

Community Financial Assistance – Step by Step Guide

Step 1

- Obtain copies of **Funding Guidelines** and **Application Form** from Councils website or from Council Office.
- Read through guide and fill out application with as much information as possible to support your application. Attach quotations or any other substantiation to assist in the assessment of your application.
- **Submit** application form Blayney Shire Council
Post: PO Box 62, Blayney NSW 2799, or
Email: council@blayney.nsw.gov.au

Step 2

- **Assessment Process**
- Your application will be assessed at the Community Financial Assistance Committee meeting scheduled for after application closing date.
- Council then takes the recommendations from this committee meeting to the next monthly Council meeting for endorsement (usually held 3rd Monday of the month).
- Following determination by Council at their monthly meeting, applicants are advised in writing of their success or otherwise.
- Approved applications will have a Payment Information Form and an Acquittal Form included in their correspondence .

Step 3

- **How to claim approved funding**
- To claim funding Council requires the following documents from the successful applicant:
Completed **Payment Information Form & Tax Invoice** in the name of the successful applicant (inc applicant ABN)
- ***Where Applicant does not have an ABN:***
A **Statement by Supplier** (Example attached) must be furnished with Council with a tax invoice showing the amount claimed.
- For grants in excess of \$10,000 must also have a **Funding Agreement** completed prior to payment (a copy of this form will be included in correspondence to successful applicants)

Step 4

- **When Project is completed**
- Please complete an **Acquittal Form** along with relevant photos to complete the process.

Sample - Payment Information Form

It is **mandatory** that an **Invoice in the name of the applicant** be included with this form to be able to pay grant funds.

2017/2018 Financial Assistance Program: Round 1 Payment Information Form

Council requests that the following information be provided to facilitate payment to your organisation.

Applicant: XXX

Project: XXX

Amount Approved: \$XXX

Email address:.....

Council's preferred method of payment is by an Electronic Funds Transfer (EFT) directly into your preferred bank account; however, payment by cheque can also be arranged.

Bank & Branch	
BSB Number	
Bank Account Number	
Bank Account Name	

Please submit this completed form with your invoice to:

**Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799**

Please return this Payment Information Form back to Council with a compliant tax invoice in the name of the applicant.
(This invoice must be from the applicant with applicant ABN, name, address and associated details.
This should not be a third party supplier invoice.

Sample - Invoice

Below is a sample of a required Invoice to be furnished to Council. This is essential to satisfy taxation and audit obligations associated with payment of public monies to third parties.

- ***Where Applicant has an ABN and is registered for GST*** A tax invoice **in the name of the successful applicant with the applicant ABN** showing the amount claimed plus GST amount;
- ***Where Applicant has an ABN and is not registered for GST*** An invoice **in the name of the successful applicant with the applicant ABN** showing the amount claimed;

Sample Blayney Shire Association
123 Carcoar Street
BLAYNEY NSW 2799

TAX INVOICE

Applicant ABN <XXXXXXXXXXXX>



BLAYNEY SHIRE COUNCIL
PO BOX 62
BLAYNEY NSW 2799

Invoice No:

DATE	DESCRIPTION	AMOUNT
xx/xx/xx	Community Financial Assistance Grant: Round <x>/<year> - Project Name	\$*
	If registered for GST: Items marked * include GST of \$	
	If not registered for GST: <Applicant Name> is not registered for GST	
	TOTAL AMOUNT PAYABLE	\$

Sample - Statement by Supplier Form

Where an applicant does not have an ABN you are required to submit a Statement by Supplier for not quoting an ABN. Forms are available from the ATO website www.ato.gov.au - please see below sample.

 Australian Government Australian Taxation Office	<h2>Statement by a supplier</h2>
<p>Complete this statement if the following applies:</p> <ul style="list-style-type: none"><input type="checkbox"/> you are an individual or a business<input type="checkbox"/> you have supplied goods or services to another enterprise (the payer), and<input type="checkbox"/> you are not required to quote an Australia business number (ABN).	<h3>HOW TO COMPLETE THE STATEMENT</h3> <ul style="list-style-type: none"><input type="checkbox"/> Print clearly in BLOCK LETTERS using a black pen only.<input type="checkbox"/> Use BLOCK LETTERS and print one character in each box.<input type="checkbox"/> Place X in all applicable boxes. <div style="border: 1px solid black; padding: 5px;"><p>➡ Payers can check ABN records of suppliers by visiting abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.</p></div>
<h3>Section A: Supplier details</h3>	
Your name	
S a m p l e B l a y n e y S h i r e A s s o c i a t i o n	
Your address	
1 2 3 C a r c o a r S t r e e t	
Suburb/town State/territory Postcode	
B L A Y N E Y N S W 2 7 9 9	
Reason/s for not quoting an ABN Place X in the appropriate box/es.	
<input type="checkbox"/> The payer is not making the payment in the course of carrying on an enterprise in Australia.	<input type="checkbox"/> The supplier is an individual and has given the payer a written statement to the effect that the supply is either:
<input type="checkbox"/> The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.	<input type="checkbox"/> made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
<input type="checkbox"/> The payment does not exceed \$75, excluding any goods and services tax (GST).	<input type="checkbox"/> wholly of a private or domestic nature (from the supplier's perspective).
<input type="checkbox"/> The supply that the payment relates to is wholly input taxed.	
<input type="checkbox"/> The supply is made by an individual or partnership without a reasonable expectation of profit or gain.	
<input checked="" type="checkbox"/> The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.	
<input type="checkbox"/> The whole of the payment is exempt income for the supplier.	
<h3>Section B: Declaration</h3>	
For information about your privacy, visit our website at ato.gov.au/privacy	
Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.	
Name of supplier (or authorised person)	
J o h n D o e	
Signature of supplier (or authorised person)	Daytime phone number
	1 2 3 4 5 6 7 8
	Date
	Day Month Year
	0 1 / 0 6 / 2 0 1 7
<p>⚠ Penalties apply for deliberately making a false or misleading statement.</p>	<p>⚠ Do not send this statement to us. Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for five years.</p>
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