



COMMUNITY GRANTS APPLICATION FORM – 2009

Applications Open 22 June 2009

Applications Close 31 July 2009

1. Application Details

Name of Organisation:

Legal status of organisation: Statutory Cooperative
 Company Incorporated Association
 Other:

If applicable, Australian Company Number (ACN):

If applicable, Australian Business Number (ABN):

Postal Address:
.....

Street Address:
.....

Name of contact person in the organisation:

Contact person for this project:

Position in organisation:

Contact: Phone: Fax:

Email:

Are you required to pay GST? Yes – If, yes, please include GST in your project costings
 No

Year organisation was established:

Number of Members:

2. Grant Details

a) Please list the total project cost, the amount of the Kempsey Shire Council Donation sought, other funding sought and the project timeline:

Total project cost:

Council Donation sought:

Other funding sought:

Proposed start date:

Estimated completion date:

b) If successful, would the Council donation be sufficient to complete your project? Yes No

c) If the Council donation could only partly fund your project, would it still be able to proceed? Yes No

d) What other funding is available for your project? What have you applied for or received?

Name of funding body	Amount sought	Approved
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e) Have you received donation funds from Kempsey Shire Council in the past? Yes No

3. Project Description

Please provide a brief description of the project:

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4. Attachments – Project Description

This application must be accompanied by a document that concisely describes the project and the target group. There are no strict guidelines or format for the document however the following information should be included:

- a. Project overview including:
 - i) Detailed description of the project;
 - ii) When and where the project will take place; and
 - iii) Who will be involved.
- b) The expected outcomes and objectives the project expects to achieve.
- c) Benefits to the community including:
 - i) Who will benefit;
 - ii) How they will benefit; and
 - iii) How the need for this project was identified.
- d) Other groups involved in or affected by the project and whether they have been consulted and the level of community support for the project.
- e) Who will manage the project and how they will manage it.
- f) A detailed project budget, including enough information to demonstrate how budget figures were determined. This includes any quotes obtained; and

g) The project plan and timeframe using the format set out below.

PROJECT PLAN				
	Project Tasks (Brief description of task)	Task Responsibility (Who will be responsible for the task)	Time Frame (Approx. date when the task is to be performed)	Costs (Costs required to complete the task)
1				
2				
3				

5. Declaration

I/We declare that the information in this application is true and accurate.
 I/We agree to allow Kempsey Shire Council authorised officers or its auditors to inspect the organisation's records and obtain such financial information in respect of the approved and funded project as they require; and
 I/We acknowledge that the Kempsey Shire Council's may highlight any community donation via website, newsletter, Annual Report, media releases and other means. By submitting the application we consent to Kempsey Shire Council using and disclosing our personal information for this purpose.

Name:

Signature Date: / / 09