

## Important Information

- Applicants must read the Greater Hume Council (GHC) Community Development Grant Program Guidelines carefully before completing this form
- Applicants are encouraged to discuss their application with Council's Manager Community Services before submission
- All questions must be answered fully and copies of requested information and documentation included
- Applications can be emailed, posted or delivered to Council's offices in Holbrook or Culcairn or Customer Service offices in Henty, Walla Walla or Jindera
- Applications will not be accepted if they are incomplete or not received by the due date
- Faxed applications will not be accepted

## Community Group Name and Project Name

**Community Group  
Name**

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**Project Name**

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Document Name	Version Number	Date of Issue	Review Date
CORP – Community Development Grants 2017 Application Form	1.0.3	11 August 2018	1 July 2019

## Organisation Details

Name of Organisation \_\_\_\_\_

Address \_\_\_\_\_

Postal Address  
if different from above

## Contact details for enquiries about application

Full Name \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Mobile \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Is your organisation a Section 355 or Reference Committee of Council? Yes  No

Does your organisation have an ABN? If so, please list it here Yes  No

Is your organisation registered for GST? Yes  No

Is your organisation a constituted body? (ie incorporated). If so, please attach Certificate of Incorporation Yes  No

Does your organisation have public liability insurance? If so, please attached Certificate of Currency Yes  No

Has your organisation received previous funding through a Greater Hume Community Development Grant? Yes  No

If yes, please provide name(s) of projects and year in which they were granted here \_\_\_\_\_

## Overview of your organisation

How many members does your organisation have? \_\_\_\_\_

What are the main goals of your organisation? \_\_\_\_\_

## Project Management Experience

Has your organisation managed any projects in the last two years? Yes  No

If yes, briefly describe one project that has been successfully completed \_\_\_\_\_



**Project Timeline – list the tasks or elements of the project and the dates by which they be achieved**

<b>Task</b>	<b>Date Achieved</b>

**Physical location of the project – include photos and maps as necessary**

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**Contributions and community support**

What is your organisation’s cash contribution to the project \_\_\_\_\_ \$

What is your organisation’s other contribution to the project, eg. in kind labour, project management

Are other local organisations participating? If so, what is their role?

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Describe what work has already been undertaken for this project within your community, if any

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Apart from your organisation and its members, please list any other organisations or sections of the public who will benefit from this project

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## Inclusiveness

How will your project encourage & enable people with disabilities to be involved in the project and/or benefit from the project

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## Promotion and acknowledgement

How does your organisation propose to promote the project to the community and the wider public and acknowledge the grant?

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Apart from the monetary grant itself, are there any other ways Council can support your project?

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## Evaluation

How do you plan to evaluate the success of your project?

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## Budget

- **Please show all amounts as GST exclusive**
- Please provide a total budget breakdown using the template below
- Be as detailed and accurate as possible
- Include all funding sources and costs associated with the project
- Include funding received from other sources
- Include funding amounts if you have applied from other sources but have not yet been notified
- Include in kind contributions
- Attach copies of quotes to this application

### Income (GST exclusive) Do **not** include in kind amounts in this table.

Grant Funding sought from Greater Hume Shire Council	<b>A</b>	\$
Your organisation's & other cash contributions Including funding sought from other sources – Please list the organisation providing the funding and the amount		<b>Cash Contributions (\$)</b>
		\$
		\$
		\$
		\$
		\$
<b>Total local and other cash contribution</b>	<b>B</b>	\$
Total project income (A+B)		\$

### Expenditure (GST exclusive) Do **not** include in kind amounts in this table

Expenditure items	Brief description	Expended by whom	
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$



**Copies of the following documents must be attached to your application**

- The organisation's latest bank statement
- The organisation's previous year's financial statements
- A written quotation for all individual work over the value of \$2,000
- The organisation's Insurance Certificate of Currency (if applicable)
- The organisation's Certificate of Incorporation (if applicable)
- Any Council required documents (if applicable)
- Any letters of support for the project
- A Project Plan (if applicable)
- Any other supporting material (if applicable)

**Please ensure that you keep a copy of the completed application for your records**



## Declaration

### The application must be signed by a person legally authorised to do so

I have read, acknowledge and agree to the GHSC Community Development Grant Guidelines and certify that the information supplied in this application is correct. I am legally authorised to sign on behalf of

Applicant Organisation:

Full Name:

Position:

Signature:

Date:

Please return signed Application Form clearly marked "Community Development Grant Application" to Greater Hume Shire Council addressed to

Mr Steven Pinnuck  
General Manager  
Greater Hume Shire Council  
PO Box 99  
Holbrook NSW 2644

## Further Information

Lynnette O'Reilly  
Manager Community Services  
Greater Hume Council  
Holbrook Office  
Email: [loreilly@greaterhume.nsw.gov.au](mailto:loreilly@greaterhume.nsw.gov.au) or Phone: 02 6036 0100