

Woollahra Council Community *Environmental* Grants Application Form 2008/09

Name of organisation:

Address of organisation

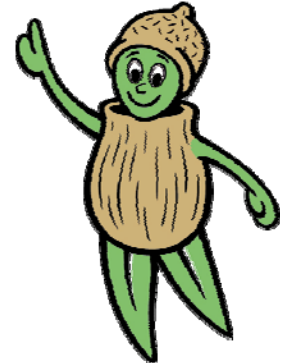
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Contact person:

Position:

Phone: Mobile:

Email:



Please provide contact details for a group or organisation that is familiar with your group's work. If you are a new group please provide contact details for a group or organisation that may be familiar with the work of your members.

Referee group name:

Contact person in referee group:

Phone: Email:



Summary

Name of project for which funding is being sought:

Summary of project:

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Amount of funding requested from Council: \$

(Two levels of grants are available: you may apply for **up to \$500** or **up to \$1000.**)

Are you willing to accept partial funding for your project? (Please tick) Yes No

Information about your organisation

1. What are the aims and objectives of the organisation?

2. What types of services/activities are provided by your organisation?

3. Who are the organisation's main target group/clientele?

4. What are the organisation's main sources of funding? Do you fundraise to assist your organisation? If so, please outline.

6. What contributions do volunteers make to your organisation?

7. Does your organisation charge any membership fees or service costs?
Please outline these charges.

8. Who is eligible to join your organisation?

9. Date of election of current executive _____/_____/_____
Have they approved this application? (Please tick) yes no

8. Date of establishment of your organisation _____/_____/_____

9. Is your organisation incorporated?* (Please tick) yes no

*** Non-incorporated groups may apply if they are able to demonstrate an ability to administer the grant effectively.**

COMMUNITY GROUPS APPLICATION FORM

10. Do you have an ABN? (Please tick) yes no

If yes, please provide number:

If no, please fill in the attached 'Statement by a supplier' form.

Are you registered for GST? (Please tick) yes no

NOTE: *If you do not have an ABN number, and are not exempt from providing one, Council will be required to withhold 48.5% of the grant and remit this to the ATO on your behalf. Please see the Guidelines for additional information.*



Information about your project

Name of the project

Where will the project take place?

What is the purpose of the project?

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Please describe your project in more detail - *Include details of how your project meets the selection criteria contained in the Grant Guidelines*

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What are the benefits to the environment of the project?

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Provide evidence to support the need for this project. *If similar activities/services already exist in the Woollahra area, please explain why your project is needed as well.*

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COMMUNITY GROUPS APPLICATION FORM

What geographic area will the project cover?

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How will you evaluate the success of the project?

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In-kind assistance

Please supply details of in-kind and financial assistance provided by Woollahra Council over the last 5 years (including rental or hiring of Council owned premises).

In-kind assistance (e.g. premises)	Benefit (eg rent/rate reduction)	Approximate value \$

Grants given to your organisation by Woollahra Council

Amount \$	Date (year)	Purpose for which funds were used

Other funding applications made for this project in the last year, or anticipated in the future:

Funding Body	Amount sought \$	Amount granted \$	Period of grant	Date decision expected by

COMMUNITY GROUPS APPLICATION FORM

Project budget

Provide details of income and expenditure for your proposed project. This will help you to work out how much funding you need. Make sure you consider any GST implications.

Project income	AMOUNT \$
Support income - <i>list the name of any organisation providing a grant, sponsorship, donation or other contributions toward the project</i>	
Earned income - <i>if applicable list source, e.g. cost to participants</i>	
Amount requested from Woollahra Council	
TOTAL COST OF PROJECT	

Project expenses	AMOUNT \$
Service providers - eg tutors, trainers, artists costs and number of days	
Equipment/materials	
Program or production costs	
Documentation and promotion	
Insurance costs - <i>check with your insurer whether your existing coverage extends to the activities of this project</i>	
Other - <i>please specify</i>	
TOTAL EXPENDITURE	



Supporting documents

Please attach the following to your application, if available:

- ✧ Proof of your organisation's legal/corporate status (eg copy of your certificate of incorporation)
- ✧ The most recent Annual Report
- ✧ A copy of the Minutes of your last AGM
- ✧ Copies of two written quotes for any item of equipment valued at more than \$100
- ✧ Your organisation's most recent audited statement and balance sheet (a statement of income and expenditure should be provided)
- ✧ An outline and adequate explanation of all surplus funds.



Certification

I certify that, to the best of my knowledge, the statements in this application form are true. I have read, and I understand, the Community *Environmental* Grants Guidelines.

I acknowledge that Woollahra Council cannot guarantee funding for any application and cannot guarantee funding to the full amount requested.

I have been authorised by
(name of organisation) to make this application.

Your full name

Your position in organisation

Signature Date / /

This form must be signed by an Office Bearer within the organisation.

Please return to:

Woollahra Municipal Council
Community *Environmental* Grants Program
PO Box 61
Double Bay NSW 1360



For further information, please contact Jane Lewis on 9391 7095.

APPLICATIONS CLOSE 30 JUNE 2008