

# Public Donations Application Form

Individuals and community, sporting and educational groups wishing to apply for financial assistance from Moree Plains Shire Council for events, functions and sponsorship during the months required below are to complete and submit a Public Donations Application Form to enable the application to be considered.

In accordance with its Public Donations Policy, applications received after this deadline will not be considered until Council's first meeting next calendar quarter (i.e. in three months' time).

Any queries in relation to applications for financial assistance should be directed to the Executive Coordinator (02) 6757 3222.

Office Use Only

Record Number

Date Received

## Part A: Applicants Details

Name of Individual/Organisation

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Postal Address

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*If applicant is an organisation:*

Contact Person

Telephone Number

ABN Number

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Email Address

GST Registered?

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Yes  No

Primary Activities undertaken by your group/organisation:

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- Not for profit community based organisation? .....  Yes  No
- Is the group/organisation incorporated? .....  Yes  No
- Incorporation Registration Number of the Organisation: \_\_\_\_\_
- Is the group auspiced by an incorporated Association? .....  Yes  No
- Name of auspice organisation managing the project \_\_\_\_\_
- Postal Address of auspice organisation \_\_\_\_\_

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## Part B: Previous Financial Assistance

Have you / your group / organization applied for financial assistance for MPSC in the past?

Yes  No ► Go to Part C

If yes, was your application successful?  Yes  No ► Explain why

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If yes, please specify the type of funding received

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How much did you receive?

Date funding received

\$ \_\_\_\_\_

Did you provide details of use of the funding post event?

Yes  No

## Part C: Project Details

**Note:** In addition to the matters set out in the current Public Donations Policy, Council will now be prioritising applications for financial assistance having regard to the following:

- Improvements to infrastructure on private land will not be supported as it is a breach of the Local Government Act 1993 and therefore, applications for financial assistance to undertake such improvements will be considered ineligible.
- Applications for travel requests and purchase of team uniforms will not be prioritised by Councillors in the event there is insufficient funding to meet all other eligible requests. However, in the instance where sufficient funds are available, these requests will still be considered.
- It is considered that travel to other Shires is not a direct benefit to the economic development of the Moree Plains Shire.
- Requests that are seen to have an ongoing benefit to the community and the economic development of the Shire will be held in high regard by the Council. This is in accordance with the Community Strategic Plan objectives which are addressed when applications are considered by the Council.

This was an initiative from the 14 July 2016 Ordinary Council Meeting.

**Name of Project / Activity / Event / Function**

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**Purpose of Project / Activity / Event / Function**

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<b>Total Cost of project / etc</b>	<b>Financial Assistance Requested (Max \$3000)</b>	<b>Date of Project / etc</b>
\$ _____	\$ _____	_____

Has funding from other sources been sought?  Yes  No

If yes, please detail efforts made and results \_\_\_\_\_

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**Location of Project / Activity / Event / Function**

If you are a group / organisation, is it based in the Moree Plains Shire or, if located outside the Moree Plains shire, does it provide a service that primarily impacts upon residents of the Moree Plains Shire (evidence of this may be required)

Please provide a brief description of the proposed project / activity / event / function. Tell us what you are going to do and who is involved

### Project Objectives

Please details what your aims are for the project / activity / event / function and how these objectives will be met

### Community Strategic Plan Objectives

Please detail what objectives of the CSP your project / activity / event / function satisfies. These should be specified. A copy of Moree Plains Shire Community Strategic Plan is available on Council's website or obtained from the Executive Coordinator of Council.

How will the project / activity / Event / function be evaluated?

### Part D: Sponsorship Calculator

Amount Requested \_\_\_\_\_

Applicant \_\_\_\_\_

Is Applicant *(please select the most relevant category only (ie. only one category)*

Individual    Community Organisation    Sporting Group    School / Kindy etc

Points allocated \_\_\_\_\_ Sub Total \_\_\_\_\_  
*(Maximum potential score: 20 points)*

Is this sponsorship

First Time Sponsorship    Previous Sponsorship

Points allocated \_\_\_\_\_ Sub Total \_\_\_\_\_  
*(Maximum potential score: 25 points)*

Is this sponsorship

For an ongoing annual event?    A "one off" event    Minimum Contract period

Points allocated \_\_\_\_\_ Sub Total \_\_\_\_\_  
*(Maximum potential score: 20 points)*

Supporting the Community Strategic Plan

Supports 1/2 strategies    Supports 3/4 strategies    Supports 5 or more strategies

Points allocated \_\_\_\_\_ Sub Total \_\_\_\_\_  
*(Maximum potential score: 30 points)*

Is this sponsorship

Large donation (over \$1000)    Small donation (up to \$1000)

Council match other sponsorship ( \$ for \$ )    Relate to event where fees not charged

Points allocated \_\_\_\_\_ Sub Total \_\_\_\_\_  
*(Maximum potential score: 45 points)*

**In what form is the advertising for the event**

- Television  
  Newspaper  
  Radio  
  Banner  
  Advertising in Event Program  
 Advertising on team shirts (etc)  
  Online acknowledgment  
  Verbal acknowledgement

Points allocated \_\_\_\_\_ Sub Total \_\_\_\_\_  
*(Maximum potential score: 40 points)*

**Does the Event**

- Remain in our delivery area  
  Travel outside our delivery area

Points allocated \_\_\_\_\_ Sub Total \_\_\_\_\_  
*(Maximum potential score: 20 points)*

**TOTAL POINTS** \_\_\_\_\_

**Part E: Budget Details**

Income	
SOURCES OF FUNDS/INCOME <i>(If not applicable, please include this)</i>	\$
Other Grants	\$
Sponsorship	\$
Fundraising	\$
In Kind Support <i>(Please explain how you have calculated this)</i>	\$
Council Financial Assistance <i>(ie amount applied for)</i>	\$
Other Income	\$
<b>TOTAL INCOME</b>	<b>\$</b>

Expenditure	
SOURCES OF EXPENDITURE <i>(If not applicable, please include this)</i>	\$
Promotion and Publicity	\$
Hire Fees	\$
Equipment and Materials	\$
Insurance	\$
Other Expenditure	\$
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

NB. Income should equal expenditure

## Part F: Supporting Documentation

### Checklist

If you are a group / organisation, have you:

- Attached a copy of the organisation's last audited financial statement of a statement of income and expenditure over the past 12 months.
- Attached a copy of the organisation's most recent Annual Report
- Attached a copy of the organisation's constitution or statement of aims and objectives if a new applicant, or where these details have changed since a previous application.
- Attached a copy of the organisation's current liability insurance policy, ie certificate of currency (if applicable)
- Attached a copy of notification of the organisation's ABN and GST registration (if applicable) from the ATO
- Attached all other relevant information e.g. quotes.

### Further Information

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934  
council@mpsc.nsw.gov.au

## Part G: Certification

I certify, to the best of my knowledge, the statements in this application form are true. I have read and I understand the Moree Plains Shire Council Public Donations Policy.

I acknowledge that Moree Plains Shire Council cannot guarantee funding for any application and cannot guarantee funding to the full amount requested by any applicant.

### *For Individuals*

Full Name

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Signature

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Date

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### *For Organisations*

I have been authorised by \_\_\_\_\_ to make this application  
*Name of Organisation*

Full Name

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Position

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Signature

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Date

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## Lodgement Details

You can lodge the completed application to the **General Manager** by:

**Mail:** PO Box 420, Moree NSW 2400

**In Person:** Level 2, 30 Heber Street Moree NSW 2400

**Email:** council@mpsc.nsw.gov.au

**Fax:** 02 6752 3934

**What Now:** After your application has been received it will be processed with Council's Executive Coordinator and considered at a Council Meeting.

**Telephone:** 02 6757 3222

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