

# COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2017/18 COPACC Hire Assistance Application Form



Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9400. Assessment criteria will be used to assess all funding applications

## CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

*\* Mandatory fields*

Name of Group or Organisation\*: \_\_\_\_\_

Street address\*: \_\_\_\_\_  
\_\_\_\_\_ P/C \_\_\_\_\_

Postal address  
(if different to above): \_\_\_\_\_  
\_\_\_\_\_ P/C \_\_\_\_\_

Phone number of Organisation: \_\_\_\_\_

Contact person's name\*: \_\_\_\_\_

Contact person's title in Organisation\*: \_\_\_\_\_

Contact person's phone numbers:

Business hours number\* \_\_\_\_\_ After hours number \_\_\_\_\_

Mobile number \_\_\_\_\_ Email contact\* \_\_\_\_\_

## CONTACT DETAILS OF \*AUSPICE ORGANISATION IF APPLICABLE:

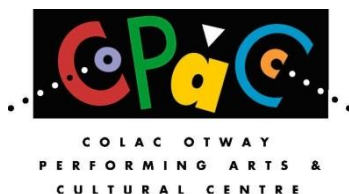
*\* For clarification, please refer to information contained in Guidelines*

Name of Auspice Organisation\*: \_\_\_\_\_

Phone number of Organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_ P/C \_\_\_\_\_

Return completed application to:  
Colac Otway Shire  
Arts & Leisure Unit  
PO Box 283, COALC VIC 3250  
E: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)



# COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2017/18 COPACC Hire Assistance Application Form



Contact person of Auspice Organisation\*: \_\_\_\_\_

Contact person's title of Auspice Organisation: \_\_\_\_\_

Contact person's phone numbers:

Business hours number\* \_\_\_\_\_ After hours number \_\_\_\_\_

Mobile number \_\_\_\_\_ Email contact\* \_\_\_\_\_

*\*Letter of consent from Auspicing body must be attached to this application.*

## LEGAL AND TAXATION REQUIREMENTS:

Incorporation Number of Organisation: \_\_\_\_\_

*If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).*

ABN (Australian Business Number) of the Organisation: \_\_\_\_\_

*If you do not have an ABN you will need to obtain a 'Statement by a Supplier' Form (available from the Australian Tax Office or Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier Form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).*

Are you Registered for the GST? Yes  No

*If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.*

## BANKING DETAILS FOR PAYMENT OF SUCCESSFUL GRANTS:

Successful grants will be paid by Electronic Funds Transfer (EFT) to a nominated bank account or by cheque by special arrangement. If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If you bank account details have changed in the past year, please complete the details below.**

Account Name

BSB No

Account Number

<input type="text"/>	<input type="text"/>
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Bank/Financial Institution

**PROJECT/PERFORMANCE DETAILS:**

Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.

1. **Please provide a brief description of your Project/Performance including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community:** (if you require more space, please attach extra pages as needed)

**The project title is:**

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**The project description** (describe the project in 2 to 3 sentences) **is:**

**The aim of the project is:**

**Provide timelines for your events.** *Please indicate the key actions required for your project.*

<b>Key Actions</b>	<b>Completed Date</b>

**(a) Why is this event needed (criteria 35%)?** *What local support have you gathered for this event? How is this event linked with the culture, or cultural heritage or history? Has this event, or something similar, been held in the past? If so, please provide attendance figures. What motivated your group to plan this event? Do you have evidence to show why this approach will work? How does it align with Council priorities set out in the Council Plan?*

**(b) How will the project be delivered (criteria 15%)?** *Will it develop knowledge and skills development for your group? Will the project be an innovative and creative response to an identified need?*

**(c) Who is involved (criteria 30%)?** *How many people from your organisation will be involved? Have you partnered with other groups and organisations? Will there be voluntary or in-kind contributions? Please identify the target market for your event? What size audience do you hope to attract?*

**(d) What will it achieve (criteria 20%)? Demonstrate the extent to which the project will:**

- Support an increase in participation in cultural events
- Increase the diversity of cultural events on offer in Colac Otway Shire?

**2. Financial details.**

*Please note: Applicants may apply for up to 50% of the cost of room hire at COPACC. The grant does not apply to costs related to: cleaning, box office fees, security, catering, piano tunes and labour charges. Room hires for the Auditorium and Civic Hall include standard lighting.*

**Cost to Hire COPACC:** \$ \_\_\_\_\_ (Please attach quote)

**Total project cost:** \$ \_\_\_\_\_ (Please attach quotes)

**How much do you wish to apply for?** \$ \_\_\_\_\_

**Are you willing to accept partial funding?**

Yes  No

**If yes, indicate priorities:**

**Please provide as part of your application, a detailed financial statement or Treasurer's report for the past 2 years.**

**When will your project take place?** *(Please note that requests for projects or purchases that have commenced or been made prior this application form being received by Council are not eligible for funding).*

Anticipated project start date: \_\_\_\_\_

Anticipated project completion date: \_\_\_\_\_

# COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2017/18 COPACC Hire Assistance Application Form

Has your organisation received funding from Council in the past three years?

Yes  No

Please provide details of ALL funding support provided by the Colac Otway Shire in the past 3 years (including any current applications to the Festival & Event Support Scheme.)

<i>Council Department</i>	<i>Project</i>	<i>\$ Amount</i>	<i>Year</i>

3. **Future Planning.** *Please provide as part of your application*

Risk Management Plan for the project, using the template provided

Strategic or Business Plan for your organisation Marketing Plan

**BUDGET DETAILS OF PROJECT:**

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the community project such as:

- Purchase costs (including quotes where applicable).
- Advertising, printing and stationery costs.
- In-kind contribution – please describe how the group intends to contribute to the project through voluntary services or in-kind services. Please estimate a value for these contributions. **(\$25 per hour is a suggested figure to use when estimating voluntary labour costs).**

**Please note that INCOME plus IN-KIND (if applicable) MUST EQUAL EXPENDITURE**

**Income:**

Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

<b>INCOME</b> List all sources of income you expect will fund your project	
Grant amount you wish to apply for is:	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>In-kind contribution as Income (if applicable)</b>	
<b>In-kind labour contribution as Income</b>	\$
<b>In-kind goods or services as Income</b>	\$
<b>TOTAL INCOME</b>	\$

**Expenditure:**

Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. **(Please supply estimates/quotes)**

<b>EXPENDITURE</b> List all expenses that you expect to incur for your project.		
<i>(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).</i>		
<b>COPACC facility hire (quote attached)</b>	\$	X
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>In-kind contribution/works as Expenditure (if applicable)</b> Please provide a description of in kind Assistance/contribution eg: how much volunteer time has been spent on this project or list goods or services provided at no cost to the project		
<b>In-kind labour</b> Volunteer Time: _____ hrs x \$_____ rate Tasks (please detail):	\$	
<b>In-kind goods or services</b> Please provide description of what is being provided:	\$	
<b>TOTAL EXPENDITURE</b>	\$	

**DECLARATION**

*I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.*

**APPLICATION FORM AUTHORISATION**

*This section requires completion and signature by a committee or authorised staff member of the organisation that are managing the funds for this project (or the auspice if applicable).*

**Name :** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**PRIVACY NOTIFICATION**

*The Colac Otway Shire Council collects personal information to provide a variety of services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*



Please read and sign this Agreement.

**THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL** of 2-6 Rae Street Colac (“the Council”) and the Applicant

## BACKGROUND

- A The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.
- B The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.
- C The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

## AGREEMENT

1. The Council may provide to the Applicant funds for the Applicant’s activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant’s submission is successful.**
2. The Applicant confirms and agrees that:
  - (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.
  - (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.
  - (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.
  - (d) funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.
  - (e) the Applicant must return any funds not spent on the activity to Council.
  - (f) the Council is not responsible for any shortfall should the activity run over budget.
  - (g) the Applicant is required to recognise the Council as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.
  - (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.
  - (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.
3. The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant’s responsibilities under this agreement.
4. The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant’s agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.
5. Any variation of this agreement shall only be made in writing between the parties.
6. Projects that commence prior to this application being received by Council will be ineligible.
7. A “Tax Invoice” is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).
8. Note that Council will publicly report grants awarded.

Signature: \_\_\_\_\_

Position/Title: \_\_\_\_\_

**CHECK LIST - Please confirm that you have included the following with your submission:**

	<b>Keep a copy of your application, including all attachments</b>
	Completed Application Form including all requested information
	Completed Budget Table showing break-even result
	Attached financial Statement or Treasurer's Report
	Attached Public Liability Insurance Certificate of Currency
	Attached quotations for fees, venue hire etc.
	Attached support letters (including auspicing body if applicable)
	Supplier Statement
	Confirmation and acceptance of conditions of Community Funding Program (signed)
	EFT Form (if required)
	Other – photographs, resumes etc (please describe