

Annual Community Donations Application Form

For not-for-profit organisations, Schools, Community groups, and Individuals applying for a donation.

Organisation Information (Organisations, Schools, Community Groups and alike)	
*Name of Organisation:	
*Organisation Address:	
Organisation website:	
*Contact Person:	
*Phone Contact:	
*Email address:	
ABN or ATO No:	<i>If you do not have an ABN or ATO, attach a copy of the Organisation's adopted Constitution.</i>

Applicant Information (Individuals only)	
*Name of Applicant:	
Applicant Address:	
Phone Contact:	
*Email address:	

*Additional Organisation Information (if applicable)	
Is the Organisation a not-for-profit charity, school, association, or community service organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the organisation a government entity with an existing partnership with Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where do the Organisation's activities primarily occur? (location):	
Are the majority of members residents of the Cootamundra-Gundagai local government area? <i>Please attach evidence of membership if applicable.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do members pay to join the organisation and / or attend an activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list or details the associated costs, or member fee:	

*Description of Request	
<p>Please provide name and description of activity/event: <i>Attach additional information if necessary.</i></p>	
<p>How will the requested donation be spent? <i>List/ detail items to purchase or purpose for funds. Attach quotes if available.</i></p>	
<p>Date(s) and Time(s) of activity/event:</p>	
<p>Where will the activity/event be held? <i>Town/Location, Facility</i></p>	
<p><i>*If requesting a donation for the hire of a Council facility, a booking must be made PRIOR to submitting this application, and the fee/amount requested must be detailed on this form where appropriate</i></p>	
<p>How many Cootamundra-Gundagai residents do you anticipate will participate in the event/activity?</p>	
<p>How do you foresee this activity/event benefiting the Cootamundra-Gundagai community? Please detail justification for council support.</p>	

Financial Request		
<p>1. Funding will be provided subject to Council Resolution, availability, and in accordance with the criteria outlined in the application.</p> <p>2. Please ensure you have reviewed this application and included any attachments prior to its submission for the consideration of Council.</p>		
<p>*Amount Requested:</p> <p><i>A requested figure must be detailed. Note 1 above.</i></p>	<p>Financial Support:</p> <p>\$</p>	<p>In-Kind Support (if applicable):</p> <p>\$</p>
<p>Details of in-kind support requested (if applicable):</p>		
<p>*Is the amount requested to cover fee for hire of council facility?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*If Yes, the applicable hire booking form/s must be submitted by the applicant and applicable fee/ amount requested must be detailed above.</i></p>	
<p>*Have you <u>received</u> funding from, or have you <u>sought</u> funding from any other source for this request?</p>	<p>Received: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sought: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>*If yes, please provide details and \$ amounts:</p>		

*Payment Information	
<p>Please provide Banking Details to assist with prompt payment should your application be successful.</p>	
<p>Bank / Financial Institution</p>	<p>Account Name:</p>
<p>BSB:</p>	<p>Account No:</p>
<p>-APPLICABLE FOR SCHOOLS ONLY- Payable to:</p>	

If application is successful
<p>CONDITIONS:</p> <p>1. The applicant must acknowledge Cootamundra-Gundagai Regional Council in any advertising, marketing and promotion of an event as a supporter/sponsor. Council can supply the necessary promotional signage to be displayed at your Event/ Activity. Signage is available at the Council Offices.</p> <p>2. Recipients must provide Council with a report and/or photographs showing the benefits, and outcomes delivered with the donation, prior to 30 June, following the funding period.</p> <p>3. Successful applicants can only make one request for support (In-Kind or Financial) in a financial year.</p>

Confirmation and Acknowledgement of Information

I acknowledge that:

1. I have attached Proof of Organisational Status.
2. I have attached all requested information and relevant additional information to support my application.
3. The organisation/individual can be contacted by CGRC officers, if required, to confirm or clarify details made or omitted from application.

If successful, I acknowledge that:

1. CGRC will be recognised in any advertising, marketing and promotion of the event as a supporter/sponsor. *(CONDITION 1)*
2. The organisation can and will demonstrate that the funds/in kind support was spent or used wisely to achieve the objective of the request. *(CONDITION 2)*
3. This application will be the only request for Council support in the applicable financial year. *(CONDITION 3)*
4. Consideration of future donation requests will be contingent on meeting or exceeding agreed outcomes and adhering to conditions of previous successful applications.
5. The application may be available for public viewing via CGRC business paper and or website.
6. The organisation has provided and considered a detailed plan on its own financial situation and understands that it cannot solely rely on Council support for the success of the Activity/Event.

I certify that the information provided is true and correct *to the best of my knowledge.*

*Name of Applicant: *(Print)*

Position in Organisation: *(if applicable)*

*Signature: _____

*Date: _____

By signing this document, you acknowledge and confirm that you have provided all necessary information listed above and will adhere to the conditions of a successful application.

Submission of completed application form and supporting documentation:

Drop into the Cootamundra or Gundagai Office

Email to Mail@cgrc.nsw.gov.au or Post to PO Box 420 Cootamundra NSW 2590

*** = Applicant must provide information.**

Office Use

Date received:

Financial Year applicable: