

COMMUNITY FUNDING PROGRAM APPLICATION FORM

POLICY SUMMARY

Forbes Shire Council is committed to creating a vibrant and diverse community within a sustainable environment. Donations, sponsorship and waiver of fees and charges are some of the methods used by Council to encourage organisations to achieve favourable outcomes for the community, aligned to the Forbes Community Strategic Plan.

Council may provide financial or in-kind assistance to groups and organisations subject to the relevant criteria defined in the Community Funding Policy. This assistance is limited to Not-for-Profit Groups and Organisations who demonstrate local membership or participation and/or are undertaking a project or providing a service demonstrating significant local benefits.

Forbes Shire Council invites applications to the Community Funding Program between December and February each year.

Eligible organisations should use this application form to seek funding from Council for (see policy for greater detail):

- Support Funding
- Seed Funding
- Growth Funding

FUNDING ELIGIBILITY

To apply for Council funding, the organisation or community group must comply with the following criteria:

- Conduct the event, activity, program or service within the Forbes Local Government Area;
- Be a not-for-profit entity, or have the project auspiced by a not-for-profit entity;
- Hold current and relevant public liability insurance to the value of \$20 million if applicable to the purpose of the funding;
- Commence the event, project or service within 12 months of notification of the success of the application;
- Demonstrate measurable environmental, social and economic benefits to the Shire;
- Be financially viable; and
- Provide all relevant documents required in the application form.

Funding assistance will not be considered for the following:

- Retrospective projects
- Production of newsletters
- Activities that duplicate existing services
- Individuals and parties for political purposes
- Commercial (profit-based) groups/organisations
- Academic research, coursework or fee, or projects seeking financial support for research, studio work or activities that will be submitted for academic assessment; and
- Projects that demonstrate a significant budget surplus.
- Repayment of debt

FUNDING TERMS AND CONDITION

If the organisation is successful in securing Council funding under the Community Funding Program, funding recipients will be subject to the following terms and conditions:

- Funds must be used for the purpose for which the assistance was granted, unless written permission for a variation has been obtained from Council prior to the activities being undertaken
- All appropriate permits, approvals, and insurance relating to the project must be obtained
- The assistance of Forbes Shire Council must be acknowledged in all promotional material relating to the event or project. The Council logo must appear on all promotional material. Note: artwork featuring Council's logo must be approved by Council Officers;
- Councillors or their representatives must be invited to any events or functions celebrating the launch or implementation of the funding outcomes
- Applicants must produce a final report to Council within 6 months of project completion or expenditure, including a budget summary.

Please note:

- Failure to abide by these conditions will render an individual or organisation ineligible for future funding.
- Council funding and in-kind support is limited and may change from year to year. There is no guarantee funds will be provided or provided in full.
- All projects/activities will be assessed on merit by an independent panel.

APPLICATION FORM

PART 1 - APPLICANT DETAILS

Applicant Organisation:

ABN:

Location:

Postal Address:

Primary Contact Person

Name: Position:

Email: Phone:

Secondary Contact Person

Name: Position:

Email: Phone:

Is your organisation or Group: Not-for-profit? Yes No

Based in Forbes Shire? Yes No

What does your organisation do?

Do you employ staff? Yes No
If yes, how many?

How many volunteers, if any, do you currently have?

PART 2 – PROJECT DETAILS

Type of Council Funding being sought (select one only)

Support Funding To assist existing local not-for-profit organisations to continue their vital roles in contributing to the vibrancy and wellbeing of the community through the delivery of community events, activities or functions.

Seed Funding To encourage the development of new activities or events by providing not-for-profit organisations, community groups or individuals with the initial funding or in-kind support to help develop and support new or one-off events, activities or entities.

Growth Funding To improve and build strategic capacity for existing events, activities and programs so they may continue to expand, prosper and to diversify into new areas and demographics. This may include projects with a focus on multi-year funding or attraction of other funding partners to build financial sustainability.

Project/Event Title:

Project/Event Summary (250 words or less):

Start Date: Finish Date: Total Project Cost: Funding requested from FSC:

Detail why the project is needed (300 words or less):

Describe the benefits this project will deliver (social, economic or environmental) (500 words or less):

Describe your capacity to deliver this project (project management experience, other funded projects, organisational structure, expertise, etc):

Describe how your project will be sustainable into the future once funding has been exhausted (eg, permanent facilities for community use, event to become self-funding through ticket sales etc):

Have you received the necessary approvals to undertake this project? Yes No
Please attach copies of these approvals.

Have you applied for any other funding for this project? Yes No
If yes, please detail.

Will you proceed with this project if only partial funding is allocated? Yes No
If yes, please detail how the project/event will be delivered.

Describe what will happen if this project does NOT receive funding:

PART 3 – PROJECT BUDGET

EXPENDITURE (please list each individual item and attach quotes where appropriate)	Amount (\$)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total Expenditure	
SOURCE	Amount (\$)
Cash contribution requested from Council	
In-kind contribution requested from Council^	
Organisation's Cash Contribution	
Organisation's In-kind Contribution* (eg Labour, Donated materials etc – please specify)	
Other (please specify)	
Total Income**	

^Please contact Council for assistance to accurately budget for Council in-kind contributions

*Please detail calculations related to in-kind labour (using \$25/hr as a base rate)

**Total income must match total expenditure

MANDATORY Attachments

- Most recent audited Financial Statement
Insurance Certificate of Currency
- Quotes for expenditure
- All relevant approvals
- Landowner consent (if applicable)
- If you are not able to attach these mandatory documents please attach an explanation in writing.

DESIRABLE Attachments:

- Project Plan including Timeline
- Strategic Plan
- Risk Management Plan



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