

**Schedule 1**

**George Town Council**

**Community Grants Application Form**

**Dated:**



**SECTION A: TO BE COMPLETED BY ALL APPLICANTS**

**APPLICANT DETAILS**

**Name of Organisation/Group**

**Street Address**

**Postal Address**

**Suburb**

**Postcode**

**Contact Details**

**Contact Person**

**Telephone**

**After Hours**

**Mobile**

**Email**

**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

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 B: COUNCIL SERVICE FEES and CHARGES ASSISTANCE only

Name of Project/Activity

Dates to be conducted

Location

### Council Services

If you wish to apply for assistance with Council Services, please nominate, including the \$ amount of assistance required (exclusive of GST).

<input type="checkbox"/> Hire of venue	<input type="text" value="\$"/>
<input type="checkbox"/> Council Permit Fees	<input type="text" value="\$"/>
<input type="checkbox"/> Road Closures	<input type="text" value="\$"/>
<input type="checkbox"/> Waste Management	<input type="text" value="\$"/>
<input type="checkbox"/> Other (Please Specify)	<input type="text" value="\$"/>

### 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 will provide appropriate insurance to cover the proposed event/activity/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 all monies provided for in this grant will be reimbursed to Council should the event/activity/project be cancelled.

**Signature** ..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name .....

Position in Organisation

**Witness Signature** ..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Name .....

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](mailto:council@georgetown.tas.gov.au)

## SECTION C: PROJECT/ACTIVITY GRANT APPLICATION

### Outline the aims and objectives of your Organisation / Group

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?

### 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/Activity

Name of Project/Activity

Dates to be conducted

Location

**Brief description of the Project | Activity**

**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?**

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

**What will be the long & short term benefits of your Project | Activity 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 event | Activity
- Provide photos to Council
- Acknowledgement in the Media
- Other (please specify below)

**Description of Assistance sought from Council**

**Total Amount of Grant Request**

\$

**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
<b>Total</b>	<b>\$3000</b>	<b>TOTAL</b>	<b>\$600</b>

### BUDGET

INCOME		EXPENDITURE	
Description	\$	Description	\$
	0.00		
<b>TOTAL INCOME</b>	<b>\$</b>	<b>TOTAL EXPENDITURE</b>	<b>\$</b>

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?**



## 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** ..... 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:

- 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)

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](mailto:council@georgetown.tas.gov.au)

## SECTION D: EVENT ASSISTANCE

*NOTE: A completed Event Application Form MUST accompany this application*

Event Title

Dates to be conducted

Location

### Does your Event:

- Align with or support Council's Strategic goals
- 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

Total Budget for Event

### 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

- 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?**

## Declaration

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

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- 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** ..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Print Name .....  
Position in Organisation .....

**Witness Signature** ..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Witness Name .....

## Application Check List

Prior to submitting your Event 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
- You have completed Sections A and D of the form
- You have signed and dated the application
- You have provided a completed event application and 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:

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[council@georgetown.tas.gov.au](mailto:council@georgetown.tas.gov.au)