

Donations and Sponsorship Financial Application



In Accordance with the Donations Policy GOV 011 / Section 356 of the Local Government Act 1993

Applicant Details

Name of Organisation/Group			
Contact Person			
Address / Location			
Phone	Mobile:	and/or	Home:
E-Mail Address			
ABN (If Applicable)			
Is your Organisation Registered for GST? (If Applicable)			

Project / Activity Details

Name of Project / Activity	
Briefly describe the Project / Activity	

Amount of Funding Requested

TOTAL Requested Amount \$

The **TOTAL** requested amount will comprise of the following:

The sum of all costs for the project or activity including; costs for any/all services, whether supplied by Council or other suppliers/contractors, for which you intend to use the requested funds.

Detail any likely ongoing costs associated with the upkeep or maintenance of any infrastructure created or impacted by this project (attach council advice if applicable).

If you require any of the below services from Council, you need to submit copies of quotes from the respective Council department in your application, and include the value for that service in the requested amount.

Example 1: If you require \$200.00 cash for an event, plus Waste Management fees, you must obtain a quote from Council before submitting your application for Waste Services, and the total requested amount must include that fee, as well as any other requested amount.
i.e. Cash (\$200) + Waste quote (\$800) = Total requested amount of \$1000.

Example 2: If you are intending on using a contractor to man a road closure at an event, and they provide you with a quote of \$500, and you also wish Council to provide Waste Management (bins and removal, for which they give you a quote of \$500)
Contractor quote (\$500)+ Council quote (\$500) = Total amount of \$1000

Council will pay you the total amount requested (if you are successful), and then **you** are responsible to pay for the services yourself, from the funding amount. Following this, **you then have to provide the receipts to council in the acquittal process.**

- Waste Management. E.g. Provision of bins / rubbish and recycling removal (Includes staff time for drop off and collection);
 - Mowing / Gardening;
 - Road Closures (Includes Staff time);
 - Fee Waivers. E.g. DA / Hall Hire Fees, (Security deposits will need to be paid by the applicant but will be refunded provided no damage in incurred);
 - Promotion via Print Media (Council Website Advertisement etc.)
 - Other – Please outline
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Please contact the Governance team if you require clarification – 1300 345 345

<p>Is the proposed project on council and/or council managed land (i.e. Crown land)?</p> <p>You must seek a recommendation from council *see guidelines*</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If NO, do not complete this section.</p> <p>Will the project require future maintenance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Who do you propose undertakes the maintenance? <input type="checkbox"/> Council <input type="checkbox"/> Other If other, provide detail (refer to guidelines)</p> <p>Have you received recommendation from council officer? <input type="checkbox"/> Yes (attach recommendation) <input type="checkbox"/> No – application will not be considered without written recommendation</p>
<p>How will Council funding be acknowledged?</p> <p>E.g. Logo or signage</p> <p>(Council Funding must be acknowledged in your Project / Activity)</p>	

Project / Activity Financial Details

<p>Financial Details of the Project / Activity for which assistance is sought</p>	
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<p>Total Cost of the Project / Activity</p>	
<p>Details of other funding received from Snowy Monaro Regional Council (If Applicable)</p>	
<p>Details of other financial assistance sought or obtained</p>	

Project / Activity Community benefit

<p>How will your Project / Activity benefit the Snowy Monaro Regional Community?</p>	
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Project / Activity Community involvement

<p>What is the expected amount of resident participation?</p>	
<p>What other Local Community Groups are involved in this Project / Activity?</p>	

Outline your Organisation's capacity to deliver the Project / Activity, or, describe previous experience.

APPLICATION CHECKLIST

If the following documents are not attached with the application, this may result in the application not being considered.

Attached? (Please mark YES / NO / Not Applicable)

A copy of the Group / Organisation's most recent bank statement or Treasurers Report, for the past Financial Year

A copy of the Group / Organisation's Public Liability Insurance

Where the Group / Organisation intends to purchase equipment, a copy of the quote/s obtained

Where the Group / Organisation does not have an ABN, a 'Statement by a Supplier' form is required

If your Group is not incorporated, please supply a letter from your supporting body

A copy of the recommendation from council officer regarding facility implications (if applicable)

DECLARATION AND SIGNATURE OF APPLICANT

- I confirm that the information contained in the application form and within the Documents is true and correct;
- I confirm that this application has been submitted with the full knowledge and support of the applicant;
- I declare that should this application be successful the funding will be expended as outlined in the above documentation;
- I acknowledge the Donation / Sponsorship acquittal requirements, and understand that surplus funds may be required to be returned to Council, and;
- I am aware this application will be reproduced in the Council Business Paper

Privacy Statement: The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council Officers and it may be disclosed to any other government agency outside of Council as required by legislation. Supply of this information is required to enable accurate information to be provided. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems.

Signature	
Name	
Position	
Date	
SUBMITTING YOUR APPLICATION	
After completing your form	
Email:	council@snowymonaro.nsw.gov.au
or	
Post:	PO Box 714 Cooma NSW 2630
or	
Deliver to:	any of the following Customer Service Locations:
<u>Cooma:</u>	<u>Bombala:</u>
81 Commissioner Street	71 Caveat Street
Cooma NSW 2630	Bombala NSW 2632
<u>Berridale:</u>	<u>Jindabyne:</u>
2 Myack Street	Shop 2, Razorback Plaza
Berridale NSW 2628	Gippsland Street, Jindabyne NSW 2627
For questions contact:	Governance team on 1300 345 345 for any enquiries.