

AGENDA ITEM 10.1 (C) ATTACHMENT

Schedule 1

George Town Council

Community Grants Application Form

Dated:



File No:	23.2
George Town Council	
23 JUL 2014	
RECEIVED	
Applicant:	RHONDA
Doc No:	

SECTION A: TO BE COMPLETED BY ALL APPLICANTS

APPLICANT DETAILS

Name of Organisation/Group | Gordon Square Childhood Services
Street Address | 2a Gordon Square
Postal Address | As above
Suburb | George Town | Postcode | 7253

Contact Details

Contact Person | Kerry Bendtsen
Telephone | After Hours | 63821196 | Mobile | 0407362560
Email | director@gordonsquare.com.au

What is your legal status as an organisation? (please select one)

- Company Limited
- Incorporated Association
- Statutory Body
- Unincorporated Group
- Are you / your organisation registered for GST?
- ABN Supplied | 42448554855

If you are not registered for GST you may need to complete a 'Statement by Supplier' form. We will contact you if a statement is required.

Please select the category of Community Grant for which you are applying, and complete the appropriate Section of the form:

Council Service Fees and Charges Assistance

Please go to SETION B

Project

Please go to SECTION C

Cultural Activity

Please go to SECTION C

Event

Please go to SECTION D *and* complete a George Town Council Event Application Form (available on Council's website and at Council offices)

SECTION C: PROJECT/ACTIVITY GRANT APPLICATION

Outline the aims and objectives of your Organisation / Group

Gardensquare is a community based childcare centre that serves the town and surrounding communities. Our aim is to provide high quality care for children and families. We provide 3 services - long day care, after school and vacation care.

Outline the main aim of your organisation. What is it that your organisation is trying to achieve (max 150 words)

How long has your organisation been operating?

33 years

Number of Active Members

80

What sections of the community benefit directly from your organisation?

All families have access to our 3 services. Children from birth - 13 years have access.

This could include groups such as children, teenagers, retirees, women, men, people with disabilities, all inclusive, etc.

Details of Project/Activity

Name of Project/Activity

Newsletter

Dates to be conducted

on going

Location

Garden Square

Brief description of the Project | Activity

Garden Square produces a newsletter every 2 months.
This newsletter is distributed to all families at our 3 services.
The newsletter is also distributed to HCU, Child Health and
the local school.

Does your Project | Activity:

- Align with or support Council's Future Directions
- Respond to demonstrated needs and concerns of the community
- Demonstrate wide community support
- Support and enhance the cultural life of George Town
- Enhance the image of the town as a vibrant place to live and visit
- Enhance community life by providing opportunities for participants to build relationships and networks

How did you establish the need for this Project | Activity?

According to our regulations and laws we must produce a
newsletter that is distributed to families at the centre.

How many people do you estimate will directly benefit from this project?

The 80 families at the centre, plus the many more
who access the newsletter throughout the community.

**What will be the long & short term benefits of your Project | Activity to the George Town
community?**

The benefits of the newsletter will be the promotion of the
Centre we will be advertising the 3 services so families
know what is available for them to access

Describe how you will acknowledge Council's assistance.

- Letter of thanks to Council
- Invitation to Council to attend the event
- Acknowledgement at the event | Activity
- Provide photos to Council
- Acknowledgement in the Media
- Other (please specify below)

Acknowledgement on each newsletter stating
'Publishing proudly supported by the George Town Council'
with their logo

Description of Assistance sought from Council

Colour photocopying of 50 newsletters every 2 months.

Total Amount of Grant Request

\$600

PROJECT BUDGET

- Clear budget information will allow Council to better understand your Project | Activity.
- Please account for all expenses and income, monetary and voluntary. This includes all items listed in the income column – including in-kind, other sponsorship and the amount requested from Council.
- Applicants may include Council costs (ie licences, permits etc) as part of their application budget, however payment of any Council costs associated with the Project | Activity will be the responsibility of the applicant. **

- All relevant Council services provided for any Project | Activity will be charged at cost. **
- Items included in the budget must relate to the Project | Activity. Any other expenses that do not relate directly to this application must not be included.
- You may attach a separate budget document.
- You may attach quotes for items / services if you wish.
- Please round up each item to the nearest dollar – do not include cents.

GST

If your organisation **IS** registered for GST, please provide **GST exclusive** amounts in your budget. Council will add GST to the amount funded, should your application be successful.

If your organisation **IS NOT** registered for GST, your expenses should **include GST**, where applicable.

Example of a Project | Activity Budget

INCOME		EXPENDITURE	
Description	\$	Description	\$
Council Grant Request	\$ 500	Venue Hire	\$ 100
Other Sponsorship	\$2000	Council Permits / Licenses	\$ 200
Donations	\$ 500	Marketing	\$ 300
Total	\$3000	TOTAL	\$600

BUDGET

INCOME		EXPENDITURE	
Description	\$	Description	\$
	0.00		
Council Grant Request			
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$

Please detail other funding, support or sponsorship you have sought, or will seek for this project. Please indicate the source, the amount and if this support is confirmed.

Agency / Organisation / Other

Assistance Requested

Assistance confirmed

Yes

No

Pending

Agency / Organisation / Other

Assistance Requested

Assistance confirmed

Yes

No

Pending

Please detail the nature and level of in-kind support your community group is contributing to this project.

Are there any other comments you wish to make to support this application?

Since receiving the grant from the council our centre newsletter has made a huge impact on the positive reputation for the centre.

Declaration

This declaration must be signed by a person authorised to sign on behalf of your organisation

- I certify to the best of my knowledge that the information given on this form is complete and accurate.
- I agree to ensure all necessary approvals / permits are objected prior to the Project | Activity taking place.
- I will provide appropriate insurance to cover the proposed project and abide by all relevant health and safety standards.
- I understand that George Town Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant to provide the appropriate insurance cover.
- I agree that if funded, funds will be used only for the project described in this application.
- I agree that if the Project | Activity is cancelled, that all monies provided for in this grant will be reimbursed to Council.
- I will provide the George Town Council with a post evaluation of the Project | Activity.

Signature

K Bendtken

Date 22/07/14

Print Name

Kernyn Bendtken

Position in Organisation

Director

Witness Signature

Catherine Watson

Date 22/07/14

Witness Name

Catherine Watson

Application Check List

Prior to submitting your Grant Application, please ensure you have checked all the following:

- You have read the eligibility criteria and guidelines
- Your application has been submitted at least one month prior to the event being held (preferred)
- You have completed all sections of the form
- You have signed and dated the application
- You have provided copies of any supporting materials (please do not send originals) N/A

For further information on administrative issues and assistance to complete the application form, please contact:

George Town Council Community Events Officer
(03) 6382 8800
council@georgetown.tas.gov.au