

PUBLIC DONATIONS APPLICATION FORM



**Part A: Applicant Details**

Name of Individual/ Organisation:	
Postal Address:	
<b>If the applicant is an organisation:</b>	
Is the organisation a not for profit community based organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the group/organisation incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incorporation Registration number of the organisation:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the Group auspiced by an incorporated association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of auspice organisation managing the project (if applicable): (A letter from the auspicng body must be submitted with the application)	
Postal Address of auspice organisation (if applicable):	
Australian Business Number (ABN) of the Organisation :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contact Person for this project:	
Telephone number of the contact person:	
Email address:	
GST Status of the organisation:	<input type="checkbox"/> Registered for GST  <input type="checkbox"/> Not Registered for GST
Describe the primary activity (activities) that are undertaken by your group/ organisation	

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**Part B: Previous financial assistance**

Have you/ your group/organisation applied for financial assistance from Moree Plains Shire Council in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No, go to <b>Part C</b>
If yes, was your application for funding was successful? (If it was not successful, please explain why)	
If yes, please specify the type of funding received	
How much did you/your group/organisation receive?	
When was the funding received?	
Did you/ your group/ organisation provide details of use of the funding post-event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**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:	
Purpose of project/ activity/ event/ function:	
Total cost of project/ activity/ event/ function:	
Amount of financial assistance requested (maximum of \$3,000):	
Has funding from other sources been sought? (If so, please detail the efforts made and the results of those efforts)	
Location of project/ activity/ event/ function:	
If you are a group/ organisation, is it based in the Moree Plain Shire or , if located outside the Moree Plains Shire, does it provides a service that primarily impacts upon residents of the Moree Plains Shire (evidence of this may be required)	
Date of project/ activity/ event/ function:	

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<p>Please provide a brief description of the proposed project/ activity/ event/ function. Tell us what you are going to do and who is involved:</p>	
<p><b>Project objectives</b> Please detail what your aims are for the project/ activity/ event/ function and how these objectives will be met:</p>	
<p><b>Community Strategic Plan Objectives</b> Please detail what objectives of the CSP your project/ activity/ event/ function satisfies:</p> <p>(These should be specified. A copy of Moree Plains Shire's Community Strategic Plan is available on Council's website <a href="http://www.mpsc.nsw.gov.au">www.mpsc.nsw.gov.au</a> or can be obtained from the Executive Department at Moree Plains Shire Council.)</p>	
<p>How will the project/ activity/ event/ function be evaluated?</p>	

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**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?

**Enter y or n**


**Points  
Allocated**

**Score**

0  
0  
0  
0

*(Maximum potential score: 20 points)*

<b>Sub Total</b>	<b>0</b>
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**Is this sponsorship**

First time sponsorship?

Previous sponsorship?

**Enter y or n**


**Points  
Allocated**

**Score**

0  
0

*(Maximum potential score: 25 points)*

<b>Sub Total</b>	<b>0</b>
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**Is this sponsorship**

For an ongoing annual event?

A "one off" event?

Minimum contract period?

**Enter y or n**


**Points  
Allocated**

**Score**

0  
0  
0

*(Maximum potential score: 20 points)*

<b>Sub Total</b>	<b>0</b>
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**Supporting the Community Strategic Plan**

: Support one/two strategies

: Support three/four strategies

Support five or more strategies

**Enter y or n**


**Points  
Allocated**

**Score**

0  
0  
0

*(Maximum potential score: 30 points)*

<b>Sub Total</b>	<b>0</b>
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**Is this sponsorship**

For a large donation (over \$1,000)

For a small donation (up to \$1,000)

Propose Council match other sponsorship (\$ for \$)

Relate to an event where fees will not be charged

**Enter y or n**


**Points  
Allocated**

**Score**

0  
0

*(Maximum potential score: 45 points)*

<b>Sub Total</b>	<b>0</b>
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**In what form is the advertising for the event**

- Television advertising or coverage?
- Newspaper advertising or editorial?
- Radio advertising?
- Banner displayed at event?
- Advertising in event program?
- Advertising on team shirts (etc)
  
- Online acknowledgement
- Verbal acknowledgement at event?

**Enter y or n**


**Points Allocated**

**Score**

0  
0  
0  
0  
0  
0  
  
0  
0

*(Maximum potential score: 40 points)*

Sub Total	<u>0</u>
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**Does the event -**

- remain in our delivery area?
- travel outside of our delivery area?

**Enter y or n**


**Points Allocated**

0  
0

*(Maximum potential score: 20 points)*

Sub Total	<u>0</u>
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Total	<b>0 points</b>
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**Part E: Budget Details**

<b>Income</b>	
<b>Sources of funds/income</b> (If not applicable, please indicate this)	<b>\$</b>
Other Grants	
Sponsorship	
Fundraising	
In Kind Support (Please explain how you have calculated this)	
Council Financial Assistance (ie amount applied for)	
Other Income	
<b>Total Income</b>	

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<b>Expenditure</b>	
<b>Sources of Expenditure</b> (If not applicable, please indicate this)	<b>\$</b>
Promotion and publicity	
Hire fees	
Equipment and materials	
Insurance	
Other Expenditure	
<b>Total Expenditure</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 or 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.

**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:.....

Signature.....

Date: .....

**For organisations:**

I have been authorised by.....  
(name of organisation) to make this application.

Full Name:.....

Position in organisation: .....

Signature.....

Date: .....

**Please return completed application and supporting documentation to:**

**The General Manager  
Moree Plains Shire Council  
PO Box 420  
Moree NSW 2400**

For further information, please contact the Executive Office on 6757 3222