

# COMMUNITY GRANTS PROGRAM FOR ORGANISATIONS AND GROUPS APPLICATION FORM



**Closing date for Applications – 5.00pm Friday, 29 May 2009**

## Applicant Details

Name of Organisation/Group:

Surname:  First Name:

Title:

Address:

Suburb:  Postcode:

Phone (h):  Phone (w):

Phone (m):  Fax:

Email:

Signature of Applicant:

ABN Number: *(If Applicable)*

Under which name should the cheque be made out to?

Postal Address of Organisation/Group:

Suburb:  Postcode:

Street Address of Organisation/Group:

Suburb:  Postcode:

Meeting place of your own group (if applicable) and frequency of meetings:

Where:  When:

## Information about your Organisation/Group

1. What is the aim/purpose of your organisation or group:

2. Who do you provide a service to (your primary target group/s):

<input type="checkbox"/> Children	<input type="checkbox"/> Disabled Community	<input type="checkbox"/> Ethnic Community
<input type="checkbox"/> Men Only	<input type="checkbox"/> Women Only	<input type="checkbox"/> Young People
<input type="checkbox"/> Older People	<input type="checkbox"/> Families	<input type="checkbox"/> Local Residents Only
<input type="checkbox"/> General Public	<input type="checkbox"/> Aboriginal Community	<input type="checkbox"/> Others

3. Briefly list the types of services/activities you currently undertake:


4. How would you classify your organisation/group? Tick as many as applicable and attach appropriate proof:

- |  |  |
|--|--|
| <input type="checkbox"/> Local community group (non profit)                          | <input type="checkbox"/> Peak Organisation     |
| <input type="checkbox"/> Incorporated body (under the Association Incorporation Act) | <input type="checkbox"/> Co-operative society  |
| <input type="checkbox"/> A Charity (under the Charitable Collections Act)            | <input type="checkbox"/> Regional Body         |
| <input type="checkbox"/> A company limited by guarantee (under the Companies Code)   | <input type="checkbox"/> Government Department |

5. Does your organisation/group receive a subsidy, or in-kind support from Council (or any other body) other than through Council's Community Grants program:

- Yes:
- Reduced rent
  - Building maintenance
  - Financial assistance
  - Subsidised running costs, e.g. phone/electricity, etc.
  - Fee waiver or reduction for use of hall or bus or meeting rooms
  - Assistance/support to run events or activities.
- No:

If you ticked Yes above, please give details:


6. Is your organisation/group insured? Or are your activities covered under another organisation's insurance?  
Please provide details below:

- Yes       No

Type of Insurance <i>e.g. Public Liability</i>	Insurer <i>e.g. GIO</i>	Amount Insured for <i>e.g. \$10,000,000</i>	Cost p/a <i>e.g. \$1,000 pa</i>

**The Proposed Project/Activity**

1. What amount is being sought from Council: \$

2. What category best describes your project:

- |  |  |
|--|--|
| <input type="checkbox"/> Support to a local group not funded from another source | <input type="checkbox"/> Special Event         |
| <input type="checkbox"/> Establishing a new service or activity (seeding grant)  | <input type="checkbox"/> Minor capital works   |
| <input type="checkbox"/> Expanding or improving an existing service              | <input type="checkbox"/> Purchase of equipment |

3. Is your organisation contributing funding to the project?

Yes \$   No

4. Are you seeking financial assistance from any other sources?

Yes \$  Name of Source/s:

No

5. Describe how the money will be spent and give details about the project:

6. How will this project/activity benefit the residents of the City of Canada Bay Local Government area?

7. Please provide budget details for the project/activity for which you are seeking Council financial assistance:

Income:-

Grant sought from Council:	\$ <input type="text"/>	
Money sought from other source/s:	\$ <input type="text"/>	
Your financial contribution:	\$ <input type="text"/>	
Other income, e.g. fees	\$ <input type="text"/>	Total Income: \$ <input type="text"/>

Expenditure:-

Please Itemise:

<i>e.g. Advertising (brochures)</i>	\$350	
<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	\$ <input type="text"/>	Total Expenditure: \$ <input type="text"/>

NOTE: The total income and the total expenditure must balance.

8. If successful, how will you ensure that Council gets appropriate acknowledgement?


9. Have you received a Council Community Grant in the past 3 years?

Yes

No

If yes:

Amount Granted:

Financial Year granted:

Purpose:

Amount Granted:	Financial Year granted:	Purpose:

### Checklist

Have you:

- Attached your constitution/aims and objectives/terms of reference
- Attached your last audited financial statement (or a statement of income and expenditure for non-incorporated groups)
- Attached proof of Organisational classification, e.g. copy of Incorporated Association Certificate.
- Included your ABN Number (page 1)
- Completed your project budget details (page 4)
- Signed your application (page 1)

### Council Details

Enquiries: Debbie Gillman on 9911 6580

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

Website: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)  
Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Telephone: 02 9911 6555  
Fax: 02 9911 6550

# COMMUNITY GRANTS PROGRAM FOR ORGANISATIONS AND GROUPS CONDITIONS



## Introduction

The City of Canada Bay Council provides financial assistance to community groups and non-profit organisations for various purposes and projects. This support is provided under Section 356 of the Local Government Act (1993). The Community Grants program operates on an annual basis. Applications are called in April each year and cheques are distributed in July/August for expending within the financial year period.

## Policy Objectives

To encourage community initiatives and to support the work of local organisations, thus promoting the well-being of residents of the City of Canada Bay Council area.

This policy should encourage:

- Groups to deliver high quality community services;
- A stimulus to new and innovative programs;
- Action to meet the needs of residents of the City of Canada Bay Council area;
- Community involvement in the provision of programs and activities of interest to people in the City of Canada Bay Council area;
- A supportive approach to small voluntary agencies;
- A realistic and equitable allocation of scarce Council resources.

All applications will be assessed on merit and activities must fall into one of the categories listed under 'Program Categories'.

Council recognises the value and efficiency of local community groups and non-profit organisations in providing services and activities to the residents of the City of Canada Bay Council area. Applicants are strongly urged to consult Council's Social Plan to understand current community needs and trends. The Community Grants Program enables Council to facilitate the development of such programs and activities that fall within the categories listed under 'Program Categories' (see below).

Organisations/groups seeking funding for \$3,000 or more are strongly encouraged to consult with the Manager Community Services prior to making a submission.

## Program Categories

Non-recurrent monies are available:

- For a special event;
- For a seeding subsidy (eg. to establish a new service where no other source of funding exists);
- For the purchase of equipment;
- For minor capital works;
- To support locally based voluntary service not funded from any other source;
- To extend or improve an existing service.

## Funding Criteria

Council will only consider applications from community groups and organisations who meet the following criteria:

- Applicants must be non-profit groups or organisations that are either based within the City of Canada Bay Council area or provide services and activities within the area;
- Have public liability insurance coverage;
- The purpose for which funding is sought will be of benefit to the well-being of people within the City of Canada Bay Council area and that funding will not be put towards any profit-making, unlawful or unconscionable purpose;
- Applicant groups and organisations shall adhere to the principles of access and equity in the way that funded services and activities are administered;
- Priority will be given where funding is put towards meeting a demonstrated need in the area (Please refer to Council's current Social Plan);
- Funding will not be granted towards any political purpose;
- Funding will be used only for purposes as detailed in the original application;

- Funding will not be granted towards rental costs or recurrent expenditure for premises or staffing;
- Applicants must be prepared to share or make use of available community resources;
- Applicants shall, where possible, demonstrate evidence of attempting to gain funding from other sources and/or the ability of the applicant to contribute towards costs;
- The application should include a copy of the group/organisation's latest audited financial statement (a statement of income and expenditure should be provided where an organisation is not subject to audit requirements);
- Successful applicants should give appropriate acknowledgment of Council's support for the project/service.

### Accountability

- Applicant groups or organisations will be accountable to Council for the administration of funds and are required to submit an evaluation of the funded purposes at the completion of the twelve-month period;
- Applicants shall immediately inform Council of changes in the use of funding from that which was detailed in the original application;
- Recipients will provide details of funds management;
- Council must be advised of significant changes to the management structure of the applicant group;
- Council must be advised of significant changes to the applicant group's aims and objectives.

### Procedure

The following information relates to the manner in which the Community Grants Program will be promoted and administered and details the selection process.

- The Community Grants Program will be promoted in the local press in April each year and the closing date will be announced within that promotion. Details of the closing date and more specific information will appear on application forms;
- Applications received after the closing date will not be considered;
- Applications will be considered on merit and adherence to the General Guidelines through the following process:
  - a) the initial recommendations will be made by the Manager Community Services, and an appropriate Director;
  - b) the recommendations will go to Council for adoption;
  - c) presentation of cheques will be issued at an awards evening;
- Letters of notification will be sent to all applicants and, in the case of successful applications, notice of the presentation event.

**Council's decision will be final and negotiations will not be entered into.**

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