

Community Donation Application

City Performance

Financial Year			File: 4771E
<ul style="list-style-type: none"> Please refer to the Community Donations Policy before completing this application form This information is the minimum required for an application Please attach additional information as requested in the Checklist of documents to be forwarded with application, as listed at the end of this form Applications are due by 5.00pm on 14 August 2022 The decision of the Community Donations Assessment Panel is final Please contact the Governance Team on 4429 3316 for further details if required 			
1. Application Details			
Date of Application			
Category			
	General Donations (Culture, Community, Environment)		
	Sponsorship of Local Events		
	Subsidised Rental, Rates and Use of Council Facilities		
	Other / Not sure		
Title of Project or Event			
Amount of assistance being sought			
Please provide details of expected donation expenditure			
2. Details of Organisation / Individual			
Name of Applicant / Organisation responsible for the event/activity			
ABN (if applicable)			
Contact Person			
Mailing Address			
Email			
Phone			

Insert form number and barcode.

Type of Organisation (please tick all that apply)				
<input type="checkbox"/>	Not for Profit	<input type="checkbox"/>	Registered Charity	<input type="checkbox"/>
<input type="checkbox"/>	Other (please specify)			
3. Details of Event / Project				
Does this event / project require Council approval? If so, please complete section below:				
Have you applied for approval with Shoalhaven City Council for this event?			<input type="checkbox"/>	Yes
If yes, date of submission			<input type="checkbox"/>	No
Date/s of the proposed event / project				
Where will the event / project take place?				
Brief description of the event / project				
Who will the target audience or participants be?				
Is this proposed to be an annual event / project			<input type="checkbox"/>	Yes
Will the proceeds of this event be donated to another organisation or charity?			<input type="checkbox"/>	No
If yes, please specify				
4. Funding				
Total cost of the event / project		\$		
Funds held by the organisation that will be used to support the event or project			\$	
Will there be a fee, charge or contribution payable by participants?			<input type="checkbox"/>	Yes
If yes, please provide details			<input type="checkbox"/>	No
Has Council previously assisted your organisation with an event / project			<input type="checkbox"/>	Yes
If yes, please provide details			<input type="checkbox"/>	No
Have you applied for funding for this event / project from others?			<input type="checkbox"/>	Yes
If yes, please provide details			<input type="checkbox"/>	No

Funding from other Organisations							
Source	Amount	Successful?					
			Yes		No		Unknown
			Yes		No		Unknown
Other funding from Council							
Source	Amount	Successful?					
			Yes		No		Unknown
			Yes		No		Unknown
If any applications were successful, what was the total amount allocated?		\$					
Is it anticipated this event / project will be self-funded in the future?			Yes		No		
If yes, please provide details							
How do you intend to give public recognition to the financial assistance received from Council and acknowledge Council's financial assistance on any related promotion or other material?							
5. Please select the Community Strategic Plan Key Priorities that this event / project will meet							
Building inclusive, safe and connected communities							
	Wellbeing and social support		Safety – emergency services, resilience				
	Connectedness – people's sense of belonging						
Activate communities through arts, culture and events							
	Visual and performing arts		Cultural heritage				
	Building social capital		Public art projects				
Support active, healthy liveable communities							
	Sports and fitness		Healthcare promotion				
Protect and showcase the nature environment							
	Community education		Clean-up and beautification				
	Animal / wildlife welfare		Bushcare / Dunecare / Parkcare				
Maintain and grow a robust economy with vibrant towns and villages							
	Markets and small producers		Employment opportunities				
	Other (please state)						
Please provide any other information in support of this application (use a separate page if necessary)							

If your application does not relate to rental, rates or use of Council facilities, please skip this section

Please state for which property or facility the rental or rates subsidy is being sought

Does Shoalhaven City Council own or manage this facility		Yes		No
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How often will your organisation use this facility?	
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Please estimate the amount of time that your organisation uses the facility each month

Please give a brief description of the project or activities for which the premises are being used:
By your organisation

By others

6. Checklist of documents to be forwarded with application

	A copy of the most recent Annual Report <i>(including financial statements of income and expenditure and balance sheet in support of application) – preferably audited</i>
	If you do not hold an ABN, completed Statement by Supplier form
	Evidence of incorporation where applicable.
	For events, a copy of the applicant's current public liability insurance policy (Certificate of Currency).
	Where the applicant is a registered public charity, a copy of the registration certificate.
	Where the applicant is an unregistered not-for-profit organisation seeking rates subsidy, evidence of charitable purpose and details of occupancy of property.
	Budget for the event or project. This should be a firm estimate if not the final budget.
	Detailed acquittal report of previous Council financial assistance received, if not already submitted.
	I / we certify the information provided is true and correct.

7. In making this application I / we confirm that:

	Where funding is being sought for an event, this event will comply with Council's Events policy		
	I / we will retain full responsibility for organising and hosting the project or event, including marketing, procurement, administration, obtaining all relevant permits, and supplying information as requested by Council.		
	No financial assistance, other than that which is outlined in this application, is being received or sought from Council this financial year for this project or event.		
	I / we undertake to provide an acquittal of the funding by the end of the financial year in which the donation is paid.		
I have been authorised by _____ (organisation) to make this application.			
Name			
Position in Organisation:			
Signature		Date	

8. Privacy & Public Access to Information

Information supplied on this form will be managed in accordance with [Council's Privacy Management Plan](#), Public Access to [Council Information Policy](#) and relevant legislation. Certain information supplied to and held by Council may be made available to the public pursuant to the provisions of the Government Information (Public Access) Act 2009 (GIPA Act) unless there is an overriding public interest against disclosure of this information. Further information on privacy and public access to information can be found on [Council's website](#).

The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning 1300 293 111.

9. Lodgement Details

You can lodge the completed return by:

Email: council@shoalhaven.nsw.gov.au or

In person: Council offices at Bridge Rd, Nowra or Deering St, Ulladulla

Once your application is received, a Council Officer will contact you if further information is required.