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| **APPLICATIONS CLOSE ON FRIDAY 6 September 2024 @ 4.45PM – LATE APPLICATIONS WILL BE NOT ACCEPTED**  Community Grants are targeted at the general community and is a fantastic opportunity for community groups to seek funding for a variety of Projects, Programs, Events or Activities which contribute to the empowerment and development of the community. Rounds close on the first Friday in March and September each year. For further information please refer to the Council Grants Management Guideline at[**www.murraybridge.sa.gov.au**](http://www.murraybridge.sa.gov.au) | | | | | |
| **APPLICANT’S DETAILS** | | | | | |
| Organisation Name: | |  | | | |
| Contact Name: | |  | | | |
| Postal Address: | |  | | | |
| Email Address: | |  | | | |
| Phone: | |  | | | |
| ABN: (or Sponsors or Statement by supply available from the ATO). | |  | | | |
| **PROJECT DETAILS** | | | | | |
| Project Title: | |  | | | |
| Project proposed commencement: | |  | | | |
| Project anticipated completion: | |  | | | |
| Funding Sought: | | $ | | | |
| Actual location of project, event or activity: | |  | | | |
| Are you registered for GST? | | Yes 🞏 No 🞏 **If yes, you must provide a tax invoice if your application is successful** | | | |
| Could the project proceed if only partial funding was received? | | Yes 🞏 No 🞏  If yes, how? | | | |
| **BANKING DETAILS** | | | | | |
| Bank: | |  | | | |
| Bank Account Name: | |  | | | |
| BSB: | |  | Account Number: | |  |
| Have you provided a copy of your certificate of incorporation or sponsors certificate? | | Yes 🞏 No 🞏 | | | |
| **Please note: Council often provides partial funding for projects when applications exceeds funding on offer.** | | | | | |
| **DECLARATION** | | | | | |
| I certify to the best of my knowledge that the details provided are true and correct. I have read the RCMB Community Events, Grants and Donations Guidelines. I am authorised to sign on behalf of the organisation applying to the Community Grants Program and agree to abide by all associated terms and conditions if the application is successful. | | | | | |
| **AUTHORISED APPLICANT’S SIGNATURE** | | | | | |
| Organisation Name: |  | | | | |
| Title: |  | | | | |
| Name: |  | | | | |
| Signature: |  | | | Date: |  |
| **MANAGEMENT COMMITTEE OFFICER’S COUNTER SIGNATURE** | | | | | |
| Title: |  | | | | |
| Name: |  | | | | |
| Signature: |  | | | Date: |  |
| **For Council Use Only – Please do not complete this Section**  Payment required as a result of Council Resolution. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Resolution Number: \_\_\_\_\_\_\_\_\_\_\_  Total Amount to be Paid: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Allocation Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

| **APPLICATION DETAILS – your project/event must not have already started or be complete.** |
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| 1. **What are the aims and objectives of your organisation?** |
|  |
| 1. **Please provide an overview of you project in 200 words or less.** |
|  |
| 1. **How did you decide the project was needed?** |
|  |
| 1. **How many people will benefit from this project?** |
|  |
| 1. **How will the project deliver value to the community?** |
|  |
| 1. **How will this project foster collaboration amongst stakeholders in your project?** |
|  |
| 1. **How will you promote your project in the community?** |
|  |
| 1. **How will you know the project has been a success?** |
|  |
| 1. **Have you received a grant from Council before? If so please name the year, amount provided and purpose.** |
| Year:  Amount received:  Purpose:  Have you acquitted previous funding: Yes 🞏 No 🞏 |

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| **BUDGET INFORMATION** | | | |
| Please note the following when preparing the budget page:   * Please attempt the budget page before seeking assistance. Start with the project cost section and try to list all the possible costs. * An in-kind contribution is a non-cash contribution that is given a monetary value. For example, your labour on the project. If you put 48 hours voluntary work towards the project then multiply that by $25 per hour. This gives an in-kind contribution of $1,200. Loaned equipment is also an in-kind contribution. For example, a trailer used for four hours would normally cost $20 an hour, that’s $80 in-kind contribution. * When calculating voluntary hours, only calculate the hours spent by volunteers preparing, planning and actually doing the work. * Wherever possible goods, products, equipment and services must be sourced locally. * If you require assistance with your application form please call the Council on 8539 1100 and ask to speak to a grants officer. * If necessary attach a separate project budget and ensure all associated costs are detailed. * All expenses involved in undertaking the project must be listed in Project Costs Section A. * NOTE – Corresponding quotes or significant evidence must be attached as verification i.e. quote for air conditioner, equipment, catalogue advertisements for materials etc. required for your project. If not attached your application will not be considered. * BOTH sections must be completed: **A** must equal **B** – The balancing factor is the amount you require from Council. * There is an example budget in Appendix A should you require further assistance. * Wherever possible goods, products, equipment and services must be sourced locally. | | | |
| **PROJECT COSTS SECTION A** | | **PROJECT COSTS SECTION B** | |
| **You must attach quotes justifying your request for funding.**  **Please include all project costs in this section.** | | **Please note that you must match Council’s funding dollar for dollar, either in cash or in-kind.** | |
| Item: what do you need the money for? | Amount: | Item: | Amount: |
|  | $ | **GRANT AMOUNT REQUESTED**: | **$** |
|  | $ | Organisation financial or in-kind contribution | |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
| Other Project Expenses | Amount: | Donations, Material etc (show this amount in section A): | Amount: |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ | Other Support i.e. bank loan, other funding (show this amount in section A): | |
|  | $ |  | $ |
|  | $ |  | $ |
| Total Project Cost (A) | **$** | Total Project Revenue (B) (Total must equal section A): | **$** |

***Please Note: Wherever possible goods, products, equipment and services must be sourced locally.***

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| **APPENDIX A - EXAMPLE BUDGET** | | | |
| * If necessary attach a separate project budget and ensure all associated costs are detailed. * All expenses involved in undertaking the project must be listed in Project Costs Section A. * WARNING – Corresponding quotes or significant evidence must be attached as verification i.e. quote for air conditioner, equipment, catalogue advertisements for materials etc. required for your project. If not attached your application will not be considered. * BOTH sections must be completed: A must equal B – The balancing factor is the amount you require from Council. | | | |
| **PROJECT COSTS SECTION A** | | **PROJECT COSTS SECTION B** | |
| You must include quotes justifying your request for funding.  Please include all project costs in this section. | | Please note that you must match Council’s funding dollar for dollar, either in cash or in-kind. | |
| **Item: What Do You Need The Money For?** | **Amount:** | **Item:** | **Amount:** |
| Feasibility & investigate cost of Little Red Engine | $3,500 | **AMOUNT OF GRANT REQUESTED:** | **$3,100** |
|  | $ | Your Organisations Financial Or In-Kind Contribution | |
|  | $ | Regular meetings of action group 10 x 10 x 2hrs @ $25 | $5,000 |
|  | $ | Welding of railway pack to enable shift – 2 people x 8hrs x $25 | $ 500 |
| Other Project Expenses | Amount: | Donations, Material etc (show this amount in section A): | Amount: |
| Project organisation expenses including meetings, labour for relocation, welding, crane hire & low loader hire. | $7,550 | Crane Hire | $2,000 |
|  | $ | Low Loader Hire | $ 400 |
|  | $ | Other Support i.e. bank loan, other funding (show this amount in section A): | |
|  | $ | Oil to remove engine from tender | $ 50 |
| Total Project Cost (A) | **$11,050** | Total Project Revenue (B) (total must equal section A): | **$11,050** |

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| **APPENDIX B - FORM B** | | | | | | | | | | |
| Please use this form if your group/organisation has a lease, license or will be using Council Property to undertake your proposed project. | | | | | | | | | | |
| Organisation Name: | |  | | | | | | | | |
| Application Date: | |  | | | | | | | | |
| Do you have a lease or license with council (including expired leases/licenses)? | | | | | | Yes 🞏 No 🞏 | | | | |
| Do you intend to use Council land including reserves and buildings to undertake your activity? | | Yes 🞏 No 🞏  If yes, please specify: | | | | | | | | |
| Project/Event Name: | |  | | | | | | |
| Project/Event Location: | |  | | | | | | |
| Brief description of activity: | | | | | | | | |
|  | | | | | | | | |
| Does the applicant’s insurance cover the prescribed activity? | | | | | | | Yes 🞏 No 🞏  If yes, please attach certificate of currency. | | | |
| Have you previously sought approval from Council to undertake this activity? | | | | | | | Yes 🞏 No 🞏 | | | |
| If required, please attach additional information for consideration.  Upon submission of the Community Grant application, this section will be forwarded to Council’s City Assets Management and other departments where it will be considered in accordance with any agreement or approval Council may have granted to your community group for the use of Council Property.  This is not the same as having building or planning approval. Where necessary, these approvals will be required prior to the distribution of any grant. | | | | | | | | | | |
| **OFFICE USE ONLY** | | | | | | | | | | |
| **To be completed by Council’s City Assets Management Team.** | | | | | | | | | | |
| Is the land or building where the proposed activity is to take place under Council care and control? | | | Yes 🞏 No 🞏  If yes, please tick arrangement type:  🞏 Lease  🞏 License  🞏 Other (specify) | | | | | | | |
| Is the activity permitted in accordance with any such agreement? | | | | | | | | | Yes 🞏 | No 🞏 |
| If not, is the activity approved? | | | | | | | | | Yes 🞏 | No 🞏 |
| Is a change to the lease/license or agreement required? | | | | | | | | | Yes 🞏 | No 🞏 |
| **Authorising Officer’s Signature** | | | | | | | | | | |
| Name: |  | | | | | | | | | |
| Signature: |  | | | | Date: | | |  | | |

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| **APPLICANT’S CHECKLIST** | | |
| **Please answer all questions. This section must be completed to be eligible for grant funding.** | | |
| 1. Have you demonstrated that the project takes place in the Murray Bridge Council area? | Yes 🞏 | No 🞏 |
| 1. Is your project, program or event able to continue with partial funding? | Yes 🞏 | No 🞏 |
| 1. If you ARE a ‘Not for Profit’ or Incorporated Organisation have you provided a copy of your Incorporated Certificate under the Australian Associations of Incorporations Act? **\*** | Yes 🞏 | No 🞏 |
| 1. If you ARE NOT Incorporated have you provided a copy of your Sponsor’s Incorporated Certificate? **\*** | Yes 🞏  n/a 🞏 | No 🞏 |
| 1. If you have previously received a Council grant have you submitted your acquittal to Council? **\*** | Yes 🞏 | No 🞏 |
| 1. Have you supplied your Australian Business Number or a Statement of Supply Form? **\*** | Yes 🞏 | No 🞏 |
| 1. Have you provided your organisation/sponsor’s latest audited/certified financials (income and expenditure, balance sheet or trading statement)? **\*** | Yes 🞏 | No 🞏 |
| 1. Does your budget balance and request $5,000 or less? | Yes 🞏 | No 🞏 |
| 1. Have you provided quotes to justify the amount requested from Council? **\*Wherever possible goods, products, equipment and services must be sourced locally.** | Yes 🞏 | No 🞏 |
| 1. Have you signed and agreed to the funding terms and conditions on Page 1? | Yes 🞏 | No 🞏 |
| 1. Have you completed your bank details on Page 1   ***This information will only be used if your application is successful*** | Yes 🞏 | No 🞏 |
| 1. Have you demonstrated matching funding (i.e. cash or in-kind equal to the amount requested)? | Yes 🞏 | No 🞏 |
| 1. If the project is to be undertaken on Council property have you completed Form B on Page 6? | Yes 🞏 | No 🞏 |
| 1. If your project involves the construction of a new building, modification or upgrade to an existing building, a change in the use of the land or building have you attached a copy of the development approval? | Yes 🞏 | No 🞏 |
| 1. Wherever possible have you sourced local estimations/quotes? | Yes 🞏 | No 🞏 |
| 1. Has your project already commenced or is completed? | Yes 🞏 | No 🞏 |
| 1. Is the grant intended to fund general ongoing operating expenses (in part or in full)? | Yes 🞏 | No 🞏 |
| 1. Has your organisation received a community grant in the last calendar year? | Yes 🞏 | No 🞏 |
| 1. Are you the recipient of an annual fixed grant from Council? | Yes 🞏 | No 🞏 |
| 1. Is your organisation in debt to Council? | Yes 🞏 | No 🞏 |
| 1. If the project is to be undertaken on land or property where you are not the owner or lessee, have you provided a letter of consent from the owner? | Yes 🞏 | No 🞏 |
| 1. Does your project target activities in a school setting? | Yes 🞏 | No 🞏 |
| 1. Is your project the responsibility of the State or Federal Government? | Yes 🞏 | No 🞏 |
| 1. Does your organisation hold a gaming license? | Yes 🞏 | No 🞏 |
| 1. Are you an Elected Member, staff member or a family member of The Rural City of Murray Bridge? | Yes 🞏 | No 🞏 |

***\* Your application will not proceed without this condition being met.***

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| 1. **COUNCIL GRANT TERMS ACCOUNTABILITY & CONDITIONS** |
| * 1. Applicant shall supervise the administration of the grant.   2. Applications must be completed and received on the current version of the application form available from Council’s website.   3. Use the funds provided for the approved project.   4. Obtain any required development consent and/or building approvals and/or permission from the land/property owner or regulatory bodies or organisations prior to commencing the project.   5. By agreeing to these terms and conditions, you have agreed to abide by Councils Communication Pack Guidelines regarding Council acknowledgement as a funding partner in your project. Please refer to the Communication Pack Guidelines for details.   6. The level of the applicant’s contribution (at least half in-kind, cash, sponsorship)   7. If required, a variation of funding may be sought by the applicant in writing to Council outlining the reasons and when the funds will be expended.   8. Complete the acquittal process at the end of the project and forward to the relevant grants officer (refer below for details)   9. It is the applicant’s responsibility to obtain and meet with all legislative requirements, laws and approvals necessary and that The Rural City of Murray Bridge will not be held liable for any matter arising out of the funding provided.   10. The applicant agrees to indemnify and keep indemnified The Rural City of Murray Bridge, its employees and agents from and against all actions, costs, claims, charges and expenses whatsoever which may be brought or made to claim against them out of or in relation to the project.   11. Provide a photograph of the completed project, program or event including permission for Council to use the photograph for promotional purposes. |
| 1. **COUNCIL GRANTS ACQUITTAL** |
| * 1. It is a requirement of receiving a contribution for a project/event from the Rural City of Murray Bridge that the applicant completes an acquittal form.   2. The information the applicant includes on the acquittal form and attachments are to demonstrate the completion of the project and are a record of Council’s contributions.   3. There is no time limit on acquitting the funding, however the organisation generally will be ineligible for any further funding until the grant is satisfactorily acquitted. Please visit our website to download the acquittal form [www.murraybridge.sa.gov.au](http://www.murraybridge.sa.gov.au) |
| 1. **SUBMISSION** |
| * 1. All applications must be completed and received on the current application form available for download from [www.murraybridge.sa.gov.au](http://www.murraybridge.sa.gov.au).   If you require a hard copy or require any assistance please contact Council directly 08 85391100. |

**Please return to:**

Community Grants - Community Grants Officer

The Rural City of Murray Bridge

PO Box 421 (2 Seventh Street)

MURRAY BRIDGE SA 5253

or

[council@murraybridge.sa.gov.au](mailto:council@murraybridge.sa.gov.au)

**By 6 September 2024 4.45pm**

**Forms and information is available for download from Council at** [**www.murraybridge.sa.gov.au**](http://www.murraybridge.sa.gov.au)

**Or Please contact us on 08 85391100 directly**

*Please Note: The Rural City of Murray Bridge reserves the right to determine if funding is partially or entirely exempt from specified grants criteria.*

**Please refer to the Council Grant Guidelines on our website for detailed information**