



Community Activation Grants Application Form

GENERAL INFORMATION

1. Organisation undertaking the project

Name _____
 Postal Address _____
 Email _____

2. Project Overview

Event/Project name _____
 Amount requested \$ _____

3. Project Contact

Name _____ Phone _____
 Email _____ Position: _____

4. Details for correspondence of auspice* organisation managing the project (if applicable)

*If your group is not incorporated, you will need to appoint an incorporated group to handle the funds. The auspicing body is required to submit a letter on their letterhead indicating support for the project and willingness to auspice any funds received.

Name _____
 Postal Address _____
 Email _____ Phone _____

5. Organisation Details (if under the auspice of another body please put their details here)

Organisational status: Incorporated Association Charitable Institution Corporate

Incorporation number: _____

Are you registered for GST? YES NO If registered for GST, Council will add 10% of the value of The grant

Do you have an ABN? YES NO If you do not have an ABN and are successful, you will need to complete a statement by Supplier Form

If yes, ABN: _____

6. Provide a summary of your organisation's aims and activities

PROJECT DETAILS

7. **Project Commencement Date** _____
8. **Project Completion Date** _____
9. **Project Description** (briefly explain what you are going to do, why you are doing it, who is your target audience, and the project location)

BENEFITS AND PARTICIPATION

10. **How will the Waratah-Wynyard community benefit from your project?** (How will the project meet the above goals? Will it address a need or gap? Please attach any letters of support)

11. How is the project new, innovative or creative?

12. How will you encourage people and groups to participate in your project? Will your project require co-ordination with other groups in the community?

13. How many people do you expect to be directly involved in your project? _____

PROJECT MANAGEMENT

14. How will you measure project success? (How will you know you have met your project goals and community benefits?)

Measure (eg attendance, amount of media, satisfaction of participants)	How measured (eg survey, feedback form, record of attendance)	Target

15. How will you acknowledge Council's support to the project?

BUDGET

16. Budget Template

Items shown are examples only and can be deleted. Please add or remove rows as needed. All amounts **should exclude GST**. In-kind items are to be listed, that is, items in the form of goods and services, rather than cash e.g. volunteer hours, venue hire, use of equipment etc.

Item	Detailed description	Amount Requested Through this Grant (\$ ex GST)	Amount funded from your organisation/other sources (\$ ex GST)
Eg Venue hire	Wyn Rec Ground \$250 /day	\$250	
Eg. Volunteers	20 people for 8 hours at \$20hr (inkind)		\$3,200
Total Contributions			
Total Project Cost Grant amount + other funding			

17. Please provide details about any in-kind contributions from your organisation

18. Please provide details about any other sources of income for the project (e.g. sponsorship, other grants, cash contributions, admission charges)

19. Does your organisation receive any other forms of assistance from Council?

e.g. low cost rentals or rent free premises, maintenance assistance

YES NO If yes, please describe and indicate dollar value

20. Will you be requesting any other forms of assistance from Council if this application is successful? E.g.

equipment use

YES NO If yes, please describe the form of assistance and indicate a possible dollar value

APPLICANT DECLARATION

I affirm that all the details in this application and attachments are true and correct to the best of my knowledge and that the application form has been submitted with the full knowledge and agreement of the applicant organisation.

I acknowledge that I have read and understood the guidelines relating on behalf of the applicant organisation and that any funds provided by the Waratah-Wynyard Council will be expended in accordance with the Community Activation Grants Guidelines and as outlined in this application.

I agree to ensure all necessary approvals/permits are obtained prior to the project proceeding.

I understand that Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the applicant as a result of or arising out of the Applicant responsibilities under this agreement; and that it is the responsibility of the applicant or sponsor to provide the appropriate insurance cover.

The applicant shall release and indemnify the Council, it's servants, agents and employees against any claim, demand, liability, cost, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicants agents in consequence of this agreement except where the claim, demand, liability, cost or action are caused by Council or it's servants or agents..

I consent to the release of project information in this application for promotional and evaluation purposes relevant to the Waratah-Wynyard Council.

**Signed by:
Project Contact**

Signature _____
Name _____
Position _____
Date _____

President / Chairperson

Signature _____
Name _____
Position _____
Date _____

APPLICATION CHECKLIST

Tick boxes to ensure that you have included all required information.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL BOXES HAVE BEEN TICKED

General

All questions have been completed and the application form signed
Kept a copy of your application

Attachments

Your organisation's last year's financial statements
Any letters of support you wish to include (maximum of 2)
If applicable, a letter from your auspicing organisation

Applications CLOSE 5:00 pm

Please return application to Waratah-Wynyard Council

Email: council@warwyn.tas.gov.au

Post: Waratah-Wynyard Council
PO Box 168
WYNYARD TAS 7325

Deliver: Council Office
21 Saunders Street, Wynyard

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1. Personal information is managed in accordance with *Personal Information Protection Act 2004* and may be accessed by individual to whom it relates, on request to the Waratah-Wynyard Council.
2. Information can be used for other purposes permitted by the *Local Government Act 1993* and regulations made by or under the Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of the Waratah-Wynyard Council, in accordance with our Personal Information Protection Policy.
3. Failure to provide this information may result in your application not being able to be accepted or processed.