



## Annual Grants Program Application Form – Categories A and B

**Applications close: 5.00pm on Friday, 18 May 2018**

### Privacy Management

Personal information provided in this form is required in order to process the application. Provision of the information is voluntary; however, if insufficient information is provided, support for the application will be difficult when considering competing requests. Your personal information will not be used without your prior written permission.

### LODGING THE COMPLETED APPLICATION

There are three lodgement options available:

<b>Hand-delivered to Council's Administration Offices at:</b> 263 Crawford St, Queanbeyan 10 Majara Street, Bungendore or 144 Wallace Street, Braidwood	<b>Post to:</b> The CEO/General Manager Queanbeyan-Palerang Regional Council PO Box 90 QUEANBEYAN NSW 2620
<b>Email to:</b> <a href="mailto:council@qprc.nsw.gov.au">council@qprc.nsw.gov.au</a>	

Applications must be clearly marked '**Annual Grants Program 2018/19 – Category A or B**'.

For further information or assistance with this application, please contact Council's Governance Branch on 1300 735 025.

### GUIDELINES FOR APPROVAL OF COUNCIL DONATIONS

**Please refer to Council's Donations Policy when completing your application.** A copy of the Policy and this application form can be viewed on Council's website at [www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au).

In allocating funds, Council will give consideration to the nature of the request, the proposed beneficiaries, equality of access, any recent donations to each applicant, whether previous funds have been acquitted, alternative funding sources and equity of support across the local government area.

An application for financial assistance would be enhanced by supporting financial reports such as annual financial statements, auditors' reports, recent bank statements, or references from qualified accountants, auditors or financial advisors. Any such reports and documents will only be used for assessing the financial status of the applicant and will be kept in strict confidence.

Council's donations generally do not apply to individuals; however, in certain circumstances, such donations may be approved.

**TYPE OF ORGANISATION / CONTACT DETAILS**

Name of organisation/group: \_\_\_\_\_

Postal address: \_\_\_\_\_

Primary purposes and activities of organisation: \_\_\_\_\_

Number of members: \_\_\_\_\_

Property Description of facility (if applicable) \_\_\_\_\_  
(Lot and DP)

Names of primary office-bearers (please print clearly):

President/Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Contact person for this application: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Is the group/organisation GST Registered?       Yes       No       Exempt

(if yes provide ABN): \_\_\_\_\_

Is the group/organisation not-for-profit?       Yes       No

(if yes, provide copy of not-for-profit certificate)

Is the group a hobbyist organisation       Yes       No

(if yes, provide Statement by Supplier)

## FINANCES

Please tell us why you need financial assistance from Council i.e. what financial resources are available to your organisation and why they are not sufficient for your project/event.

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## TIMELINE

Please provide a timeline for your project: \_\_\_\_\_

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## ADDITIONAL INFORMATION REQUIRED FOR CATEGORY A

Title of Project: \_\_\_\_\_

Description: \_\_\_\_\_

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What are the funds being used for (*e.g. purchase of equipment, provision of a service, etc. Please be specific*)

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<i>Total Cost of project/activity/item</i>	\$
<i>Less your contribution (\$ for \$ in cash or in-kind)</i>	\$
<i>Amount of funds sought from this round</i>	\$

Does your organisation intend to distribute any of these funds to other local charitable organisations  
(if yes, please provide names)

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**ADDITIONAL INFORMATION REQUIRED FOR CATEGORY B**

Name of Function to be held: \_\_\_\_\_

Primary Purpose of Function: \_\_\_\_\_  
(e.g. fundraising, appreciation event; exhibition/showcasing, etc.)

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Council Facility required: *(Booking confirmation and quote to be attached with application)*

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<i>Total Cost of hire</i>	\$
<i>Less your contribution</i>	\$
<i>Amount of funds sought from this scheme</i>	\$

**FOR CATEGORIES A & B**

<i>Item</i>	<i>Amount sought from Council</i>	<i>Amount being contributed by your organisation</i>	<i>Amount sought from other sources (eg sponsors, income, etc.)</i>
1. Fees			
2. Direct Costs: Venue Materials			
3. Administration			
4. Advertising / Promotion			
5. In-kind support (Please list – e.g. volunteer hours cost)			
6. Other			
7. GST Amount			
<b>Total Amount</b>			

**NOTE:** Please also include a realistic value for volunteer labour (e.g. \$25/hr) 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

## 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 a donation from Council, the conditions as set out in the Council's Donations Policy will be complied with. The Queanbeyan-Palerang Regional Council will be acknowledged as a sponsor of the project/activity.*

Full Name <i>(please print)</i>	Full Name of Witness <i>(please print)</i>
Signature	Signature
Position	Position
Date	Date

<b>FOR OFFICE USE ONLY</b>				
<i>Date Received/Post Marked:</i>		<i>File Number:</i>		
<i>Meets Mandatory Eligibility Requirements</i>		Yes	No	
<i>Grant Awarded</i>		Yes	No	
<i>Amount Awarded</i>		\$		
<i>Completion Date:</i>		<i>Acquittal Received</i>	Yes	No
<i>Comments</i>				



## Annual Grants Program Acquittal Form (Category A)

<b>Name of Organisation</b>		
<b>Postal Address</b>		<b>Postcode</b>
<b>Title of project/activity being acquitted</b>		
<b>Acquitted by (please print name)</b>		
<b>Phone Number</b>	<b>Signature</b>	<b>Date</b>

**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-Palerang Regional Community benefit from your project/activity?**

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**Financial Information for the project/activity**

<i>Item</i>	<i>Amount sought from Council</i>	<i>Amount being contributed by your organisation</i>	<i>Amount sought from other sources (e.g. sponsors, income etc.)</i>
1. Fees			
2. Direct Costs			
<i>Venue</i>			
<i>Materials</i>			
3. Administration			
4. Advertising / Promotion			
5. <i>In-kind support</i> <i>(Please list – e.g. volunteer hours cost)</i>			
6. Other			
7. GST Amount			
<b>Total Amount</b>			

NOTE: Please also include a realistic value for volunteer labour (e.g. \$25/hr) and donated materials above.

## Annual Grants Program

### ACKNOWLEDGMENT REQUIREMENTS

QPRC provides more than \$800,000 each year to the community by means of donations, grants and other in-kind support. Council wishes to ensure that it is acknowledged for the support it offers to individuals and community groups.

All recipients of Council's donations 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 annual donation applications.

Acknowledgment of Council is now a mandatory duty of individuals/groups receiving Council's 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 organisation's name) has today announced that the Queanbeyan-Palerang Regional Council has provided assistance for (your project or event) by (form of Council assistance i.e. donation/grant/sponsorship/rent relief/fee relief/in-kind support etc).*

*(Your representative) said that (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).*

*(Your representative), on behalf of (your organisation's name, thanked Council for its support this year and encourages all members of the community to attend/watch/come and enjoy (your event / game / celebration / project).*



*Email to:*

Queanbeyan Age Chronicle – [elliott.williams@fairfaxmedia.com.au](mailto:elliott.williams@fairfaxmedia.com.au)

Canberra Times – [media.release@canberratimes.com.au](mailto:media.release@canberratimes.com.au)

Win News – [cannews@winns.com.au](mailto:cannews@winns.com.au)

Braidwood Times – [elspeth.kerbone@fairfaxmedia.com.au](mailto:elspeth.kerbone@fairfaxmedia.com.au)

Braidwood Bugle – [braidwoodbugle@gmail.com](mailto:braidwoodbugle@gmail.com)

Bungendore Weekly – [info@bungendoreweekly.com](mailto:info@bungendoreweekly.com)

### **Use of Council Logo**

The Queanbeyan-Palerang Regional Council's 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-Palerang Regional Council". Any signage associated with Council's assistance must display the QPRC logo.

The electronic version of the QPRC logo will be forwarded to recipients of Council's assistance by Council's Communications Branch upon request. They can be contacted on phone 6285 6000 or email [communications@qprc.nsw.gov.au](mailto:communications@qprc.nsw.gov.au).

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