



COMMUNITY SPONSORSHIP GRANTS 2019



Please remember to download and save this form to your computer prior to commencing your application.



Do you need help with pulling your idea together or filling out an application?

Please contact the Councils Community Development team on (03) 5760 2600 to chat about your idea or application.

COMMUNITY SPONSORSHIP GRANTS

A. FUNDING GUIDELINES

The Community Sponsorship Grant is one of four funding streams under Benalla Rural City Council's Community Support Program.

The Community Support Program supports projects and activities that will assist in building healthy, vibrant and sustainable communities across the municipality.

The four funding streams include:

1. Community Sponsorship Grants
2. Community Grants
3. Youth Participation Grants
4. Major Event Funding Program

THE COMMUNITY SPONSORSHIP GRANT

This grant provides funding up to a maximum of \$500 (in any financial year) to support eligible projects, activities and events.

ELIGIBILITY

Eligible Applicants

- Incorporated community based and not-for profit groups and organisations, including local branches of state, national and international groups, trust funds and schools
- An unincorporated organisation sponsored by an incorporated organisation

Ineligible Applicants

- Individuals
- Individual businesses, government agencies, political or religious groups
- Applicants who have not satisfactorily acquitted previous Council grants or who have outstanding debts to Benalla Rural City Council

Eligible Applications

Community development projects and activities including:

- Local community initiated activities and projects eg: local community barbeque or celebration
- Fundraising (conditions apply – refer to page 4)
- Venue or equipment hire – assistance covering hire of external facilities and equipment
- Subsidised use of Council facilities and resources eg: use of Town Hall, bin hire or movie tickets

Ineligible Applications

- Core business and operational responsibilities of the organisation or projects which are the responsibility of other levels of government.
- Where the project or activity has already begun or has been completed.
- Projects which do not predominantly involve the Benalla Rural City community.
- Any events which are unable to secure required insurance coverage.
- Organisations that have already received a grant through the Community Sponsorship Program within the same financial year.

Assessment Criteria

All applicants will be assessed against the following criteria

- Is the organisation eligible to apply?
- Has the application been submitted before the project has commenced?
- Has the organisation previously received funding from the Council? (Preference will be given to organisations who have not received funding from the Council in the past two years.)
- What will be the community benefits of the project?
- Is there an identified community need for the project?
- What planning has been undertaken leading up to the application?
- Are there benefits to the broader community rather than just to the members of the applicant organisation?
- Does the applicant provide a contribution towards the project, either cash or in-kind?
- Is the budget realistic?
- Have other sources of funding been investigated?
- Does the organisation have appropriate insurance and a risk management strategy? (Community events only)
- Can the organisation effectively administer the grant within 12 months?

Funding Terms and Conditions

- Applications must be made using the Community Sponsorship Grant application form. Additional information can be attached as an appendix if required.
- A member of the organisation's executive must sign the application.
- All activities associated with the project must be legal and include all required permits.
- All grants must be used for the purposes outlined in the application.
- The grant must be fully expended within 12 months from the date of notification of the successful application.
- Successful organisations agree to the Council using information and images from their project/event in its Annual Report and other publications.
- Wherever possible, goods and services should be purchased from Benalla Rural City based providers.
- To ensure an equitable distribution of funds, fundraising events can only be funded for a period not exceeding two consecutive years, after which time it is expected that the fund raising event would be self funded.
- Photos demonstrating your activity in relation to this sponsorship grant would be welcome. Please contact the Community Development Team for more information.
- Support provided by Benalla Rural City Council should be acknowledged wherever possible and an invitation extended to the Mayor and Councillors to attend events by emailing the Executive Assistant to the Mayor and Councillors.

APPLICATION FORMS AND FURTHER INFORMATION

Further information and application forms can be obtained via Council's website www.benalla.vic.gov.au or by contacting the Customer Service Centre, Benalla Rural City Council on 5760 2600.

Applications can be submitted at anytime and are presented to the Council on a monthly basis. To meet approval timelines, applications should be lodged at least six weeks prior to the funding being required.

If you require any assistance in preparing your application, or would like to confirm monthly closing dates, please contact the Council's Community Development Team on 5760 2600.

COMMUNITY SPONSORSHIP GRANTS

B. APPLICATION FORM

SECTION 1 – ORGANISATION DETAILS

1. Full name of Applicant Organisation:

Street Address:

Postal Address:

Email:

2. Name of contact person:

Position:

Postal Address:

Phone:

Email:

3. Is your organisation incorporated?

- Yes (Please attach a copy of the 'Certification of Incorporation')
- No (Ineligible to apply unless sponsored by an incorporated organisation)

4. Are you applying in your organisation's own right or being sponsored? Own right Sponsored

*If you are being sponsored by another organisation, please provide the following information regarding your sponsoring organisation.
Please ask your sponsor to complete the questions below and attach a copy of their Certificate of Incorporation*

Name of Sponsoring Organisation:

Street Address:

Postal Address:

Contact Name:

Position:

Phone:

Email:

5. Does your organisation hold public liability insurance? Yes No

(Please note, public liability insurance is only required for events. Please attach a copy of your current public liability insurance cover.)

6. Is your organisation listed on Who? What? Where? Benalla Yes No

This is a website that provides information about Services and Organisations which support the Benalla community. If you require further information please visit www.benallaservices.com.au

7. How long has your organisation been established?

8. How many members does your organisation have?

9. What are the primary services/activities provided by your organisation?

10. Has your organisation received a grant, sponsorship or donation from the Council in the last 3 years?

Yes (specify below) No

Year awarded	\$ Amount	Purpose of grant	Date acquitted

11. To ensure prompt payments for successful applications, could you please provide bank details for your group or organisation.

Account Name:

BSB:

Account Number:

SECTION 2 – PROJECT DETAILS

Describe only the project/event/item for which you are seeking funding.

Please contact the Community Development team if your project has a community education focus.

(max 100 words)

Describe how you determined the need for the project/event/item.

(max 75 words)

Indicate whether this project will require ongoing funding.

If so, describe how the project will be supported in the future to ensure its continued sustainability?

Not applicable if this is a one off project/event/item.

(max 75 words)

Please provide details of risk management considerations for events/celebrations.

(max 75 words)

Has provision been made for including people of all abilities in your activity or event?

(max 75 words)

SECTION 3 – BUDGET

Please provide a detailed budget outlining the expected costs of the project.

<i>List all cash contributions and any other support (Including In-Kind)</i>		<i>Provide details of how you would spend the money</i>	
INCOME	\$	EXPENSES	\$
Income Total		Expenses Total	

AMOUNT REQUESTED FROM THE COMMUNITY SPONSORSHIP GRANT:

\$

Please note that Income and Expenditure totals should be the same value . Please make sure you include all anticipated income and costs.

If you require any assistance in preparing your application, please contact the Community Development Team on 5760 2600.

SECTION 4 – CERTIFICATION


To be signed by the Chair, President or Chief Executive Officer of the applicant organisation.

I certify that to the best of my knowledge the statements made in this application are true.

I consent to the information contained within this application being disclosed to or by Benalla Rural City Council for the purpose of assessing, administering and monitoring my current and any future Council grant applications.

I understand that if the Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my funding agreement with the Council.

Full name:	<input type="text"/>		
Position	<input type="text"/>		
Organisation	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

 **Please print and sign this page. Once completed you can scan and email, send via post or deliver in person along with the rest of your application. See below for submission details.**

APPLICATION CHECKLIST

- Is your organisation eligible to apply?
- Have you answered all the questions as completely as possible?
- Is the budget section completed, and does it add up?
- Is the application signed by the appropriate authorised representative?
- Have you kept a copy of the application for your own records?

For further information about the monthly assessment timelines, please contact our Community Development Team on 5760 2600.

Submit your completed application via



Email to:

council@benalla.vic.gov.au



Deliver to:

Benalla Rural City Council
1 Bridge Street East, Benalla VIC 3672



Post to:

Community Sponsorship Grants
Benalla Rural City Council
PO Box 227, Benalla VIC 3671

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