

1. GENERAL INFORMATION

Business or Organisation undertaking the project

Name	
Postal Address	
Email	

Project Overview

Project name	
Amount requested	\$

Project Contact

Name	
Email	
Phone	
Position	

Business or Organisation details

ABN or Incorporation number	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If registered for GST, Council will add 10% of the value of the Grant</small>

Provide a summary of your business or organisation's aims and activities

2. PROJECT DETAILS

Which Stream are you applying under?	Tourism and Hospitality <input type="checkbox"/>	Business Innovation <input type="checkbox"/>	Community Activation <input type="checkbox"/>
Project commencement date		Project completion date	

Project Idea (Briefly explain what you are going to do, why you are doing it, who is your target audience. The project should address an opportunity arising from COVID-19)

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How will the project enable your business or organisation to withstand and mitigate the effects of COVID-19?

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How will the Waratah-Wynyard community benefit from your idea?

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Sustainability (The project demonstrates that an ongoing or recurrent cost of the project can be met by the business or community group once the grant funding has been expended).

Capacity (The business or organisation has the capacity to successfully deliver the project).

How will you market and promote the project? (Include promotional benefits offered to Council. Project acquittals must include photographs and a copy of promotional materials, news articles and the like, where applicable).

3. BUDGET

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. The budget should be comprehensive, realistic and provide value for money.

INCOME			
Item	Detailed Description	Amount Cash Income \$	In-Kind Value \$
Ticket sales/gate/box office	e.g. 1000 adults @ \$20	\$ 2,000	
Amount sought from Waratah-Wynyard Council			
	Total Income	\$	
	Total Event Income Cash + in-kind funding	\$	

EXPENDITURE			
Item	Detailed description (Note it item is an in-kind contribution e.g. volunteer hours, equipment hire)	Amount spent through this Grant (\$ ex GST)	Amount spent from your Organisation/ other sources (\$ ex GST)
e.g. Venue hire	Wyn Rec Ground \$1000 a day	\$1,000	
e.g. Volunteers	20 people for 8 hours at \$20hr (in-kind)		
Administration			
Travel / accommodation			
Salaries/wages			
Marketing / Promotion / Advertising			
Venue hire and expenses			
Equipment hire			
Insurance /risk management			
Council fees / permits			
	Total Expenditure		
	Total Event Expenditure Grant amount + other funding	\$	
	Project Surplus / Deficit	\$	

EVENT PERMIT & COVID-19 REQUIREMENTS

Organisation and proposed activity must comply with all COVID-19 government and health requirements, advice, and guidelines. Please refer to the Tasmanian Government Coronavirus Disease (COVID-19) web sites for current advice <https://www.coronavirus.tas.gov.au/>

Awarding of grant funding does not imply that Waratah-Wynyard Council has given any other consent. Applicants should note that many activities require approvals and consent from Waratah-Wynyard Council, Tasmania Police, and/or other State Government agencies and that the organisations are wholly responsible for obtaining such approvals.

4. 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 business or organisation.

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 to provide the appropriate insurance cover.

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

5. SIGNED BY

Project Contact

Signature

Name

Position

Date:

President / CEO

Signature

Name

Position

Date:

6. 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

Attachments

- Have you included any attachments with this application?

Applications CLOSE 5:00pm Friday, November 20, 2020

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.