



Donations and Financial Assistance application form - Not for profit groups and organisations or registered charities

Name of organisation:

Contact person:

Position:

Phone:

Email address:

Postal address:

Name of project or activity:

Project or activity start date:

Project or activity end date:

Amount of funding sought in this application:

Total cost of the project or activity:

Please provide quote for project works or how estimated cost was determined. Lakemac Print offers high quality design and printing services at a competitive price. Call 4921 0510 for a quote.

Location of project or activity:

Has the project or activity been held previously? Yes No Details

Have you received funding from Lake Macquarie City Council previously? (please provide dates and details)

Yes No Year/s

Do you receive State and/or Federal Government funding or grants? (if yes, please provide dates and details)

Yes No Year/s

Is your organisation a not-for-profit organisation? Yes No

If yes, please complete declaration on page 3

Project or activity details

Describe the project or activity for which you are seeking support.

What is the purpose of your group/organisation?

What are the objectives or outcomes to be achieved by the project or activity?

What is the community benefit of the project or activity?

(e.g. job creation, increased tourism, structured activities for disadvantaged youth)

How will the project or activity be promoted and how will you measure, evaluate and report its success?

(e.g. audience surveys, attendee numbers, verbal feedback)

Has your organisation applied to, or does it intend to apply to, another organisation for cash or in-kind support for the project or activity? If yes, please provide details.

How will Lake Macquarie City Council's support be recognised? (e.g. recognition of Council in event program, display of signage, naming rights, media coverage)

Declaration

Declaration of not-for-profit group or organisation or registered charity

I certify the organisation making this application is a not-for-profit group or organisation or registered charity

Name: Position:

Signature: Date:

Authorisation

This application should be signed by the appropriate officer of the group or organisation.

I certify the information given in this document is true and accurate.

Name: Position:

Signature: Date:

Submission process

The information sought in this application regarding the project or activity is required to enable Council to reach a fair decision about the request for funding. Please provide information in a concise manner and ensure a clear statement is presented for each item.

Further information may be requested during the application process. Please provide any information requested in a timely manner.

Enquiries regarding this application should be directed to the Governance Officer 4921 0584 or email council@lakemac.nsw.gov.au

Insurance

It is a condition on receiving funding that the successful applicant will assume all normal commercial responsibilities including public risk and/or any other appropriate insurance cover for the project. Workers Compensation must be in place for staff employed on the project. Council's Public Liability Insurance Policy covers the respective rights and liabilities of the Council and its agents only.

Please attach a Certificate of Currency from your insurers certifying a minimum of \$20 million public liability coverage for this project.

Lodgement options

Applications can be lodged using one of the following methods:

Email: council@lakemac.nsw.gov.au

Mail: Box 1906, Hunter Region Mail Centre, NSW 2310

In person: Customer Service Centre, 126-138 Main Road, Speers Point (8am-5pm)

Application checklist

Please ensure you complete all parts of the checklist prior to submitting your application.

Are all sections of application form complete? Yes

The following documents must be attached with your application:

Supplied	Not applicable
	copy of the organisation's latest audited financial statement of income and expenditure if the organisation is not currently subject to audit requirements
	copy of the organisation's Certificate of Currency for Public Liability Insurance (with a public projects activity component)
	a copy of the organisation's constitution (if applicable)
	evidence of the organisation's legal (not-for-profit) status
	evidence of the organisation's ABN registration (if applicable)
	evidence of the organisation's GST registration (if applicable)
	quote or details of cost of project or activity



Donations and Financial Assistance evaluation report

This report must be completed and submitted to Council within three (3) months of expenditure of funds

Name of organisation:

Contact person:

Position:

Phone:

Email address:

Postal address:

Name of project or activity:

Project or activity start date:

Project or activity end date:

Amount of funding from Council:

Details of how the funds were used:

Details of project or activity provided to the residents of the Lake Macquarie area:

Lodgement options

The Donations and financial assistance evaluation report can be lodged using one of the following methods:

Email: council@lakemac.nsw.gov.au

Mail: Box 1906, HRMC, NSW 2310

In person: Customer Service Centre, 126-138 Main Road, Speers Point (8am-5pm)