COMMUNITY FINANCIAL ASSISTANCE PROGRAM

Community Facilities or Community Events

Application Form

PART A	Must be completed by all applicants
PART B	To be completed by community groups applying for assistance for the construction, enhancement or maintenance of a **community facility**
PART C	To be completed by community groups applying for assistance with a **community event or cultural activity**

PART A THE APPLICANT

Name of Community Organisation:	
Legal status *(e.g. Incorporated Association. Council may request a copy of the constitution)*	
Applicant ABN:	
Postal Address:	
Contact Person:	Name:
	Position:
	Telephone:
	Email:

I the undersigned **HEREBY DECLARE** that the information provided in this application is complete and accurate.

Signature:	
Print name:	
Date:	

PART B PROJECTS INVOLVING THE CONSTRUCTION, ENHANCEMENT OR MAINTENANCE OF A COMMUNITY FACILITY

Community Facility:		
Who owns this facility?		
Description of the project: *Attach a letter with more information if required.*		
What are the aims of the project? *Attach a letter with more information if required.*		
Total budget for the project: *Full details to be shown in **schedule 1**. Include in-kind voluntary labour. Attach quotes for external costs*	$	
Amount of financial assistance requested: *Must agree with amount stated in this application's budget in schedule1.* **** GST exclusive figures to be shown only if you are registered for GST.*	$	
Other organisations involved in the project (if any), including details of other funding sources: *Attach more information if required.*		
Describe the broad community benefit expected from the project: *Attach a letter with more information if required*		
Project timetable:	Start date:	Finish date:

PART C COMMUNITY EVENTS OR CULTURAL ACTIVITIES

Community event or activity:	
Other sources of funding: *eg ticket sales, sponsorships, stallholders or product sales. Indicate name of other funders and amounts*	
Is this a one-off or a recurrent event?	
Total receipts and expenses expected for the event: *Full details to be shown in the **schedule 2**. Include in-kind voluntary labour.*	$
Amount of financial assistance requested: *Must agree with amount shown in **schedule 2.** *** GST exclusive figures to be shown only if you are registered for GST.*	$
What will the financial assistance be spent on? *eg purchasing of equipment, waiver of council fees etc. Please note: Operating costs and overheads are not funded under this program*	
How will the event enhance social, environmental and/or economic aspects and development in the community? *May include benefits for the visitor economy in the Shire*	
Event date:	

SCHEDULE 1

(to be provided if **Part B** of this application is completed)

BUDGET FOR PROJECTS INVOLVING THE CONSTRUCTION, ENHANCEMENT OR MAINTENANCE OF A COMMUNITY FACILITY

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. ***Please use GST exclusive figures if you are registered for GST.*** *You may submit your budget as a separate attachment if you prefer.*

Budgeted costs of the project List cost items below. Attach separate page if necessary:	
	$
	$
	$
	$
Total:	**$**

These amounts must agree

Confirmed funding sources include cost of voluntary labour in kind	
	$
	$
	$
	$
	$
	$
	$
Funding sought under this program:	**$**
Total Funding:	**$**

Preference is given to projects seeking funding on a $ for $ basis. If you are purchasing equipment or are planning a capital improvement to your asset, ***2 quotations*** *for the goods/ services must be attached to your application.*

SCHEDULE 2

(to be provided if **Part C** of this application is completed)

TOTAL ANTICIPATED RECEIPTS AND EXPENSES FOR COMMUNITY EVENT OR CULTURAL ACTIVITY

You should include estimates of the cash and in-kind contributions you are making to the event and any other income you are applying for/expecting to receive from other sources. ***Please use GST exclusive figures if you are registered for GST.*** *You may submit your budget as a separate attachment if you prefer.*

Anticipated receipts from the event:

exclude assistance sought from Council

	$
	$
	$
	$
	$
	$
Total Receipts:	**$**

Budgeted expenses for the event:

	$
	$
	$
	$
	$
Total expenses:	**$**
Surplus or deficit before financial assistance	**$**

TOTAL FUNDING SOUGHT UNDER THIS PROGRAM	**$**

CHECKLIST (This checklist will assist you with the application)

To ensure the application is complete, please check that all the attachments are included as follows:

For all applications

- ☐ A completed application form
- ☐ Part A – Applicants details
- ☐ Part B or Part C – Select one category only.
- ☐ Part B – Project details
- ☐ Schedule 1 (if part B of application is completed or Schedule 2 (if part C of the application is completed) – Budget
- ☐ For projects seeking funding greater than $3,000 matching contribution(s) disclosed.
- ☐ The organisation's constitution showing its not-for-profit status. (If requested.)

For Capital Assistance Projects

- ☐ **2 quotations** must be included.

LODGEMENT OF APPLICATIONS

Applications should be lodged by either email to council@blayney.nsw.gov.au or via post to PO Box 62, Blayney NSW 2799.

To reduce the chance of your application being lost or missed, please ensure you send your application to the above addressing.