\$
	Maintenance	Annual recurring	\$
		Once Off	\$
	Other		
	<b>TOTAL</b>		<b>\$</b>

**Do you have a budget for this year's operations? YES/NO**

If yes please provide a copy

**Do you have financial statements from previous years? YES/NO**

If yes please provide a copy.

Please Note that Council does not usually provide ongoing grants to cover operational costs.

**ACTIONS TO REDUCE OPERATIONAL COST**

**Explain how you intend to reduce the operational costs or increase revenue to cover the costs?**

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<b>RELEVANCE TO THE COUNCILS STRATEGIC PLAN AND ANNUAL SHIRE PLAN.</b>	
The project relates to the following goals, objectives or Actions in the Strategic/Annual plan.	
1.	
2.	
3.	

**CHOOSE ONE CATEGORY AND COMPLETE APPLICATION RELEVANT TO THE CATEGORY.**

**CATEGORY 2. PROJECTS**

Council will consider requests for a grant to cover all or part of a renewal /improvement project. The project needs to be demonstrated in the Council’s Strategic Plan and Annual Shire Plan.

Council may decide to provide the full grant request or only part of a request.

<b>GRANT REQUESTED</b>	
<b>Grant Requested.</b>	\$

<b>PROJECT DETAILS</b>
<b>Outline the details of the renewal or improvement project.</b>

If available attach copies of, scope of works or plans.

<b>APPROVAL OF OWNER</b>		
	Street address	Town
<b>The project is located at :</b>		
The owner/trustee of the land is:		
Address		
Approval has been obtained for the project from the owner/trustee	Yes/No	If yes, attach copy of approval

PROJECT BUDGET		
<b>OWN SOURCE FUNDS</b>		
		\$
		\$
		\$
		\$
Inkind	Volunteer labour @\$25.00 per Hour	\$
Grant request		\$
<b>TOTAL</b>		<b>\$</b>
<b>COSTS</b>		
Fees, approvals, plans		\$
Administration, safety		\$
Materials and product costs		\$
Construction and installation		\$
Commissioning		\$
Cleanup		\$
Other		\$
<b>TOTAL</b>		<b>\$</b>

Costs should match own source funds.

If available provide copy of full budget or quotes for the project.

**Can project proceed if full grant request is not received? YES/NO**

If yes explain how you intend to make up the shortfall?

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**Will there be any ongoing operational, maintenance and repair costs. YES/NO**

If yes explain how these will be funded?

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 .....  
 .....

**What is the expected useful life of the Project? .....**

**What happens at the end of the project's useful life?**

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 .....  
 .....

RELEVANCE TO THE COUNCILS STRATEGIC PLAN AND ANNUAL SHIRE PLAN.	
The project relates to the following goals, objectives or actions in the Strategic/annual plan.	
1.	
2.	
3.	

**CHOOSE ONE CATEGORY AND COMPLETE APPLICATION RELEVANT TO THE CATEGORY.**

**CATEGORY 3. EVENTS**

Council will consider requests for a grant to cover all or part of a specific element of an event such as hire costs of a marquee or sound system.

The Council may decide to provide the full grant request or only part of a request.

GRANT REQUESTED	
Grant Requested.	\$

EVENT DETAILS			
EVENT NAME			
LOCATION			
DATE		TIME	
EXPECTED NUMBERS			
Outline the details of the Event.			

APPROVAL OF OWNER		
	Street address	Town
The event is located at :		
The owner/trustee of the land is:		
Address		
Approval has been obtained for the project from the owner/trustee	Yes/No	If yes, attach copy of approval



EVENT BUDGET		
<b>OWN SOURCE FUNDS</b>		
		\$
		\$
		\$
		\$
Inkind	Volunteer labour @\$25.00 per Hour	\$
Grant request		\$
<b>TOTAL</b>		<b>\$</b>
<b>COSTS</b>		
Fees, approvals, plans		\$
Administration, safety		\$
Hire costs.		\$
Performers costs.		\$
Running costs		\$
Cleanup		\$
Other		\$
<b>TOTAL</b>		<b>\$</b>

Costs should match own source funds.

If available provide copy of full budget for the event.

**Can the event proceed if full grant request is not received? YES/NO**

If yes explain how you intend to make up the shortfall?

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**Is this an ongoing event. YES/NO**

If yes outline the results of the past event review after the event.

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RELEVANCE TO THE COUNCILS STRATEGIC PLAN AND ANNUAL SHIRE PLAN.	
The event relates to the following goals, objectives or actions in the Strategic/annual plan.	
1.	
2.	
3.	