

24/25 FY Community Grants Program - Checklist East Nowra Skills Development Grant

Stage 1. – Funding Agreement & Invoice

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 1. Complete Funding Agreement Form (Check Conditions of Grant) |
| <input type="checkbox"/> | Provide Public Liability Insurance Certificate of Currency (Must be valid for the duration of your project). |
| <input type="checkbox"/> | Attach a Tax Invoice from your organization (or your Auspice Organisation) to Shoalhaven City Council for 100% of the approved funding amount. The Tax Invoice must include your bank account details & your ABN (if applicable). |

Stage 2a. – Financial Acquittal – For Grants Under \$1,001.00

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 2. There is no requirement to complete a Financial Acquittal Form |
| <input type="checkbox"/> | Attach photos and a synopsis (maximum 500 words). |

Stage 2b. – Financial Acquittal – For Grants Above \$1,001.00

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 3. Complete the Financial Acquittal Form
(Please provide a breakdown of associated costs/expenditure). |
| <input type="checkbox"/> | Attach Receipts (Proof of Purchase) |
| <input type="checkbox"/> | Attach Images / Videos / Promotional Material (Evidence of your Event / Project) |



Sample Tax Invoice

Company Name & Logo
 Street Address
 TOWN STATE POSTCODE
 Phone:
 E-mail:

ABN:
 Invoice No.
 Date:

To:
 Community Connections Department
 Shoalhaven City Council
 PO Box 42
 NOWRA NSW 2541
 Phone: 02 4429 3111

Comments or special instructions:

CONTACT PERSON	PURCHASE ORDER NO / COUNCIL REFERENCE NO	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
SUBTOTAL			
GST			
TOTAL DUE			

EFT PAYMENT DETAILS

Account Name:
 BSB No:
 Account No:



Office Use Only

Trim Form Number: FM3624 Issue Date: October 2024 Review Date: October 2024

Owned By (section): Community Connections Department

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.

Lodgement Details

You can lodge the completed return by:

E-mail: council@shoalhaven.nsw.gov.au *or*

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

Via Post: Shoalhaven City Council – Community Connections
PO Box 42, NOWRA NSW 2541

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

