



Croydon Shire Council Community Grants Program

Application Form

Introduction

The Croydon Shire Council Community Grants program is an initiative to support not-for-profit community groups by providing financial and in-kind support to enhance their capacity to provide services, leisure activities and opportunities within the Croydon Shire community.

Before completing this application please ensure that you read the Community Grants Policy which provides the details of the program, eligibility criteria and the process when applying.

Applications for consideration are to be made in writing on the approved application form. All applications should be typed or neatly handwritten with support documentation attached to the application. Please provide an answer to all questions as required.

1. Applicant Details

Organisation Name	
Postal Address	
Contact person for this application	
Contact person position in organisation	
Phone number	
Mobile phone number	
Email address	
Is your organisation not for profit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organisation ABN	
Is your organisation registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation Incorporated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incorporation Number	
Does your organisation have Public Liability Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Project Details

Project / event / activity title	
Project / event / activity description	
Project / event / activity start date	
Project / event / activity / completion date	
Physical location of project / event / activity – must be within the Croydon Shire Local Government Area	
Who will be involved in the project / event / activity – include any partnering organisations	
How will your project / event / activity provide a direct benefit to the community?	

Is this a one-off project / event / activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If it is not a one-off project / event / activity, how will you fund this in the future?	
What type of assistance are you requesting?	<input type="checkbox"/> Financial support <input type="checkbox"/> In-kind support
Amount of financial assistance requested	\$
Details of in-kind support requested	
Project budget cost breakdown - how will the funds be spent – provide a list of project items and costs	

<p>Have you sought funding through other avenues for your project / activity?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes please provide organisation / individual name and contribution amounts.</p>
<p>Please provide any further information considered relevant in support of the project that has not been provided elsewhere in the application or supporting documents.</p>	
<p>Attachments – you must attach copies of the following documents.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Currency for Public Liability Insurance <input type="checkbox"/> Quotes to support your project budget <input type="checkbox"/> Audited Financial Statements for the past year <input type="checkbox"/> Minutes confirming the decision to seek financial assistance for the project <input type="checkbox"/> Letters of support for the project <input type="checkbox"/> Any other documents supporting your application (if applicable)

3. Certification

To be signed by two members of the executive of the organisation.

I certify that I am authorised by the applicant to prepare and submit this application to Croydon Shire Council for consideration under the Community Grants Program.

I have read the Community Grants Policy relating to the funding and certify that the information provided in this application is true and correct. I agree to provide Council with additional information if required to assess this application.

I understand that the Croydon Shire Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant to provide the appropriate insurance cover.

If Croydon Shire Council approves the application, I will acknowledge the support of Council in any publications, publicity material or signage associated with the funded project or activity.

I agree to provide a project summary and financial report (acquittal).

Name (please print)

Name (please print)

Signature

Signature

Position

Position

____/____/____
Date

____/____/____
Date

4. Lodgement of Application

All applications must be addressed to:

The Chief Executive Officer
Croydon Shire Council
PO Box 17
Croydon QLD 4871

The information collected in this form will be used by Council for lawful purposes directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*). The information collected may be retained as required by the *Public Records Act 2002*.

OFFICE USE ONLY

Date application received: ____/____/____ Date application assessed: ____/____/____

Application approved: Yes No By: _____ By: _____

If no, reason: _____

Grant amount approved: \$_____

In-kind support approved: _____

Chief Executive Officer authorisation: _____ Date: ____/____/____