

COMMUNITY GRANTS APPLICATION FORM

Closing Date for Applications - 4pm Tuesday 15 September 2009

The City of Geraldton-Greenough Community Grants program is available for community organisations who meet the following criteria:

- ✓ Must be a not for profit incorporated body or be supported by an incorporated body
- ✓ The applicants must also contribute cash or in kind to the project
- ✓ Must demonstrate achievable outcomes and clear benefits for the City of Geraldton-Greenough community from the investment
- ✓ The applicants must be residents of Geraldton-Greenough
- ✓ Appropriate accountability processes are in place to satisfy an audit

Applicants are encouraged to contact the Community Development Officer on 9921 0518 to discuss your project, prior to completing this application.

APPLICANT INFORMATION

| | | | |
|--|--|---|--|
| Organisation Name: | | | |
| Postal Address: | | Postcode: | |
| Street Address: (if different from above) | | Postcode: | |
| Contact Person: | | Title: | |
| Position Held: | | | |
| Telephone: | | Fax: | |
| Mobile: | | | |
| Email: | | | |
| President/Chairperson: | | | |
| Telephone: | | | |
| PROJECT NAME: | | | |
| TOTAL PROGRAM BUDGET (EXC GST): | | AMOUNT OF FUNDING REQUESTED (EXC GST): | |

TAXATION DETAILS

| | | | |
|--|---|-----------------------|--|
| Is your organisation registered for GST? | Yes <input type="checkbox"/> No <input type="checkbox"/> | ABN: | |
| Is your organisation not-for-profit? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Is your organisation incorporated? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Incorporation Number: | |

PROJECT DETAILS

| |
|--|
| Project Name: |
| Project Location: |
| Expected start and finish dates: |
| Project Description: (Please give a brief description of the project) |
| What specifically is the funding to be used for: |



Project Objectives:

What are the benefits of your project to the community:

GENERAL INFORMATION ABOUT YOUR ORGANISATION

Describe the main purpose of your organisation and the service/s it provides:

Please describe how your organisation operates, i.e.: by volunteers, paid staff or a combination. Also indicate number of staff/volunteers involved:

FUNDING HISTORY

| | | |
|---|---------|----------|
| Has your organisation previously received a funding from the City of Geraldton-Greenough (which includes City of Geraldton or Shire of Greenough?) Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Year: | Amount: | Purpose: |
| Year: | Amount: | Purpose: |



| OTHER FUNDING/INKIND ASSISTANCE | | |
|---|------------------|---|
| INKIND Does your organisation receive any other support or assistance for this event/project from the City of Geraldton-Greenough? (eg Civic Reception, Traffic Management Plan etc) Yes <input type="checkbox"/> No <input type="checkbox"/> | Est Value | Description of Support/Assistance Received : |
| Year: | | |
| Year: | | |
| GRANTS List any grants that you have applied for/or will for this project? (eg Dept of Sport & Recreation, Lotterywest, Healthway, Mid West Development Commission etc) | Amount | Approved |
| Funding Agency | | Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> |
| | | Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> |
| | | Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> |



FINANCIAL STATEMENT

Please attach a copy of the financial statements for the last two financial years signed by the Chairperson/President of your organisation.

APPLICATION CHECK LIST

Use checklist to make sure all required information is on the form and indicate any attached documentation you wish to submit with the application form:

- Completed all sections of the application form.
- Supplied ABN & GST status
- Attached a copy of your Incorporation Certificate.
- Attach copy of last two years certified financial statements.
- Attach relevant quotes.
- Letters of support (if relevant).
- Schedules/timelines (if relevant).
- Obtained Chairperson/Presidents signature on application.
- Retain a complete copy of the application for your records.

BUDGET

Please specify and name source of income/funding, and attach full details of expenditure, with supporting quotes if applicable.

GST not included

| Expenditure | BUDGET | IN KIND CONTRIBUTIONS | Income | GRANT/CASH |
|--------------|--------|--|---|------------------------|
| | | Administration/event management ? hrs @ \$25 | | Cash from organisation |
| | | Printing, Postage & Phone costs | | |
| | | | | |
| | | Volunteer Time to set up and clean up ? Volunteer for ? Hours @ \$20 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Amount requested from City of Geraldton-Greenough | |
| Total | \$ - | | | \$ - |
| | | TOTAL COST OF PROJECT \$ | | |

NOTES:

Expenditure and Income columns should be equal

ADD Expenditure and in kind donations to give total cost of project

IN KIND costs - suggest calculated unskilled labour as \$20, skilled labour such as administration at \$25 and professionals such as electricians, carpenters at commercial rates

* Quotes will be required for any intended expenditure on capital items or engaging professional services.

**If insufficient space attach details to the end of this application.

TERMS & CONDITIONS UPON ACCEPTANCE OF A GRANT

1. The grantee must use the grant funds within the relevant grant application financial year.
2. The grant will be used for the purpose for which it was given unless otherwise agreed in writing by the City of Geraldton-Greenough.
3. Copies of receipts or invoices certified by the Chairperson or delegated officer as true copies of originals, to support expenditure will be returned to the City of Geraldton-Greenough with the grant acquittal form within 1 month of the completed project.
4. Acknowledgment of the City's contribution must be made in an appropriate manner in a form acceptable to the City. (i.e.: The City of Geraldton-Greenough expects to be noted as sponsor in any signage, advertising or promotional material in relation to the funded project)
5. Any unexpended funds will be returned to the City of Geraldton-Greenough within the grant application financial year, unless otherwise agreed in writing by the City of Geraldton-Greenough
6. Any special conditions that are attached to the grant will be met.
7. The grantee will provide to the City of Geraldton-Greenough the required Tax Invoice, if the grantee organisation is registered for GST purposes.

GST & GRANTS OF FINANCIAL ASSISTANCE

The Australian Taxation Office (ATO) has issued the GSTR 1999/D13 "*Goods and Services Tax: Grants of Financial Assistance*" which provides their rulings on grants of financial assistance and funding.

Grants made to community organisations will be subject to GST where they represent consideration for a taxable supply. This means that grants which are subject to GST will be "grossed up" by 10%, otherwise the grantee will have an effective reduction in funding. Upon issue of a Tax Invoice by the grantee, the grantee will be required to remit 1/11th of the grant to the ATO as GST, and may be entitled to claim input tax credits related to expenditure incurred. If a grantee is not registered, or not required to be registered, then no GST will be payable on the supply, however withholding tax may apply which would reduce the available amount of the grant.

DECLARATION

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein and attached is to the best of my knowledge true and correct. I have noted the above requirements and agree to abide by them.

| | | | |
|-------------|--|----------------|--|
| Name: | | Position Held: | |
| Signed : | | Date: | |

Forward completed application by **4pm Tuesday 15 September 2009** to:

Chief Executive Officer
City of Geraldton-Greenough
P O Box 101
GERALDTON W A 6530

Or by email to
council@cgg.wa.gov.au