



Community Support Grants *Application Form*

Please read the guidelines to ensure your project is eligible before completing the application form.

Name of group: _____

Title of project: _____ Amount requested: _____

Are you prepared to accept partial funding? YES NO

In highly competitive rounds, Council may offer less than the amount requested.

1. Applicant Details

Contact name: _____ Position: _____

Postal address: _____

_____ Postcode: _____

Daytime Phone: _____ Mobile phone: _____

Email: _____ Website: _____

Is your organisation not-for-profit? YES NO, your organisation is not eligible

Is your organisation incorporated? YES NO, you require an auspicing organisation (see guidelines)

Name and address of auspicing organisation

Is your organisation registered for GST? YES NO

What is your organisation's or auspicing organisation's ABN?: _____

3. Benefits To Clarence

Does your project help to: (please select one or more that apply to your project)

- Enhance community safety and well-being?
- Encourage and promote a healthy lifestyle?
- Recognise and celebrate our cultural diversity?
- Encourage engagement and participation in the community?
- Promote our arts and heritage?
- Provide accessibility to all?
- Encourage people to work together to promote ethical and sustainable development?
- Market and promote the natural and / or built tourism assets of the city?
- Encourage individuals and / or groups to work together to enhance the City's built or natural environment?
- Promote water conservation and energy conservation in the community?
- Promote alternative, energy efficient transport?

EXPLAIN HOW YOUR PROJECT WILL BENEFIT THE PEOPLE OF CLARENCE.

You may find it helpful to relate this to the answers you selected above.

How many people do you expect to be directly involved in your project / activity? _____

4. Acknowledgement Of Council

Outline how you plan to acknowledge Clarence City Council's contribution to the project.

5. Budget

Points to remember when creating your budget:

- The budget items are suggestions only. Please change the items to correspond with your project description.
- The key information Council is seeking is what parts of the project Council will be funding, how much these parts cost, and how Council's contribution fits into the entire project.
- The Community Grants Guidelines provide further guidance in developing a budget.

Budget				
Project Income				
Items	Source	Amount	Cash / in-kind	Sub-total
Council Grant	Clarence City Council			
Your own contribution				
Fundraising & Donations				
Sponsorship				
Other Grants				
Any other income				
In kind Support				
Total Income:				

Budget				
Project Expenditure				
Items (e.g. Materials, Equipment, Promotion etc)	Amounts to be paid with Council Grant funding	Amounts to be paid for with other funds	Cash / in-kind	Sub-total
Total Expenditure				

Please note: Total project income and total project expenditure must balance.

PLEASE PROVIDE DETAILS ABOUT THE CONTRIBUTION MADE BY YOUR ORGANISATION.

This may include cash contribution, or in-kind support such as provision of resources, or volunteer hours.

PLEASE PROVIDE DETAILS ABOUT ANY OTHER SOURCES OF INCOME FOR THE PROJECT.

This may include sponsorship, other grants, and contributions from partnership organisations. Please indicate if confirmed or pending)

6. 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 correct.
- I understand that approval of the grant is subject to mutual agreement between Clarence City Council and the applicant.
- I understand that if Clarence City Council approves a grant, I will be required to accept the conditions of the grant in accordance with Clarence City Council requirements.
- I agree to ensure all necessary approvals/permits are obtained prior to the project/program/event taking place.
- I understand that Clarence City Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover.
- I will abide by all relevant health and safety standards.
- I agree that if funded, funds will be used only for the project described on this application.

- I consent to the release of project information in this application for promotional and evaluation purposes relevant to Clarence City Council.
- I will seek permission from our group before submitting photographs for use by Clarence City Council.

Signature: _____ Date: _____

Print name: _____

Position in Organisation: _____

Witness signature: _____ Date: _____

Witness Name: _____

7. Details For Payment Of Grant If Approved

Bank Account Name: _____

BSB: _____ Account Number: _____

8. Lodging Your Application

Lodge your application by the close of business on the round closing date (the 15th March or the 15th September) by the following ways:

Post to: Clarence City Council, PO BOX 96, Rosny Park TAS 7018

Deliver to: Reception, Council Offices, 38 Bligh St, Rosny Park TAS

Email to: grants@ccc.tas.gov.au

LATE APPLICATIONS WILL NOT BE ACCEPTED

9. Checklist

- Have you read the Guidelines
- Have you completed all sections and signed the application form
- Have you attached a copy of your organisation's Certificate of Incorporation
- Have you attached a financial statement or Annual Report for your organisation for the previous financial year
- If applicable, have you attached a letter from the auspicing organisation
- If applicable, have you attached any letters of support for your project
- If applicable, have you attached copies of written quotes

Privacy Statement: The personal information on this form is required by Council for the Community Grants Program. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at www.ccc.tas.gov.au or at Council offices..

PRO FORMA
AUSPICING ORGANISATION'S LETTER OF AGREEMENT

This letter must be provided on the auspicing organisation's official letterhead.

The auspicing organisation must also supply copies of:

- Certificate of incorporation
- Recent audited financial statement

[date]

Andrew Paul
General Manager
Clarence City Council
PO Box 96
Rosny Park TAS 7018

Dear Mr Paul

[Organisation name] is prepared to act as the auspicing entity for the [name of applying organisation] should it be successful in obtaining funding from the Clarence City Council Grants Program to undertake [name of proposed project].

In undertaking this auspicing arrangement we accept responsibility for the management of advanced funds and acquittal requirements of Clarence City Council grants program, as well as all insurance risk of the funded project.

I have attached copies of our current certificate of incorporation and our most recent audited financial statement.

Yours sincerely

[name]
[position]