

Small Grants Programme for Individual Residents Policy

Date of Adoption: July 2004
Effective Date: July 2004

City of Canada Bay Policy



City of Canada Bay Council

Index

1	PURPOSE	3
2	AMOUNTS.....	3
3	CATEGORIES	3
4	CONDITIONS	3
5	HOW TO APPLY	4
6	CHEQUE PRESENTATION	4
7	INDIVIDUAL GRANTS APPLICATION FORM.....	5

1 Purpose

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

A notice will be placed in the Bayside Brief and the Village Voice three times per year advertising the availability of 'Individual Grants' for eligible residents.

2 Amounts

The program currently allocates up to:

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

Council will decide on an annual basis the total amount of funds available each year for distribution

3 Categories

Applicants must meet one of the following categories:

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

The activity shall be of amateur status.

4 Conditions

Applications must be received by Council at least **four weeks prior to the participant activity**. Grants will not be allocated in retrospect.

- 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 donation per year from this program
- 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 report back to council within six months of the event

5 How to apply

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

6 Cheque Presentation

The Mayor will present cheques, on behalf of Council, at a Council Meeting in March/April, August/September and November/December to those applicants who have been successful.

7 Individual Grants Application Form

NAME: _____

ADDRESS: _____

PHONE/EMAIL: _____

DATE of BIRTH: _____

Please identify which category you are applying for:

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

Please select the amount you are applying for:

- \$250 (local or regional event representation)
- \$350 (interstate event representation)
- \$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?

Have you received an individual grant from the City of Canada Bay Council in the past?

Yes (details) _____

No

AGREEMENT

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.

Date: _____

Signature: _____

Name: _____

CONSENT (if applicable)

Applicants under the age of 18yrs 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 contained within the policy

Date: _____ Signature: _____

For more information, please contact City of Canada Bay Council
Canada Bay Civic Centre
1a Marlborough Street, Drummoyne NSW 2047
Phone: (02) 9911 6555 Fax: (02) 9911 6550
Website: www.canadabay.nsw.gov.au



City of Canada Bay Council