



**Edward  
River**  
COUNCIL

# **Community Grants Program**

**2019/20**

**Application Form**

**Customer Service Centre**  
180 Cressy Street (PO Box 270)  
Deniliquin NSW 2710  
[www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au)

## PART A - Applicant Details

1 Details of person completing this application	
<b>First Name</b>	
<b>Surname</b>	
<b>Position/Role within the organisation</b>	
<b>Phone (B/H)</b>	
<b>Phone (M)</b>	
<b>Email</b>	

2 Details of organisation submitting this application	
<b>Name</b>	
<b>Address</b>	
<b>Postal Address (if different)</b>	
<b>Email</b>	

<b>Overview of organisation</b>
<p>Provide a brief overview below of your organisation, including vision/mission; programs and activities undertaken and/or services provided; number of staff/volunteers involved; and/or details of any partnerships or engagement with other organisations or stakeholders.</p>

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**Legal Status of organisation**  
Please attach evidence of your organisation's legal status, such as a copy of your Certificate of Incorporation or charitable status advice. If you are a social enterprise or not-for-profit organisation without charity or deductible gift recipient (DGR) status, please attach a copy of your Constitution, which includes your statement of purpose and organisation structure.

<input type="checkbox"/>	Registered club
<input type="checkbox"/>	Incorporated organisation
<input type="checkbox"/>	Not-for-profit organisation or community group
<input type="checkbox"/>	Other (please specify):

<b>Australian Business Number</b> (if applicable):	
<b>Australian Company Number</b> (if applicable):	
<b>NSW Incorporation Number</b> (if applicable):	

<b>Is your organisation registered for GST?</b>			
<input type="checkbox"/>	Yes – Registered for GST	<input type="checkbox"/>	No – Not registered for GST

**Public Liability Insurance**  
To be eligible for Council's Community Grants Program, your organisation must hold current Public Liability Insurance of not less than \$20 million. Please attach a copy of your Certificate of Currency.

<b>Insurer</b>	
<b>Expiry</b>	
<b>Value</b>	

**Bank Details**  
Please provide the details for your organisation's bank Account. If your application is successful, payment will be made to this bank account after your Funding Agreement is signed and returned.

<b>BSB No.:</b>	
<b>Account No.:</b>	
<b>Account Name</b>	
<b>Bank and Branch</b>	

### 3 Previous funding

**Has your organisation received funding from Edward River Council?**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**If 'YES' to the above, please detail the year the funding was received, the type of funding received, the value of funding received, and how the funding was used:**  
If your organisation has received Council funding on several occasions, please submit an attachment detailing the below information for each of those funding agreements.

<b>Year received</b>	
<b>Type</b>	
<b>Value</b>	
<b>Use</b>	

## PART B - Project Details

### 4 Project overview

**What is the name of Project/Activity/Event?**

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**What is the purpose of the project?**

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**Where is the location of the project?**

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<b>Please provide a brief description of the project. What works will be undertaken as part of the project and why?</b>	
<b>How will the success of the project be measured?</b>	
<b>Please detail how Council's contribution will be acknowledged:</b>	
<b>If your project is an event, please detail the expected number of attendees:</b>	
<b>Total volunteers</b>	
<b>Total committee members/organisers</b>	
<b>Total paid attendees (entertainment, logistics, suppliers, etc.)</b>	
<b>Total guests</b>	
<b>TOTAL ATTENDEES</b>	
<b>Of the above total attendees, what percentage do you estimate to be visitors to the Edward River local government area?</b>	

<b>5 Project timeframe</b>	
<b>Start Date</b>	
<b>End Date</b>	

<b>6 Project cost and funding requested</b>	
Applicants may seek funding of between \$1,000 and \$5,000 through Council's Community Grants Program. Applications that request funding amounts outside of this funding range will not be considered. Please detail below the total project cost; the amount requested from Council; and the financial contribution your organisation will make to the Project.	
<b>Total project cost</b>	\$
<b>Cash amount sought from Council</b>	\$
<b>Are you seeking any in-kind support from Council, such as materials, labour, promotion and/or waiver of Council Fees and Charges? If so, please identify the in-kind support below:</b>	
<b>What is the cash amount your organisation will be contributing to the project?</b>	
\$	
<b>What, if any, is the in-kind amount your organisation will be contributing to the project?</b>	
\$	
<b>Please list any grants, sponsorships or in-kind funding requested or received from Federal, State and/or Local Governments and private entities for this project:</b>	

<b>6 Project value</b>
<b>Does the project improve social connectivity and community wellbeing or increase community participation?</b>
<b>How does the project demonstrate environmental, social or economic benefit to the Edward River local government area?</b>

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**Does your project align with Council’s Community Strategic Plan, *Edward River 2030*, or Delivery Program?**

Both documents can be accessed online from Council’s website at [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au).

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**PART C – Project Budget**

**The table below is an example of a Project Budget.** The actual items in your project budget will most likely be different, but the way they are set out and described should be the same. Ensure you:

- **Include all other contributions:** Are these confirmed or pending?
- **Provide quotes for costs:** List and attach.
- **Outline in-kind support:** In-kind support is highly regarded. Include a description of in-kind support in your budget, both who and what they are contributing. For example, discounts on quote, waived venue hire fees, catering, project co-ordination, sponsorship, etc.

**BUDGET**

**Financial and In-Kind Contributions**

**Are there any contributions?**

Please detail both In-Kind and Financial Contributions below.

<input type="checkbox"/>	In-kind (volunteer labour) contribution	<input type="checkbox"/>	Financial (cash) contribution
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**Will funding be sought from other sources?**

If funding is sourced from other sources, please show as income below.

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Income		Expense	
	\$		\$
	\$		\$

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Income</b>	<b>\$</b>	<b>Total Expense</b>	<b>\$</b>

Details of Voluntary Labour				
Task to be completed	Name/s or number of people who will be completing tasks	No. of Hours	Rate per Hour	Total Cost
<b>TOTAL</b>			\$	\$

*Please attach separate Project Budget if insufficient room.*



## PART D – Checklist and Certification

### Checklist of Items to support your application

<input type="checkbox"/>	Application signed by both Project Manager and organisation Chair/President
<input type="checkbox"/>	All elements of the application complete, including budget

### Please ensure copies of the following are attached to your completed application

<input type="checkbox"/>	Organisation's Public Liability Insurance Certificate of Insurance
<input type="checkbox"/>	Copies of quotes for products/services
<input type="checkbox"/>	Completed Risk Assessment (only required if your project is an event)

### Grant Eligibility Checklist

#### In submitting this application, I confirm the following to be correct:

<input type="checkbox"/>	The applicant is a Registered Club, Incorporated organisation or Not-for-Profit organisation, or is being auspiced by this type of organisation.
<input type="checkbox"/>	The applicant can demonstrate a community need, improvements to social connectivity and build on community wellbeing, and/or demonstrate a social, economic or environmental benefit to the community.
<input type="checkbox"/>	The applicant will acknowledge the contribution made by Edward River Council to the delivery of the Project.

### Certification

**I certify that I am authorised to submit this application for funding on behalf of the organisation named on page six of this application.**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	