

POLICY: SMALL GRANTS PROGRAM FOR INDIVIDUALS AND TEAMS



Purpose

This policy provides guidelines to the distribution of the City of Canada Bay Council Small Grants Program for Individuals and Teams. This is an annual program.

Amounts

The program allocates up to:

For individuals (plus up to two members from the Team / Organisation)

1. Up to \$250 for local or regional event representation
2. Up to \$350 for interstate event participation
3. Up to \$500 international / overseas participation

For Teams and Organisations

1. Up to \$750 for local or regional event representation
2. Up to \$1,050 for interstate event participation
3. Up to \$1,500 international / overseas participation

Council will decide on an annual basis the total amount of funds available each year through the budget process.

If participants are a member of a team or Organisation with a number of applicants, council will only fund two (2) individuals under the Small Grants Program OR one (1) application under 'Teams / Organisations' category in any financial year.

Categories

Applicants must meet one of the following categories:

- Sports competitor
- Cultural / arts achievement
- Academic / literary achievement

The activity shall be of ***amateur status***.

Conditions

Applications must be received by Council at least ***four weeks prior to the participant activity***. Grants will not be allocated in retrospect. 90% of the grant will be paid prior to the participant's activity and the final 10% upon receipt of the outcome.

Criteria

- Applicants must be residents of Canada Bay.
- There are no age specifications, however, if the applicant is under 18yrs of age, a letter of consent must be provided by a parent or legal guardian.
- Applicants can receive ***only one grant per financial year*** from this program and ***can only apply for two grants***.
- The funds are to be used only for the purposes detailed in the application approved by Council.
- The applicant, if granted financial assistance, is to be available to attend the official Council cheque presentation function.

- Successful applicants ***must write back to Council within four (4) weeks after the event giving an overview/outcome*** of the event to receive the final 10%.

How to Apply

- An application form must be completed for consideration of a grant. Forms are available at Council Offices or on Council's website www.canadabay.nsw.gov.au
- All applicants will receive a letter indicating the outcome of their request.

Cheque Presentation

The Mayor will present cheques, on behalf of Council, at a Council Meeting to those applicants who have been successful.

SMALL GRANTS PROGRAM APPLICATION FORM



Office Use

RM Number:

Date:

Applicant Details

Name :

Address::

Suburb:

Post Code:

Phone (h):

Phone (w):

Phone (m):

Fax:

Email:

Date of Birth:

Grant Details

Please identify which category you are applying for:

Sports Competitor

Cultural/Arts

Academic/Literary

Please Select the amount you are applying for: (Individual Application)

Up to \$250 (local or regional event representation)

Up to \$350 (interstate event representation)

Up to \$500 (international/overseas representation)

Please Select the amount you are applying for: (Team / Organisation Application)

Up to \$750 (local or regional event representation)

Up to \$1,050 (interstate event representation)

Up to \$1,500 (international/overseas representation)

Please provide details of the request (and attach any supporting information).

Date of event/activity:

Location:

Description:

How will this event benefit you and/or the Canada Bay community?

How you / or your organisation received a grant from the City of Canada Bay Council in the past?

 Yes Details No

Declaration

I (print name)

Having read the Council policy acknowledge the terms and conditions, and I agree to provide appropriate documentation in addition to indemnifying Council against any future claims regarding the event or activity.

Signature:

Date:

Name:

Consent (if applicable)

Applicants under the age of 18 years must have the consent of their parent/legal guardian

I (print name)

Am the parent/legal guardian of:

And consent to the application and agree to the terms and conditions within the policy.

Signature:

Date:

Lodgement of Form Options

Postal Address: City of Canada Bay Civic Centre
1A Marlborough Street, Drummoyne, NSW 2047
Locked Bag 1470 Drummoyne NSW 1470

Email: council@canadabay.nsw.gov.au
Contact: 9911 6555
Website: www.canadabay.nsw.gov.au