

Community Small Grants Scheme

2024-2025

Application

Applications to be forwarded to:	Community Development Officer Community Services Central Coast Council PO Box 220 ULVERSTONE TAS 7315
Phone	(03) 6429 8955
Email:	admin@centralcoast.tas.gov.au
Closing date	4.00pm – Friday, 3 May 2024

1 General Information

Please note the following information:

- . If the organisation has received funding in the previous year (2023–2024), the application will not be eligible to receive a small grant in this round.
- . A project, program or capital work that has received funding from this grant scheme previously will not be eligible for funding.
- . Where applications are deemed to be eligible for more appropriate funding, applicants will be referred to apply to these sources.
- . If all the requested information is not supplied, or the assessment criteria are not addressed, the application will not be considered.
- . Grants greater than \$3,000 or half the total cost of the project and that exceed \$3,000 will not be considered.
- . The successful applicant is to provide a tax invoice to the Central Coast Council – Attention Community Small Grant. Council will pay the grant amount directly to the applicant.

Checklist before forwarding the application

- . Have you read the accompanying ‘Information and Guidelines’ before completing the application form;
- . Attachments added (including) –
 - quotes;
 - relevant insurance certificates;
 - supporting information (evidence of community support).

2 Applicant's Details

Name of Organisation:

Address of Organisation – postal:

Project Coordinator Name:

Position (if applicable):

Project Coordinator(s) Telephone Contact(s):

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Fax:

Email:

Website:

ABN:

Organisation membership numbers:

Is your Organisation GST registered? Yes No

Have you completed a Statement by Supplier? Yes No

Is your Organisation incorporated? Yes No

Does your Organisation have a Strategic Plan? Yes No

Name and address of Auditor:

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Details of organisation (e.g. purpose, activities, date established etc.)

See attached

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Have you received a Community Small Grant in previous years? Yes No

If so, when and what was your project(s)?

Project:

Year: Grant Amount:

Have you applied for other sources of funding for this project? Yes No

If so, please complete the following details.

<i>Source</i>	<i>Fund/Grant</i>	<i>Amount</i>	<i>Approved/ Declined/Under assessment</i>

3 Project Details

Project Title (What):

Project Category

- Minor Capital Works
- Culture and Events
- Community Health and Wellbeing
- Recreation and Open Space

Project Purpose (Why): **See attached**

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Project Outline (How and when):

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Location of Project (Where):

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How will the local and wider community benefit from your Project?

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How will the community be involved with your project?

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What community support do you have for the project? (Please attach any letters of support.)

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Project timeline (please note: works are to be completed by 31 May 2025)

Start: Complete:

Project Management

(Please detail planning, resource/skills, other relevant information.)

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4 Budget Project Details

Project Expenditure

<i>Item/Service</i>	<i>Quote supplied by</i>	<i>Cost</i>
	Total Expenditure	\$

Please attach copies of quotes

Project income

<i>Source</i>	<i>Detail</i>	<i>Amount</i>
Organisation contribution		\$
Fundraising (if applicable)		\$
Other Government funding		\$
In-kind (if applicable) *		\$
Other		\$
Small Grant request (Limited to 50% of total cost up to a maximum of \$3,000)		\$
	Total Income (must equal total expenditure)	\$

***Note** in-kind contributions – please calculate volunteer labour at \$18.00 per hour, other in-kind donations should be listed at regular cost.

The Council may not be able to provide the full amount requested.

Please indicate the minimum grant necessary for the project to proceed. \$.....