

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 current bank statement and/or Treasurer's Report for the past financial year.
- Quotes must be supplied per the guide on this form.
- Applications under \$5,000 must include a simple budget.
- For applications over \$5,000 a detailed budget and project plan is required, including 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 Council.
- Requests for financial assistance, to assist in the payment of a Council fee or service, are required to supply a quote obtained from the relevant council department or notice (e.g. rates notice) with their application.
- If the project is to renovate / make physical changes to a Council asset (including Crown land managed by Council) you **must** obtain Council's consent as the owners of the land. A copy of the written response from the relevant Council officer must be attached.
- If the application is to hold an event, you are required to attach a copy of the [Notice of Intention to Organise an Event](#) form submitted to Council.
- Every successful applicant must provide an acquittal, including copies of receipts equating to the amount expended, bank statement showing the transaction 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 / **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.

This page has been left intentionally blank

APPLICATION CHECKLIST:

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

If required information is not attached, you will be contacted on one occasion to provide the information. Incomplete applications may not be approved by the Council.

Items marked with an () are required documents.

*A copy of most recent bank statement and/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. (refer to section 4)		YES <input type="checkbox"/>	NO <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 indicate if quotes are attached below. <i>Only applications that provide quotes will be considered.</i>		\$ Value (incl. GST) Items up to \$25,000 Items \$25,000 to \$50,000	No. of Quotes 1 Written Quote 2 Written Quotes
Quotes attached		YES <input type="checkbox"/>	NO <input type="checkbox"/>
*Improvements to a Council Facility: Written support from Council (refer to section 5)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Events Form (refer to section 6)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Other supporting documents Please specify any other supporting information attached:		YES <input type="checkbox"/>	NO <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, but is required to inform payments from Council if successful)	

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 contact you. This may prevent an assessment of your application if information is missing. .

PROJECT / EVENT DETAILS:**SECTION 3**

Project title:			
Project location:			
Is the project to renovate a Council asset?	*YES <input type="checkbox"/>	NO <input type="checkbox"/>	*If the project is on council land you must complete section 5
Is the request for financial assistance?	*YES <input type="checkbox"/>	NO <input type="checkbox"/>	*if yes, complete section 4b.

PROJECT PLAN:

Summarise the importance of your project, how you will use the funds, what activities and outcomes you will achieve, and how you will measure and report your progress.

--

Timeline Milestones:

List the major stages of the project and the expected completion dates. If your project is a one off purchase only provide a date you expect to purchase the item in Start Date.

Anticipated Start Date:	
--------------------------------	--

Activity	Projected Completion Date
(E.g. pour concrete)	

Anticipated Finish Date:	
---------------------------------	--

Why is the project important to the community?

Who will oversee / deliver the project (contractor? Members of organisation?)

How will you measure the success of the project?

How will Council funding be acknowledged?
(Council funding must be acknowledged in your project.)

PROJECT COST:**SECTION 4****Budget Overview**

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.

Personnel / Labor:			\$
Materials and Supplies:			\$
Equipment:			\$
Promotion:			\$
Other: <i>(please specify item)</i>			\$
Other:			\$
Other:			\$
Other:			\$
Other:			\$
Other Grants received	NO <input type="checkbox"/>	<i>(If YES, Brief description of who funds received from)</i>	\$
Other Grants requested	NO <input type="checkbox"/>		\$
Other Funding	NO <input type="checkbox"/>		\$
Own contribution	NO <input type="checkbox"/>		\$
Total Project Budget:			\$
Amount Requested: <i>(The total amount of funding you are applying for from Council)</i>			\$
Will the project proceed if Council cannot fund the total requested amount?		YES <input type="checkbox"/>	NO* <input type="checkbox"/>
<p>*If no, explain how the delivery of the project may be affected by a reduced amount? <i>(i.e. which parts you will not be able to deliver)</i></p>			

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

*You must contact Council well ahead of the application closure date to receive a quote for these charges. Allow 10 working days for a response from Council.

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

FACILITY INFORMATION:

Section 5

This section is **only** to be completed if you answered **yes in section 3**, and the project is to renovate / make a physical change to a Council asset.

If you propose to cover maintenance as part of the project, you are required to provide Council with a budget estimate of the ongoing maintenance costs to support your request.*

Please note, you **must** attach a written recommendation from the relevant Council officer. Only applications that include this will be considered.

Is the proposed project to renovate / improve a Council asset? If you selected "NO", go to Section 7, Declaration and Signature	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will the project require future maintenance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, who do you propose undertakes the maintenance?	Council <input type="checkbox"/>	*Other <input type="checkbox"/>
*If other, have you provided Council with a budget estimate of the ongoing maintenance cost, as part of your request for support?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you contacted the asset manager in charge of that facility to seek Council's consent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p>If "yes" please record the department name: _____</p> <p>Name of the Council officer: _____</p> <p>Copy of written response from Council attached to application: YES NO</p>		

EVENT INFORMATION**Section 6**

All events (public or private) intended to be held within the Snowy Monaro region must complete a Notice of Intention to Organise an Event form.

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

A notice of intention to organise an event form is designed to assist event organisers and Council staff to determine what, if any, applications and approvals may be required in order to plan for and conduct the proposed event.

Allow 10 working days for a response from Council.

Has Council been advised of the event? YES NO

If “yes” please record the name of the Council officer Name:

Date the notice was submitted:

DECLARATION AND SIGNATURE OF APPLICANT**Section 7**

- ☐ I confirm that the information contained in the application form and supporting documents is true and correct.
- ☐ I confirm that this application has been submitted with the full knowledge and support of the applicant/organisation.
- ☐ I declare that should this application be successful the funding will be expended as outlined in the above documentation.
- ☐ I acknowledge the grant funding acquittal requirements.

Privacy Statement

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA).

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. The information will be stored securely in Council's EDM systems. However, information contained in this application form will be made public as part of Council's consideration and determination of funding process. Any details considered to be personal will be omitted from the public record.

The provision of information on this form is voluntary, if you cannot provide, or do not wish to provide, the information sought, and you are successful in receiving funding, Council will not be able to process any payments to you.

Once an application has been approved, the recipient, project, amount funded and fiscal year will be a matter of public record.

Applicant Name:

Applicant Signature:

Date: