



APPLICATION FOR FINANCIAL ASSISTANCE

Form No:	FIN007.2
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Last Updated:	2 nd August 2016
Form Ownership:	Deputy CEO
Relevant Policy/Act:	FINPOL09 Community Funding & Support Policy

Please Note: Applications can be submitted at any time but please allow up to two weeks for requests to be processed. All sponsorship and promotional donations are allocated at the discretion of Council and subject to budgetary constraints. **Council will only consider sponsorship and donations from organisations that have completed this application form.** District Council of Grant also offers a Sporting, Hall and Community Grants Program. For more information please visit www.dcgrant.sa.gov.au or phone (08) 8721 0444.

Contact Details			
Name of Organisation:			
Contact Person:		Position:	
Daytime Phone Number:		Mobile:	
Address:			
Email:		Website:	
Type of Organisation			
Is this group/organisation a non-profit organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ABN: _____
Is this group-organisation incorporated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Incorporation Number: _____
Is your organisation registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Event/Function Particulars			
Date of Event/Function:		Number of people expected to attend:	
Physical Address of where Event/Function will be held:			
What is the aim of the Event/Function:			
What are the benefits of the Event/Function to the Community?			
How often is this event/function to be held? (e.g. monthly, annually etc.):			
Is there a cost for people to attend?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How much? \$ _____
What promotional material will be produced that the District Council of Grant logo will appear on (posters, flyers etc) or other opportunities to promote Council?			
Level of support requested			
Please provide specific details of the level of support requested from Council for your function/event. Please attach a detailed budget if possible.			
Project Funding			
Your organisations cash contribution	\$		
Grants for other sources	\$		
Value of any in-kind contributions	\$		
Value of grant requested from Council	\$		
Total Project Funding	\$		



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Confirmation of application

I/we certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the applicant group/organisation. I/we also confirm that the organisation applying does not have any outstanding debts with Council. I/we understand that all sponsorship and promotional donations are subject to the discretion of the District Council of Grant and abide by the guidelines of this policy and that I/we can only receive one donation from Council per event per year.

Signature: _____ Name: _____ Date: _____

Sponsorship & Grants Terms and Conditions

Objective:

To process requests in a consistent manner for sponsorships received from community, charitable and sporting organisations for activities or projects that are of direct economic or social benefit to the local community.

Eligibility:

All non profit organisations located in the District Council of Grant local government area.

Closing Dates:

Applications will be considered on an ongoing basis, however it is recommended that any sponsorship be advised to Council in March of each year for consideration as part of Council's budget planning review for the next financial year.

Terms and Conditions:

1. Application for Council sponsorship must be lodged in writing on this Form. Additional information may be attached as required.
2. Organisations must be, or be sponsored by, a legal entity with Incorporation status and Australian Business Number.
3. Requests for sponsorship must be inclusive of all expenses and taxes (GST) and must be spent within the current financial year. In accordance with Legislation, Council will deal with inclusive costs only.
4. Sponsorship can be paid directly to applicant or proposed account, however the legal entity accepts the legal responsibility for appropriate expenditure of the public funds.
5. Individual applicants should be sponsored by a legal entity with Incorporation status and Australian Business Number, ie sporting association. A Letter of Support should be attached to all applications from the Sporting or Other Association supporting the application.
6. Individual sponsorship is available to assist with expenses related to the participation in state and national competition and activities only if they have not received sponsorship from an alternative program in the same financial year.
7. If an individual is unemployed of a full-time student of a recognised educational institution, they may seek support for travel in order to represent the District or State or Australia in a recognised area of endeavour, such as sport or the arts.
8. Only one sponsorship allocation will be considered for any organisation or group in any one financial year, and may be dependant on allocations made under Council's Community Grants Program and other inkind and financial support provided in the past.
9. Any changes to the project or requests for carry over of funds to the next financial year must be submitted to Council in writing prior to 30 May of each year.
10. Chief Executive Officer and the Director Finance & Community Services will consider application in accordance with Council's current budget, planning priorities and the Principles contained in Council's Sponsorship Policy.
11. Chief Executive Officer and the Director Finance & Community Services may nominate a project person to liaise and manage the request, including advising and obtaining approvals from all relevant participating Council Departments, ie planning, building, works, finance, community services etc., and providing administrative support to the applicant.
12. Chief Executive Officer and the Director Finance & Community Services may, if the application complies with the criteria contained within this Policy, approve and pay sponsorship in accordance with Guidelines. Alternatively, a report to Council will need to be submitted for approval.
13. Individuals and organisations may appeal against the original decision to the Chief Executive Officer, in writing, who in considering the request for a review of the decision will determine if the policy has been correctly applied.
14. The Chief Executive Officer, or nominated representative, will advise individuals and organisations in writing of any decision made.
15. It is preferred option of payment will be made by direct deposit into the organisations bank account
16. It is a condition of this application that any contribution made be acknowledged as a contribution by the District Council of Grant towards the staging of the activity or project, and that the Chief Executive Officer and/or Mayor be invited to attend any official launch, event or function.
17. All successful applicants will be required to provide a report to Council including a project summary, photos, copy of receipts etc within 30 days after the finish date of the project.

Application Submission:

Applications should be submitted on this form to Deputy CEO, District Council of Grant, PO Box 724, Mount Gambier SA 5290 or email to info@dcgrant.sa.gov.au.

Enquires:

Enquiries can be made to Council on Tel: 08 8721 0444; Fax: 08 8721 0410 or email: info@dcgrant.sa.gov.au.