



George Town Council

Community Assistance Program

COMMUNITY ASSISTANCE GRANT

Community Grants may be provided to community groups whose members are primarily residents of the George Town municipality, or are located in the George Town municipality, and the support is being sought to benefit the community of George Town by:

- Assisting community clubs and organisations to grow capacity and build social capital;
- Encouraging voluntary activity and community participation;
- Encouraging innovative approaches to emerging issues and need in the George Town community.

ROUND 2

Open on the **first Monday in February** and closes at **4.30pm on the last Friday in February**.

Funds, if granted, will be available to the grantee in late March.

NO LATE APPLICATIONS WILL BE ACCEPTED

Council will give consideration to grant applications up to the amount of \$2,000.

APPLICANT DETAILS

NAME OR ORGANISATION / GROUP

Street Address

Postal Address

CONTACT DETAILS

Contact Person

Telephone

Email

LEGAL STATUS OF YOUR ORGANISATION

GST Number

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

PLEASE OUTLINE THE AIMS AND OBJECTIVES OF YOUR ORGANISATION / GROUP

HOW LONG HAS YOUR ORGANISATION BEEN OPERATING?

NUMBER OF ACTIVE MEMBERS

WHAT SECTIONS OF THE COMMUNITY BENEFIT DIRECTLY FROM YOUR ORGANISATION?

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

DETAILS OF PROJECT / EVENT

NAME OF PROJECT / EVENT

DATE(S) TO BE CONDUCTED

LOCATION

DESCRIPTION OF THE PROJECT / EVENT

DOES YOUR PROJECT / EVENT –

Align with or support Council's future direction

Respond to demonstrated needs and concerns of the community

Demonstrates 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 / EVENT?

HOW MANY PEOPLE DO YOU ESTIMATE WILL DIRECTLY BENEFIT FROM THIS PROJECT / EVENT

50 – 100

101 – 200

201 – 300

301 – 500

501 – 1000

More than 1000

IF A PROJECT, WHAT WILL THE LONG & SHORT TERM BENEFITS OF YOUR PROJECT BE TO THE GEORGE TOWN COMMUNITY?

DESCRIBE HOW YOU WILL ACKNOWLEDGE COUNCIL'S ASSISTANCE

Letter of thanks to Council

Invitation to Council to attend the event

Acknowledgement at the Project / Event

Provision of photos to Council

Acknowledgement in the media of Council as a sponsor of the Project / Event

Other (please specify below)

DESCRIPTION OF ASSISTANCE SOUGHT FROM COUNCIL

TOTAL AMOUNT OF GRANT REQUEST

OTHER FUNDING

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

Agency / Organisation / Other

Assistance Requested

Assistance Confirmed

PLEASE DETAIL THE NATURE AND LEVEL OF IN-KIND SUPPORT YOUR ORGANISATION IS CONTRIBUTING TO THIS PROJECT

PROJECT BUDGET

- Clear budget information will allow Council to better understand your Project | Event.
- 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 | Event will be the responsibility of the applicant.
- Items included in the budget must relate to the Project | Event. 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.

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 FOR YOUR PROJECT / EVENT

INCOME
Description

\$

EXPENDITURE
Description

\$

Please detail any other information relating to your budget

ARE THERE ANY FURTHER COMMENTS YOU WISH TO MAKE TO SUPPORT THIS APPLICATION?

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 | Event 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 | Event is cancelled, that all monies provided for in this grant will be reimbursed to Council.
- Within four weeks post event, I will complete Council's grants acquittal form, which will provide a full evaluation of the Project / Activity.

Signature

Date

Print Name

Position in Organisation

Witness Signature

Date

Witness Name

APPLICATION CHECK LIST

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

Your application has been submitted prior to the closing date of the Grant Round you are applying for

You have read the eligibility criteria and guidelines

You have completed all sections of the form

You have completed your budget details

You have signed and dated the application

You have provided copies of any supporting materials (please do not send originals)

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

OFFICE USE ONLY

APPROVED

NOT APPROVED

AUTHORISED OFFICER _____

SIGNATURE: _____

DATE _____

The information that Council is collecting from you is personal information protected under the *Personal Information Protection Act 2004*. The intended recipients of the information are officers of the George Town Council, Councillors and the general public in order to carry out Council business. Personal information will be used only for the purpose described in the Act, or may be disclosed if authorised by law. All details (with the exception of personal contact information) provided by you will form part of Council's agenda when considering your Community Grant