

2021-2022 Application Pack Coastal Communities Fund



Closes Thursday, 15 April 2021 at 3pm

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Incomplete and/or late applications will not be accepted

Office Use Only. Budget Submission Application
Group/organisation:
Project:

File Number:
Registration:
Date Received:

Section 1: Applicant Organisation Details

Name of Organisation			
Person authorised to make application (Contact Person)			
Title		First Name	Surname
Mailing Address			
Phone		Mobile	
Email Address			
Name of President		Name of Secretary	
Incorporated	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incorporation No	
Australian Business Number (ABN)*	Yes <input type="checkbox"/> No <input type="checkbox"/>	ABN Number	
Registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>	Has the organisation previously received Council funding? Yes <input type="checkbox"/> No <input type="checkbox"/>	
*N.B. If you do not have an ABN you must submit a completed Statement of Supplier Form			
If the organisation has previously received Shire of Harvey Budget Funding, please provide details below of the year it was received, the amount (ex GST) and a brief description of the project.			

Section 2: Project Details

Name of Project			
Amount requested ex GST	\$	Estimated Total Project Cost ex GST	\$
Project Description. <i>Describe briefly the activities for which you are seeking funding (what, where, when, how).</i>			

Is the project new? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, how is this project different to previously run projects or activities?	
Estimated Number of people who will benefit from the project?	
What percentage of participants do you expect will be from the Shire of Harvey?	
Location of project?	
Who owns or controls the land where the project is located?	
Have you obtained approval from the landowner? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What evidence do you have that there is a need for this project or activity? <i>e.g.: Surveys, feedback, evaluation or needs analysis</i>	
Please describe how the community will benefit from your project or activity.	

Project start date		Project completion date	
Proposed activity date/s			
Date	Activity		
Who will you work with to plan and implement the project? Are there any other groups or organisations you will be working with?			

Section 3: Project Budget

Please do not include GST in the budget.

In the expenditure section please list all items in order of priority and attach quotations or other details supporting funding request.

INCOME	Amount ex GST
Amount requested from Council	
Your organisation's financial contribution (Cash)	
Your organisation's in-kind contribution (Provide a detailed account of your organisations in-kind contribution in Section 4)	
Other grant applications (Please specify)	
-	
-	
Contribution from other organisation's and bodies (Please specify)	
-	
-	
Other (Please specify)	
-	
-	
-	
Total Income	\$

Section 6: Application Checklist

To ensure your application meets eligibility, please ensure you have completed the following checklist:

- ☐ We have answered every question on the application form and read through the funding guidelines.
- ☐ We have checked our budget figures add up and the income equals the expenditure.
- ☐ We have attached all of the supporting documentation and any other relevant information e.g. quotes.
- ☐ We are incorporated and have provided our certificate of incorporation or letter from auspice group.
- ☐ We have included a copy of the current Public Liability Insurance Certificate (Certificate of Currency).
- ☐ We have included a copy of the organisation's last audited/adopted annual financial statements.
- ☐ We have included Letters of Support from relevant stakeholders.
- ☐ We have included a Letter of Support from the Landowner if different from the applicant organisation.
- ☐ We have kept a copy of this application for our own records.

Section 7: Declaration

I have read and understood the Application for Funding Guidelines and declare that:

1. The information given on this form is complete and correct and that the group/organisation is supportive of this project.
2. The funds requested would be used only for the purpose described. If the funds are not so used, or the total funding is not used on the described project, they will be returned immediately to the Shire of Harvey.

NAME of authorised representative	
POSITION of authorised representative	
SIGNATURE of authorised representative	
DATE SIGNED	