

# Application Form – Donations and Sponsorship

This form is provided for applications to the Council for requests of donation/sponsorship or financial assistance. Council's donations and sponsorship program enables council to support local projects, activities and community groups who offer a significant contribution to community outcomes and goals as outlined in the Community Strategic Plan. Please visit the [SMRC website](#) for more information.

The total amount of funding available for Donations and Sponsorship is \$50,000.

## **APPLICATION REQUIREMENTS**

**All fields in this form must be completed. Applications submitted after the closing date will not be considered.**

- 'Project' in this application refers to a project, event or financial assistance
- Applications must include a bank statement.
- Quotes must be supplied per the guide on this form.
- Applications must include a simple budget. For applications over \$5,000 a detailed budget is to be provided.
- For projects over \$5,000 a project plan must be attached, include a scope of works or event details and identify key dates.
- An application for a single item purchase does not require a project plan.
- Projects that extend beyond 12 months must provide annual updates to the committee.
- Requests for financial assistance are required to supply a quote, obtained from the relevant council department, or notice (e.g. rates notice) with their application.
- Every successful applicant must provide an acquittal, including copies of receipts and photos of the completed project. Please note, invoices are not an acceptable substitute for receipts.

## **SUBMISSION REQUIREMENTS**

Ensure you read the application checklist and include all of the required information and documents before submitting your application. When submitting your application, follow the naming conventions for all documents shown on council's website.

When submitting your application by hand or by email the subject/ title must be written as;

**"Donations and Sponsorship Application – [Organisation Name]"**

## **SUBMIT YOUR APPLICATION VIA:**

**E-mail:** [council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au) / **Post:** PO Box 714, Cooma NSW 2630 / **In person** at a council office

*For any further information contact the governance department on 1300 345 345.*

**APPLICATION CHECKLIST:**

To support your application, please indicate which documents have been attached/submitted with this application form.

If required information is not attached, you will be contacted once to provide the information. Incomplete applications may not be approved by the committee.

*A copy of the group / organisations most recent bank statement or treasurer's report for the past financial year.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Project budget, detailing expenditure, and other grant funding etc.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Project plan <i>(Required for projects over \$5,000)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
A copy of the group / organisation's public liability insurance.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
*Where a group / organisation intend to purchase equipment, or undertake works, a copy of the required amount of quotes must be attached, please see guide (right) and select how many quotes you have attached.  <i>Applications without the appropriate no. of quotes will not be considered.</i>	<b>\$ Value (incl. GST)</b>	<b>Attached</b>	
	Up to <b>\$25,000</b>	1 Written Quote <input type="checkbox"/>	
	<b>\$25,000 to \$50,000</b>	2 Written Quotes <input type="checkbox"/>	
Facilities implication form <i>(refer to section 5)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Events form <i>(refer to section 6)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Application submitted to Council on: Date _____			

**ORGANISATION DETAILS****Section 1**

Name of Organisation:			Phone:	
Address:	Suburb:	State:	Postcode:	
Is the organisation registered for GST? (Please tick one):	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(Your GST status has no bearing on the assessment of your submission)	

**ORGANISATION REPRESENTATIVE DETAILS / INDIVIDUAL APPLICANT DETAILS:****Section 2**

First Name:	Surname:
Position:	Phone:
Email:	

*Please ensure the above information is correct. If there is an error in your contact details, we may not be able to assess your application or make contact with you.*

**PROJECT / EVENT DETAILS:****SECTION 3**

Project title:			
Project location:			
Is the project on council land?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If the project is on council land you <b><u>must</u></b> complete section 5
Is the request for financial assistance?	*YES <input type="checkbox"/>	NO <input type="checkbox"/>	*if yes, complete 'requests for financial assistance' in s4.
Description of the project: <i>For example include information such as: What is the objective?</i>			
How will council funding be acknowledged?: <i>(Council funding must be acknowledged in your project.)</i>			
Anticipated Start Date:		Anticipated Finish Date:	

How will your project benefit the Snowy Monaro Regional Community?:

What is the expected amount of resident participation?:

Are other local community groups involved in this project?:

Identify your capacity to deliver this project/event *(required)*:

*(E.g. background of applicant / organisation – size, prior experience, Who will do the work? Who will oversee and track progress of the project/ event?)*

**PROJECT COST:****SECTION 4**

What is the total amount of your project: \$

What is the total amount of funding you are applying for from Council:

Amount (exclusive of GST): \$

GST: \$

Total: \$

*NOTE: If you are successful in securing funding and are registered for GST the total amount paid will be exclusive of GST.*

**Requests for financial assistance**

*Complete this section if you are requesting a waiver of fees or charges from council to cover specific costs, e.g. rates, waste management fees etc. You are required to supply quotes or a notice for the service you are requesting assistance for.*

Which service are you requesting a fee waiver for?

☐ Rates      ☐ Waste Management      ☐ Water Charges      ☐ Fees e.g. DA / Hall hire  
☐ Maintenance – please specify      ☐ Road closures (includes staff time)      ☐ Other – please specify

Where you have selected other or maintenance, please provide detail:

If Council approves less than the full amount requested, will your project still be viable?

YES  
☐NO  
☐

Are you receiving funding from anywhere else for this project

Total: \$  
Provided by:NO  
☐

Has the funding from all other sources been secured?

YES  
☐NO  
☐

Comments (e.g. when funding was secured; or when will it be):

Has your organisation committed funds to this project?

Total: \$

NO  
☐

*If your project is co-funded, you must identify in your budget the items covered by donations and sponsorship funds and include the detail in the acquittal process.*

Has your project been formally costed? (e.g. quoted, overheads, labour etc.)  
*This should be reflected in a budget.*

YES  
☐NO  
☐**FACILITY INFORMATION:****Section 5**

*This section is only to be completed if you answered yes in section 3 to the project being on council managed land, including crown land.*

*Please note, if your project is to be undertaken on council managed land you **must** attach a written recommendation from the relevant council officer along with a completed facility implications form, **your application will not be considered without these.***

Is the proposed project on council land?

**If you selected "NO", go to Section 7, Applicant Checklist**YES  
☐NO  
☐

Will the project require future maintenance?

YES  
☐NO  
☐

If yes, who do you propose undertakes the maintenance?

Council  
☐Other  
☐Has council been consulted about the project? Yes ☐**If "yes"** please record the name of the council officer here:NO  
☐

**EVENT INFORMATION****Section 6**

If your application is to hold an event, you are required to complete a [Notice of Intention to Organise an Event](#) form submitted to the Tourism, Promotion and Events Officer. A copy of the completed form must be attached to this application.

Has council been advised of the event? Yes <input type="checkbox"/>	<b>If "yes" please record the name of the council officer below:</b> Name: _____ Date: _____	NO <input type="checkbox"/>
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**DECLARATION AND SIGNATURE OF APPLICANT****Section 7**

<input type="checkbox"/>	I confirm that the information contained in the application form and supporting documents is true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant/organisation.
<input type="checkbox"/>	I declare that should this application be successful the funding will be expended as outlined in the above documentation.
<input type="checkbox"/>	I acknowledge the grant funding acquittal requirements.
Privacy Statement: The information on this form is being collected by council for the purposes associated with processing the application. Access to this information is limited to relevant council officers and members of the committee. The information will be stored securely in council's systems.  Once an application has been approved and funding issued, the recipient, project, amount funded and fiscal year will be a matter of public record.	
<b>Applicant Name:</b>	
<b>Applicant Signature:</b>	<b>Date:</b>

**OFFICE USE ONLY**

Officer Name:			Application Reference No.	
Date application received:			Amount requested: \$	
Action			If no, contact date:	Completed
Application form is complete, signed and all pages have been submitted.	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
A copy of the bank statement and budget is attached.	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If applicable, a copy of the public liability insurance is attached.	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Required number of quotes are attached.	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If applicable, project plan is attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If applicable, facility implications form has been attached, with staff recommendations	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Does the project align with a council master plan or asset management plan?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Plan identified:</b>	
Action	Date		Notes/ Comments	
Acknowledgement email sent				
Application provided to council	YES <input type="checkbox"/>		NO <input type="checkbox"/>	