

# 2016/2017 Community Donations Application

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street • Ballina (Mon -Fri 8.15am to 4.30pm)

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All applications received will be acknowledged in writing by Council.

A committee of Council will consider all requests following the adoption of the 2016/17 budget at the June 2016 Council Meeting.

Applicants will be notified once a decision is made in late July/August.

**Applications close: 6 June 2016**

## Guidelines for Approval of Council Donations

Council donations generally do not apply to individuals however in certain circumstances donations may be provided. Refer to Council's website for the following donation related policies:

\* [Donations - Financial Assistance Policy](#)

In allocating funds Council will give consideration to the nature of the works, the proposed beneficiaries, recent donations to each applicant, alternative funding sources and equity of support across the local government area.

## Organisation / Contact Details

Name of Organisation

Postal Address

Primary Purpose and Activities of Organisation

President

Treasurer

Secretary

Contact Person for Application

Phone

Mobile Phone

Email

No. Members

Is the Group / Organisation GST Registered?

☐ Yes

☐ No

☐ Exempt

If yes provide ABN Number

Is the Group / Organisation Not-for-Profit?

☐ Yes

☐ No

Is the Group / Organisation Incorporated?

☐ Yes

☐ No

## Privacy Protection Notice

The completed Community Donations application contains personal information which is being collected for the purpose of processing the application. Provision of the information is voluntary, however, if insufficient information is provided, Council will be unable to process the application. The information will be processed by the General Manager's Group and may be made available to public enquiries under the Government Information (Public Access) Act 2009. The information will be stored in Council's electronic document management system.

## Summary of Application

Description of Project or Activity (how the donation would be spent, if provided, eg new roof, building a fence, paying for insurance etc)

Please provide details of how you arrived at the estimated total cost of works. Requests for amounts over \$1,000 require at least two written quotes to be provided as part of this application.

Quotation 1	<input type="text"/>	\$	<input type="text"/>
Quotation 2	<input type="text"/>	\$	<input type="text"/>
Quotation 3	<input type="text"/>	\$	<input type="text"/>
Comment	<input type="text"/>		

Estimated total cost of project    \$

**Amount sought from Council**    \$

☐ Copies of quotes must be attached to application

## Benefits of the Project to the Community

Please describe why you believe community funds should be applied to your project.  
Information should include the people/sections of the community that will benefit from the project or activity.

## Finances

Briefly describe why you need financial assistance from Council ie. what financial resources are available to you and why are they not sufficient to pay for this project.

## Financial Information - Community Donation Assessment

This information is being collected to enable Council to assess the financial circumstances of the applicant. The information will only be used for the purposes of this assessment. The form is split into two sections.

**Section 1** asks for information in respect to the finances for organisations.

**Section 2** seeks information in respect to a particular project or event and is required to be completed by both organisations and individuals.

### Section 1 Financial Information (Organisations)

What funds do you have in the bank/invested?

(funds invested include money at call in the bank, on a term deposit or any other style of investment)

\$

Details of any property owned either in whole or part

Details of any other assets owned with an estimated value over \$2,000 (eg motor vehicle)

Income received last financial year

\$

Expenses incurred last financial year

\$

Estimated income this financial year

\$

Estimated expenses this financial year

\$

Comment

### Section 2 Project Finances (Organisations & Individuals)

What is the estimated cost to run the event or complete the project?

\$

#### Details of Proposed Funding Sources

Council Donation

\$

Own Funds

\$

Other

\$

**Total**

\$

#### Briefly describe the expenses you expect to incur

From

\$

From

\$

From

\$

If income exceeds expense what will happen to the excess funds?

### Applicant's Signatures

Name (print)

Position

Signature

Date

Name (print)

Position

Signature

Date