



# Queanbeyan City Council

## COUNCIL ASSISTANCE PROGRAM

### A. Sports Assistance Scheme

Contact Officer

Leigh Penman

Ph: 6285 6231

Mob: 0417027965

Email: [leigh.penman@gcc.nsw.gov.au](mailto:leigh.penman@gcc.nsw.gov.au)

### B. Cultural Arts Assistance Scheme

Contact Officer

Georgina Perri

Ph: 6285 6170

Fax: 6285 6264

Email: [cultural.services@gcc.nsw.gov.au](mailto:cultural.services@gcc.nsw.gov.au)

### C. General Donations Scheme

Applications close 31 July of each year

Contact Officer

Margaret Simonovski

Ph: 6285 6223

Fax: 62856684

Email: [margaret.simonovski@gcc.nsw.gov.au](mailto:margaret.simonovski@gcc.nsw.gov.au)

***It is expected that the Council donation will be matched in dollar-for-dollar contributions by the applicant.***

**In applying for assistance from any of the above schemes, applicants need to:**

Ensure that previous funds received have been acquitted.

Fill out the Council Assistance Scheme Application form (attached).

Lodge the forms with the relevant Council Officer by the due date.

**Completed applications with all supporting documentation are to be addressed as noted below:-**

**General Manager  
Queanbeyan City Council  
PO Box 90  
QUEANBEYAN NSW 2620**

Attention: A. Application Sports Assistance Scheme; or  
B. Application Cultural Arts Assistance Scheme; or  
C: General Donations Scheme

***If hand delivered - they are to arrive before the applicable closing date.***

***Posted applications - need to be Post Office date stamped on or before the closing date.***

QUEANBEYAN CITY COUNCIL

**COUNCIL ASSISTANCE PROGRAM**

**General Conditions**

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**1) Please read the following guidelines and conditions carefully.**

- Applicants should seek guidance and advice from the relevant Council Officer when making an application.
- Applications should be typed, where this is not practicable, handwritten applications should be printed and must be legible.
- All questions must be answered. Supporting documentation must be provided where requested.
- Applications must be submitted by the times and dates specified.
- Late applications will not be accepted.
- Remember to keep a copy of your application for reference purposes and for Acquittal.

**2) GST Compliance Conditions: (See attached document for full explanation)**

**3) Reporting and Acquittal Requirements**

- It is a condition of **all** Council Assistance Scheme grants that formal acquittal processes be completed. This includes completing the attached acquittal form, providing copies of receipts and copies of all media and Council acknowledgment. Check with the relevant contact officer regarding your acquittal responsibilities.

**4) Acknowledgment Requirements**

- It is a condition of all Council Assistance Scheme grants that formal acknowledgment of Council's support appear on all publicity, promotion, media and correspondence relating to the assistance provided.
- Copies of Council acknowledgment are to be included with the Acquittal Form.

**5) Privacy and Confidentiality**

- Information supplied in this application will only be used by the Queanbeyan City Council for the purpose of assessing the application and for statistical reporting purposes in respect to the Council Assistance Program.



QUEANBEYAN CITY COUNCIL  
**COUNCIL ASSISTANCE PROGRAM**

**A. Sports Assistance Scheme**

**Guidelines**

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As part of Queanbeyan City Council's commitment to local sport the Sports Assistance Scheme provides funding to local sporting groups.

The Sports Assistance Scheme is available for a wide range of assistance including:

- **Equipment Assistance** - This category provides funds for clubs to purchase equipment for the sole purpose of club operations. Personal equipment, in particular uniforms, is not included.  
A quote or invoice indicating the cost of the purchase is needed  
(Maximum Grant \$1500.00) on a dollar for dollar basis
- **Special Events Assistance** - This category provides funding for the promotion and staging of special events that are not part of a standard season program. Funds may be used for the printing of brochures, advertising, hiring of tents etc.  
A financial plan for the event and a copy of the proposed program of events  
(Maximum Grant \$700.00) on a dollar for dollar basis
- **Elite Athletes/Officials Assistance** - This category provides assistance for athletes/officials affiliated with a Queanbeyan based club that are selected to compete at a national or international level. A maximum of four athletes per calendar year will be considered from any one club.  
Maximum grant - \$300 per athlete / official (National) on a dollar for dollar basis  
Maximum grant - \$600 per athlete / official (International) on a dollar for dollar basis  
Evidence of selection needed eg. Official letter

Grants in the Sports Assistance Scheme are awarded to Clubs ***on a dollar for dollar basis***.

Applicants must meet the following criteria:

- Community based and non-profit
- Be a resident of the Queanbeyan local government area
- Represent a Queanbeyan based club (if applicable)
- Be clear of debt in respect of hire fees or loans ***including Key Deposits etc.***

Applications may be submitted at any time of the year with limited amount of funds available spread over the year.

In making an application to the Sports Assistance Scheme clubs are advised to:

- Contact Council's Sport and Recreation Officer who will advise you of the application process
- Fill out all details in the Council Assistance Form
- Ensure all necessary attachments are included with your application
- Send the application to the Sport and Recreation Officer
- Meet with Council's Sport and Recreation Officer if required

All grants approved must be fully acquitted by completing the acquittal form in Council Assistance Scheme document and attaching copies of all original receipts.

The completed acquittal form must be returned to the Sport and Recreation Officer on purchase of equipment or completion of project/event. A maximum of two months between approval and acquittal is allowed.

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## Council Assistance Program

Sports Assistance Scheme ☒

Cultural Arts Assistance Scheme ☐

General Donations Scheme ☐

PLEASE TICK RELEVANT BOX (ABOVE)

(CHECK EACH PAGE TO ENSURE YOU ARE COMPLETING THE CORRECT SECTION)

### APPLICATION FORM – PAGE 1

#### 1. ORGANISATION DETAILS

##### Name of the Organisation or Group

(Please note that cheques will be made out to the organisation/group as specified below)

Monaro Panthers Football Club Inc

Postal Address ....PO Box 7180.....

.....Karabar NSW.....Post Code... 2620

Number of Members in Organisation: 1300

Who are your main target groups (e.g. children, youth, etc.)?

The Monaro Panthers aims to promote positive, passionate and friendly football for all ages and abilities. Our Miniroos program helps the youngest players learn and develop a love for the game, our youth development program helps to build on this with skills acquisition and development and our premier league program allows individuals to compete at the highest level.

What services or activities is your organisation providing to Queanbeyan residents?

The Panthers provide an avenue for people of all ages and abilities to engage in sport at a local level in Queanbeyan. There is a strong sense of community within the club, a network of committed volunteers and our vision is to ensure positive, passionate and friendly football for all.

PRINCIPAL OBJECTIVES:- Please describe in broad terms the principal objectives of your organisation, as stated in your constitution.

The Monaro Panthers is a premier club with a passion for the community. Established in 1967, we have a longstanding tradition of providing a breadth and depth of football experience, clear talent pathways and fun-filled programs. We provide opportunities to develop professional men and women football players, coaches, referees and our football community.

#### 2. ELIGIBILITY FOR GRANT

##### Is your organisation:

- |   |     |
|---|-----|
| ♦ Community based and non-profit?                         | Yes |
| ♦ Working in or with the community of Queanbeyan?         | Yes |
| ♦ An incorporated body ?                                  | Yes |
| ♦ Able to complete the project/activity within 12 months? | Yes |
| ♦ Have you received any previous grants from Council?     | No  |

If yes, please name the fund and what date was it received? \_\_\_\_\_

Have previous grants received been acquitted? No

Application submitted by (PLEASE PRINT NAME) .....  
Position in organisation.....  
Phone no - .....(B/H) .....(A/H) .....FAX



## Council Assistance Program

Sports Assistance Scheme ☒

Cultural Arts Assistance Scheme ☐

General Donations Scheme ☒

### APPLICATION FORM – PAGE 2

#### 3. DETAILS OF PROJECT/ACTIVITY

- ◆ **Title and brief description of the specific project/activity/item for which funds are requested.**

**TITLE:.....Live streaming of Monaro Panthers Football Club premier league games**

**DESCRIPTION:.....**

Monaro Panthers FC is keen to bring live local football to the local community through video streaming premier league games. Many supporters, especially our older and very young supporters, are unable to attend games for a range of reasons including weather, timing, ease of access etc. Providing a viewing and supporting opportunity for these supporters allows them to fully participate as fans and builds a love of football in the community.

The live streaming of games also puts in place a platform for growing the supporter base for football in the region. It will build commitment to Queanbeyan's Premier football team and encourage support for a healthy, community based activity.

This application seeks a financial contribution from the Sports Assistance Scheme for the equipment necessary to establish live-streaming for Monaro Panthers premier league games at Riverside Stadium. The total equipment requirement is for two digital SLR cameras and lenses, two tripods, relevant switchers, adapters and cables and a laptop. We expect to be able to provide a matching financial contribution and at the very least a matching dollar-for-dollar contribution of staff and volunteer time. We would seek any remaining funding needed from sponsors or other donors.

**Total Cost of project/activity/item**                      **\$..5,580.....**

**Amount of funds sought from this scheme**                      **\$..1,500.....**

## Council Assistance Program

Sports Assistance Scheme ☒

Cultural Arts Assistance Scheme ☐

General Donations Scheme ☒

### APPLICATION FORM – PAGE 3

#### 4. FINANCIAL INFORMATION

| ITEM                         | AMOUNT SOUGHT FROM COUNCIL | AMOUNT BEING CONTRIBUTED BY YOUR ORGANISATION  | AMOUNT SOUGHT FROM OTHER SOURCES (SPONSORS, INCOME etc.) |
|------------------------------|----------------------------|--|--|
| 1. Fees                      |                            |  |  |
| 2. Direct Costs Materials    | \$1500                     | \$1500 financial   | Up to \$2000 from sponsors or donors                     |
| 3. Administration            |                            | \$1500 in kind (but will be ongoing and grow over time as live streaming will have a constant administrative overhead) |  |
| 4. Advertising / Promotion   |                            |  |  |
| 5 Other (Please List)        |                            |  |  |
| 6.                           |                            |  |  |
| 7.                           |                            |  |  |
| 8.                           |                            |  |  |
| Total Amounts Plus 10% GST - | \$1500                     | \$3000+  | \$2000   |

**NOTE:** Please also include a realistic value for volunteer labour and donated materials above.

**Applicants seeking in excess of \$1,000 must attach -**

1. A copy of the organisation's most up to date audited statement of income and expenditure, and
2. A copy of the organisation's current budget

## Council Assistance Program

Sports Assistance Scheme ☒

Cultural Arts Assistance Scheme ☒

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### APPLICATION FORM – PAGE 4

#### 5. GST INFORMATION

- ◆ Are you registered for the GST? Yes
- ◆ Do you have an ABN ( Australian Business Number)? Yes  
If YES, please provide ABN 87 592 462 668 (INC is 9884722)  
If NO, have you attached a "Statement by Supplier" form- No
- Have you applied for an ABN and been rejected? No  
If yes, why?  
.....  
.....  
.....  
.....
- Are you carrying on an enterprise? No
- Will the donation be used for an activity in the form of a recreational pursuit or hobby? No

**NB: This information will be kept on file by Council for 5 years and is confidential**

#### FOR OFFICE USE ONLY

Date Received/Post Marked..... File Number.....

Meets Mandatory Eligibility Requirements YES NO

GRANT AWARDED YES NO

AMOUNT AWARDED \$.....

COMPLETION DATE .....ACQUITTAL RECEIVED YES NO

COMMENTS.....

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## Council Assistance Program

Sports Assistance Scheme ☒

Cultural Arts Assistance Scheme ☒

General Donations Scheme ☒

### APPLICATION FORM - PAGE 5

#### 6. SUPPORTING DOCUMENTATION AND ATTACHMENTS.

The following information **SHOULD** be supplied. Failure to include the requested documentation could make this application ineligible for consideration.

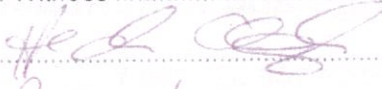
Please attach the following:

- A brief time schedule for the project detailing anticipated start and finish dates.
- A copy of the organisations executive committee members  
(list names, position held and contact numbers only)
- For Incorporated groups - attach latest audited financial statement.
- ABN registered organisation - attach "Tax Invoice"
- Hobbyist organisation - attach "Statement by Supplier"

#### 7. AUTHORISATION BY THE APPLICANT ORGANISATION

The application shall be signed by an accountable executive officer and witnessed by another executive officer of the applying organisation.

I certify that the information given in this document is true and accurate, and that if the organisation receives Council Assistance, the conditions as set out in the Council Assistance Scheme "Guidelines and Conditions" will be complied with. The Queanbeyan City Council will be acknowledged as a sponsor of the project/activity.

|           |              |                      |  |
|-----------|--------------|----------------------|--|
| Full Name | Simon France | Full Name of Witness | Haidee Whiteley  |
| Signature | S. France    | Signature            |  |
| Position  | President    | Position             | Registrar  |
| Date      | 22/6/16      | Date                 | 23 JUN 16  |



## Council Assistance Program

Sports Assistance Scheme ☒

Cultural Arts Assistance Scheme ☐

General Donations Scheme ☒

### ACQUITTAL FORM – PAGE 1

Name of organisation.....

Postal address .....Post Code.....

Title of Project/ Activity being acquitted .....

Acquitted by (Please print name).....

Contact phone Number .....Signature.....Date .....

**Please attach copies of the following with this form when acquitting the grant.**

- Receipts (or copies) of expenditure directly related to the project/activity covered by this fund.
- All press releases and advertising material showing acknowledgment of Council support
- Photographs and/or other material which will show the result of funding the project

**Please advise of the successful aspects of your project/activity**

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**How did the Queanbeyan Community benefit from your project/activity.**

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**Financial Information for the project/activity (Show \$ for \$)**

| ITEM                                  | AMOUNT RECEIVED<br>FROM COUNCIL | CONTRIBUTION<br>FROM YOUR<br>ORGANISATION | AMOUNT FROM<br>OTHER SOURCES<br>(SPONSORS etc) |
|---------------------------------------|---------------------------------|---|--|
| 1. Fees                               |                                 |   |  |
| 2. Direct Costs<br>Venue<br>Materials |                                 |   |  |
| 3. Administration                     |                                 |   |  |
| 4. Advertising /<br>Promotion         |                                 |   |  |
| 5 Other (Please List)                 |                                 |   |  |
| 6.                                    |                                 |   |  |
| 7.                                    |                                 |   |  |
| Total Amounts<br>Plus 10% GST -       |                                 |   |  |

**NOTE:** Please also include a realistic value for volunteer labour and donated materials above.

## Council Assistance Program

Sports Assistance Scheme ☒

Cultural Arts Assistance Scheme ☒

General Donations Scheme ☒

### COUNCIL ASSISTANCE PROGRAM - ACKNOWLEDGMENT REQUIREMENTS

Council provides in excess of \$600,000 each year to the community by means of donations, grants and other in kind support. Council has resolved to standardise the way in which grants are disbursed and to ensure that Council is formally acknowledged for the support it offers to individuals and community groups.

All recipients of Council support (with the exception of pensioner rebates) must formally acknowledge the support they receive from Council. This document has a generic press release and signage details that must be utilised following successful Council Assistance applications.

#### Acknowledgment of Council Assistance

Acknowledgment of Council is now a mandatory duty of individuals/groups receiving Council assistance.

#### Press

The following is a generic press release document. Individuals or organisations must either fill in the appropriate spaces or use the form as a basis for completing a media release upon receipt of Council assistance. Contact details for local media are provided.

#### MEDIA RELEASE

##### COUNCIL PROVIDES ASSISTANCE FOR.....

*(Your representatives name and your organisations name)...*has today announced that the Queanbeyan City Council has provided assistance for *(Your project or event)* by *(Form of Council assistance ie donation/grant/sponsorship/rent relief/fee relief/in kind support etc)*.

*(Your representative)* stated *(Briefly describe the nature of the project or event and the benefits to your organisation and the community)*

*(Provide any further information and contact details of your organisation and the project or event)*

Fax to;

Queanbeyan Age: 6297 6201

Queanbeyan Chronicle: 6239 1345

Canberra Times: 6280 2282

WIN Television: 6234 5693

#### Use of Council Logo

The use of the Queanbeyan City Council Logo is to be displayed on all communication and promotional material relating to the Council's assistance. For example flyers /posters must display either Council's logo or words to the effect "Sponsored by the Queanbeyan City Council". Any signage associated with Council's assistance must display the QCC logo.

The QCC logo will be forwarded to recipients of Council assistance by contacting Council's Communications and Customer Service Manager on 6285 6000.

If you, or your organisation are unsure of these requirements please contact the Council Officer responsible.

Copies and/or details of all Council acknowledgment must be included with the acquittal form.



**Implementation Schedule**  
**Live streaming of Monaro Panthers Football Club premier league games**

|                       |  |
|-----------------------|--|
| July 2016             | Approval of grant by Queanbeyan Council                                |
| July/August 2016      | Purchase of equipment  |
| August/September 2016 | Commence live streaming testing  |
| September 2016        | Advertise availability of live streaming and roll out weekly streaming |

*Note: implementation schedule is indicative only and will depend on approval dates.*

