

# Community Celebrations Grants Program Application Form – Commemorative Days

## Overview

Maitland City Council's Bi-Annual Community Grants Program provides financial support to local community organisations/groups to deliver initiatives that meet community needs and benefit residents in our community.

The Community Celebrations Grants Program supports groups and community organisations to run events and activities that encourage community participation and involvement, promote leadership and develop a strong sense of belonging.

The Community Celebrations Grant Program has two distinctive subcategories\* designed to assist in the coordination of activities and events within the Maitland LGA:

**Commemorative Days** – activities and events which acknowledge and commemorate the service and sacrifice of the men and women who served Australia and its allies in wars, conflicts and peace operations.

**Recognised Days and Weeks** – significant cultural and community initiatives which celebrate national and international days or weeks. **Please refer to the Recognised Days and Weeks Application Form for more information.**

\*These categories may be subject to change as part of an annual review.

## Before you begin

Please read the Community Grants Program Policy and Community Grants Program Guidelines before proceeding with this application. Both documents are available via Maitland City Council's Grants and Funding page on our website.

If you still have questions after reading these, please contact the Community Planning team on the below details.

Email: [community.grants@maitland.nsw.gov.au](mailto:community.grants@maitland.nsw.gov.au)

Phone: (02) 4934 9700

## Eligibility

Please confirm the following eligibility requirements before completing the application form by ticking the below boxes. Only eligible applicants will be considered.

- The applicant has read and understood the information made available by Maitland City Council regarding the Community Grants Program, including the Community Grants Program Policy & Guidelines.
  - The applicant has no outstanding debts with Maitland City Council.
  - The applicant has successfully acquitted all previous grant funding (if applicable) with Maitland City Council.
- Incomplete applications and/or applications received after the respective closing deadline, as per the Guidelines, will not be considered.
  - All supporting documentation is provided where requested.
  - Please ensure that all questions are answered.
  - Successful applicants are required to complete a Funding Agreement outlining the requirements of their grant prior to funds being released.

Please note, this Application Form is for Commemorative Days only. The Application Form for Recognised Days & Weeks can be found via Maitland City Council's Grants and Funding page on our website.

## Application Form

### Section One – Applicant Details

#### 1. Are you applying as an individual or on behalf of a Group/Organisation?

- As an individual
- On behalf of a Group/Organisation

If you are applying as an individual, please skip to question 3. If you are applying on behalf of a Group/Organisation, please complete question 2 and 3.

#### 2. Please outline Group/Organisation details.

Name of applicant Group/Organisation:

Group/Organisation address:

Suburb:

Postcode:

Group/Organisation phone number:

Group/Organisation email:

Group/Organisation website  
address/social media, (if applicable, only  
public sites are required):

**3. Please outline individual applicant details.**

Name of individual:      First name:

Last name:

Position in Group/Organisation (if  
applicable):

Individual applicant primary address:

Suburb:

Postcode:

Individual applicant primary email:

Individual applicant secondary email:

**4. Is your Group/Organisation auspiced by another organisation for the purposes of this grant?**

*Note: Unincorporated groups or individuals applying for a grant **must** be auspiced by an incorporated body.*

Yes

No

**5. If yes, please provide the following information.**

*Note: Please ensure a letter or email from the auspicing organisation, outlining the arrangement, is attached to this application on submission.*

Name of auspicing organisation:

Primary contact person:      First name:

Last name:

Position in Group/Organisation:

Auspice address:

Suburb:

Postcode:

Primary contact person's phone number:

Primary contact person's email:

**6. Have you previously received grant funding from Council?**

Yes

No

**7. If yes, please provide details including project name and approximate date, you received the grant.**

Project name:

Date:

**Section Two – Project Details**

**8. Please outline the project details.**

Name of project:

Name of Commemorative Day:

Expected commencement date of project:

Expected completion date of project:

Location of project:

Suburb:

Postcode:

Time/s of project:

Order of priority (if submitting more than one application):

Has the Group/Organisation run this or a similar project before? If yes, please provide details.

**9. Will a Maitland City Council Temporary Road Closure and/or Special Event Application Form or Development Application need to be completed to gain approval for your project?**

Yes

No

Unsure

**10. Please complete the following questions relating to the details of the grant request. Please be descriptive, but succinct.**

*Note: The following questions link directly to the Assessment Criteria on page 29 of Maitland City Council's Community Grants Program Guidelines.*

**Criterion 1**

What are the primary activities and purpose of your group/organisation?

Must be at least 50 words.

**Criterion 2**

Please describe your project. Please include all planned elements of your project and how you will deliver it within the proposed timeframe.

Must be at least 50 words.

**Criterion 3**

How will your project benefit the Maitland Community? Please include an estimate of how many people you expect to benefit from your project.

Must be at least 50 words.

**Criterion 4**

How has the local community been consulted to inform the planning of this project?

Must be at least 50 words.

**Criterion 5**

What level of environmental impact will your project have? e.g. positive, neutral or adverse and how will this be managed?

Must be at least 50 words.

**Criterion 6**

What are the expected outcomes of the project, what do you hope to achieve and why is it important?

Must be at least 50 words

**Criterion 7**

How will you know if the aim of the project has been achieved? What methods will be used to measure the success of the project and evaluate whether it met the intended outcomes?

Must be at least 50 words.

## Section Three – Project Budget

Please note the following points. For more information, please refer to the Community Grants Program Policy & Guidelines.

- The budget's income must equal expenditure.
- List each item/supplier on a separate line.
- Detail the costs of the project as a whole and not just the expenses that will be funded by the grant.
- Maitland City Council will not pay for the entire project through this grant funding. For every dollar the applicant is requesting from the grant, there must be a matching dollar contribution.
- Identify whether any financial contributions are confirmed or unconfirmed.
- The applicant matching contribution must consist of a minimum of 40% cash contributions. The remaining 60% of matching contributions may be cash and/or in kind.
- The applicant's in kind contribution\* may include donated goods, services and volunteer labour/time\*\*. Tasks and calculations must be shown in the table below.
- If your project has an in kind contribution, copy the in kind value from the Expenditure column and record it under the Income column. The in kind value must be the same in both the Income and Expenditure columns.

\*Up to 60% of matching contributions can be in kind.

\*\*To calculate the volunteer time or labour your group contributes to the project, use the fee of \$30 per hour. For professional service or contractor fees, use the fee of \$75 per hour. To calculate in kind contributions, use the cost price of the supplies, materials or services contributed as a guide.

### 11. Please outline your project budget in the table below.

#### Income

Some common examples of income items might include:

- Requested grant from Council (this must be included in your table below)
- Other grant funding
- Internal funds
- Fundraising/donations
- Ticket sales
- Stallholder fees
- Sponsorship contributions

**In kind**

Some common examples of in kind support might include:

- Unpaid staff or volunteer time
- Donated materials
- Free skilled labour
- Free venue or equipment hire
- Free advertising or marketing support

**Expenditure**

Cash expenses should **not** include:

- Ongoing staff costs (regular salaries/wages)
- Recurrent operational costs
- Refundable bonds for equipment or facility hire
- Purchase of items for use outside of the project

Total funding requested (grant sought from Council):             \$

Total project cost:                             \$

INCOME DESCRIPTION	INCOME \$ AMOUNT	EXPENSE DESCRIPTION	EXPENSE \$ AMOUNT
<b>Total income</b>	<b>\$</b>	<b>Total expenses</b>	<b>\$</b>



## Section Four – Financial Details

Please complete the following questions relating to the financial details of the grant request.

### 12. Is your group/organisation incorporated?

- Yes - Please attach a copy of your Certificate of Incorporation.
- No - If your group/organisation is not incorporated, or you are an individual, please refer to question 2.

### 13. Do you have an ABN?

*Note: If you do not have an ABN, please attach a completed ATO Statement by a Supplier Form with your application.*

- Yes      ABN: \_\_\_\_\_
- No

### 14. Has part funding been received from state or federal funding for the project that you have applied for under this grant?

- Yes
- No

If yes, please provide brief details of what state or federal funding has been received and the amount.

**15. What impact will receiving this funding have on your project?**

- Without this funding the project will go ahead as planned
- Without this funding the project will be delayed until alternative funding sources are sought, but will still be carried out
- Without this funding the scope of the project will be amended, but will still be carried out
- Without this funding the project will not go ahead at all

**16. Is there an income e.g. surplus funds that might be generated from the project?**

- Yes
- No

If yes, what will you do with any surplus funds?

**17. Do you plan for your project to continue after the proposed grant is spent?**

- Yes
- No

If yes, how will your project continue?

## Section Five – Payment Details

Once funding recommendations are approved by Council, notification letters are emailed to all applicants. Payments are made via electronic bank transfer to the bank account nominated below.

### 18. Please complete the details below.

*Note: If you are being auspiced please provide the bank details of your auspicating organisation.*

Account name:

Bank name:

BSB:

Account number:

Email for remittance:

## Section Six – Application Checklist

Before submitting this application, please ensure the following items have been met. Your application **will not** be considered unless the following are supplied with your application.

### 19. Please confirm by checking the below boxes.

- A copy of the group's/organisation's certificate of incorporation. Where the group/organisation is not incorporated, a letter or email from the auspicating organisation is required.
- A copy of the group's/organisation's public liability insurance (a minimum of \$20 million coverage).
- Two quotes for each item valued at \$500.00 or more for equipment and or services.
- Where the group/organisation or individual does not have an ABN, a completed statement by supplier form has been supplied.
- Completed all sections of the Application Form.

## Section Seven – Application Checklist

### 20. Please read and complete the following declaration. I as the applicant declare that:

- The information provided in this application is true and correct.
- As a condition of receiving a grant from Maitland City Council, I agree to submit an Acquittal to report on the agreed project results and outcomes, with up to two photos attached, no longer than thirty (30) days after the completion of the project.

- I give Maitland City Council unrestricted license to reproduce, resize and give away the supplied images, for the promotion of Maitland City Council and the city of Maitland. Images supplied have sought all necessary permissions.
- Where applicable, I will acknowledge Maitland City Council's support in any promotional material or media coverage generated by my organisation/group in accordance with guidelines following approval by Maitland City Council.
- I give consent to Maitland City Council to make public the name of the group/organisation and the funding received, should this application be successful.

**21. Please complete the below authorisation/signature of applicant.**

Name

Position held:

Signature:

Date:

## Submitting Your Application

### EMAIL

Please email the Application Form and supporting documentation to [community.grants@maitland.nsw.gov.au](mailto:community.grants@maitland.nsw.gov.au).

Please include 'Community Celebrations Grants Program' as the subject line.

### POST

### DELIVER TO

Community Celebrations Grants Program

Community Celebrations Grants Program

Community & Recreation

Community & Recreation

Maitland City Council

Maitland City Council

PO BOX 220

263 High St

Maitland NSW 2320

Maitland NSW 2320

### Privacy statement

Council is committed to privacy protection and complies with the Privacy and Personal Information Protection Act 1998 and Government Information Public Access Act 2009.