

Donations - Financial Assistance for Community Groups Application 2023/24

Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
mail PO Box 450 Ballina NSW 2478 • **e** council@ballina.nsw.gov.au • **t** 1300 864 444 • **w** ballina.nsw.gov.au

All applications will be acknowledged in writing by Council. Council will consider all requests following the adoption of the 2023/24 budget at the June 2023 Council meeting. Applicants will be notified of the outcome following the July 2023 meeting.

Applications close: Friday 2 June 2023

Guidelines for Approval of Council Donations

Refer to the '[Donations - Financial Assistance for Community Groups](#)' Policy on Council's website for further information.

In allocating funds, Council will give consideration to the nature of the works, the proposed beneficiaries, recent donations to each applicant, alternative funding sources and equity of support across the local government area.

PLEASE NOTE:

- **ALL** fields must be completed or provide a reason.
- If you are applying for venue hire funding for Council's Community Facilities, please contact the Community Facilities staff on **02 6687 6291** for a quote before submitting your application.

Organisation Details

Organisation Name

President

Treasurer

Secretary

Primary Purpose and Activities of Organisation

Mailing Address

Email Address

Number of Members

Contact Person for Application

Phone

Mobile

Is the Group/Organisation GST Registered? Yes No Exempt

If yes provide ABN Number

Is the Group/Organisation Not-for-Profit? Yes No

If yes provide details - this can be obtained from the Australian Taxation Office

Is the Group/Organisation Incorporated? Yes No

If yes provide Incorporation Number

Privacy Protection Notice

The completed *Community Donations - Financial Assistance for Community Groups* application contains personal information which is being collected for the purpose of processing the application. Provision of the information is voluntary, however, if insufficient information is provided, Council will be unable to process the application. The information will be processed by the Corporate and Community Division and may be made available to public enquiries under the *Government Information (Public Access) Act 2009*. The information will be stored in Council's electronic document management system.

Summary of Application

Description of project or activity (ie how the donation would be spent, if provided).

Please provide details of how you arrived at the estimated total cost of works. Requests for amounts over \$1,000 require at least two written quotes to be provided as part of this application.

Quotation 1 (Supplier)

Amount (\$)

Quotation 2 (Supplier)

Amount (\$)

Quotation 3 (Supplier)

Amount (\$)

Copies of current quotes must be attached to the application

How will the Project / Activity Benefit the Community?

Please describe why you believe community funds should be applied to your project. Information should include the people/sections of the community who will benefit from the project or activity.

Organisation Finances

Briefly describe why you need financial assistance from Council ie what financial resources are available to you and why are they not sufficient to pay for this project?

Financial Information - Community Donation Assessment

This information is being collected to enable Council to assess the financial circumstances of the applicant. The information will only be used for the purposes of this assessment. This section is split into two sections:

Section 1: asks for information in respect to the finances of the organisation.

Section 2: asks information in respect to a particular project or event and is required to be completed by both organisations and individuals.

Section 1: Financial Information for organisations

What funds do you have in the bank/invested? (Funds invested include money at call in the bank, on a term deposit or any other style of investment)

Amount (\$)

Details of any property owned either in whole or part

Details of any other assets owned with an estimated value over \$2,000 (eg motor vehicle)

Income received last financial (\$)

Expenses incurred last financial year (\$)

Estimated income this financial year (\$)

Estimated expenses this financial year (\$)

Additional comments

Section 2: Financial Information for organisations and individuals

What is the estimated cost to run the event or complete the project (\$)

Details of Proposed Funding Sources:

Amount Requesting from Council (\$)

Own Funds (\$)

Other (\$)

Total (\$)

Briefly describe the expenses you expect to incur

From

Amount (\$)

From

Amount (\$)

From

Amount (\$)

If income exceeds expense what will happen to the excess funds?

Applicant / Organisation Signature (2 signatures for organisations)

Name and Position

Name and Position

Signature

Date

Signature

Date