

Narrandera Shire Council

**Application for Financial
Assistance**



Application for Financial Assistance

Please read the following information before completing and submitting this application. You will be required to acknowledge that you have read and understood Council's Financial Assistance Program Policy (POL008), as well as the following guidelines before submitting your application.

Eligibility:

- Assistance provide **MUST** support local projects and activities that benefit the community or communities within the Shire.
- Preference shall be given to applications from groups that were unsuccessful during the previous financial year, unless a subsequent ad hoc contribution was granted.
- Assistance will only be provided to groups - individuals will only be granted assistance in exceptional circumstances and shall assessed on a case-by case basis.
- Applicants **MUST** display a substantial degree of community support and representativeness.
- Applicants applying for donations **MUST** operate on a not-for-profit basis.

To be considered for financial assistance:

- **Submissions MUST be received by 4pm Friday 2 February 2024. Late submissions will not be considered.**
- Responses must be provided for each question.
- Determinations will be made annually as part of Council's budget deliberations, with the maximum value of financial assistance provided to any individual applicant limited to \$2,000 (incl GST if applicable).
- Applications must be made on the attached application and submitted along with any supporting documentation.
- Applications are limited to one per financial year with only one fulfilment per financial year made if the application is successful.
- Applicants **MUST** nominate identifiable outcomes.
- Financial assistance acquittal information may be required at the end of the project or the end of the financial year.
- Schools within the Shire, Narrandera TAFE and TAFE NSW Riverina shall be automatically considered for financial assistance with no application required.

If successful:

- Acquittal may be required for successful requests for financial assistance of \$250 or more. This means that groups need to provide evidence of funds being used in accordance with the information supplied in this application.
 - To assist with acquittal, please retain any receipts or documentation relating to the project.
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SECTION A – GROUP INFORMATION	
Group Details	
Group name	
Group address	
Is the group an incorporated body or other legally identified body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide ABN, ACN, etc	
Is group registered to claim GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact person name	
Position held in group	
Contact phone number	
Contact email address	
Eligibility	
Organisation (must tick both to be eligible)	<input type="checkbox"/> Not-for-profit organisation <input type="checkbox"/> Not a government agency/department/committee
Project (must tick both to be eligible)	<input type="checkbox"/> Not-for-profit project <input type="checkbox"/> Not for a government agency/department/committee
Financial Assistance Request	
Amount requested including GST (maximum \$2000)	\$
Supporting documentation	<input type="checkbox"/> \$250 or less – complete Sections A and B <input type="checkbox"/> Over \$250 – complete Sections A, B and C
<p>I certify that:</p> <ul style="list-style-type: none"> • I have read the POL008 Financial Assistance Program Policy, and the guidelines provided in this form. • I have approval and authority to submit this application on behalf of the group. • the information provided is correct at date of signing. 	
Signature	Date

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SECTION B - OUTCOMES	
Project name	
Description of project	
Group's connection to the community	
Project target group	
Will existing community assets will be enhanced by Council assisting this project? If yes, provide details.	
Will this project allow the group greater independence? If yes, provide details.	
How will the community benefit by Council assisting this project?	
Are there any other partners associated with this project? If yes, provide details of how they contribute to the project.	
What other cash or 'in kind' contributions will the group make to the project?	

Please attach additional pages if you wish to supply further information to support your application.

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SECTION C - FINANCIAL	
Projected contributions towards this project	
Cash	\$
Estimated value of 'in kind' support	\$
Other grants or donations	\$
Sub-total	\$
Proposed contribution from Council (if successful)	\$
TOTAL (inclusive of GST)	\$
Proposed expenditure of this project	
Salaries or wages	\$
Materials	\$
Equipment	\$
Documentation	\$
Promotion	\$
Administration	\$
Other expenses	\$
TOTAL (inclusive of GST)	\$

Supporting documents to supply with application:

- Quotes for material, equipment, services, etc.
- Letters of support from parent bodies, other organisation, project partners, etc.