

## Community Sponsorship Application Form

**Applications Open 7 November 2018 and Close 24 January 2019**

Before completing this application, please ensure the Community Sponsorship Policy (<http://www.tweed.nsw.gov.au/Policies>) has been read and understood to ensure that the application will receive full consideration by Council.

Applications are to be posted to Tweed Shire Council, PO Box 816, Murwillumbah, NSW, 2484 or faxed to (02) 6670 2429 or emailed to [tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au).

**Please note:** This form is fillable, with the option to utilise a digital signature. If you have printed the application please ensure it is signed before scanning or posting. Applications cannot be accepted unless signed by the Applicant.

Name of Organisation	<input type="text"/>		
Postal Address	<input type="text"/>		
Contact Person	<input type="text"/>	Position	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Are you a not for profit organisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ABN (if applicable)	<input type="text"/>		
Is your organisation incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If <b>Yes</b> : Incorporation Number	<input type="text"/>		
If <b>No</b> : Name of sponsoring organisation	<input type="text"/>		
Incorporation Number of sponsoring organisation:	<input type="text"/>		

### Direct Credit Authority

Account Name	<input type="text"/>	Bank	<input type="text"/>
BSB No.	<input type="text"/>	Account No.	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

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## Eligibility Criteria

1. Projects, initiatives or services must be delivered to residents in the Tweed Shire Council Local Government Area.
2. Applicants must be not-for-profit meaning they are a non-government, not-for-profit, community based group or organisation that is not operating for the profit or gain of its individual members whether these gains would be direct or indirect.
3. No financial assistance will be given to privately owned businesses/companies. Applications must be from incorporated organisations or associations. Unincorporated not-for-profit community organisations can apply for assistance through eligible incorporated sponsor organisations. Sponsor organisations must agree to take responsibility for the receipt, application and acquittal of the assistance provided.
4. No financial assistance will be given to projects, services or initiatives that are receiving Council funding or resources.
5. No financial assistance will be given to Government Departments or agencies or for support of Government or Council owned facilities/fixed assets.
6. No financial assistance will be given to reimburse groups or organisations for Council fees and charges.
7. No financial assistance will be given to competitive sporting activities or clubs.
8. Council will not support/fund applications that are specifically fundraising for donations and charities.
9. The funds are not to be used for a social activity for members of the organisation exclusively.
10. For applications which include a public/community celebration component, evidence of adequate public liability insurance and/or other relevant insurance cover must be provided.
11. Applicants must have formally and fully acquitted any previous grants provided by Tweed Shire Council.
12. Applicants must submit applications on the official application form.
13. Applications must be received by Close of Business (4.30pm) on the advertised closing date.

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## Selection Criteria

1. Meets eligibility criteria.
2. Demonstrates how the project, initiative or service will achieve an outcome linked to the Tweed Shire Council Community Strategic Plan 2017-2027.  
  
Details of the Community Strategic Plan can be found online – [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au)
3. Addresses a community need and describes how the community will benefit from the project, initiative or service.
4. Applicants not located in the Tweed Shire must demonstrate how they will deliver projects, initiatives or services that benefit the residents of the Tweed Shire.
5. Demonstrated capacity for the applicant to professionally manage the implementation of the project including completion by the proposed date.
6. Applications that demonstrate a collaborative and sustainable approach including the contribution of in-kind support and other resources by the applicant and other stakeholders will be given priority consideration. This may include letters of support from partners, key stakeholders, etc.

## Assessment Process

1. Applications will be assessed by relevant Council Officers and must meet all eligibility criteria to be considered by Council.
2. Eligible applications will be assessed against selection criteria and presented to Councillors at a Councillor Workshop for discussion and consideration.
3. The results of the Councillor Workshop will be documented in a report to the next Council meeting for adoption of the recommended applications.
4. Full or partial or no funding for the applications may be recommended by Council and all applicants will be advised of the outcome of their application following the Council decision.

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## Part A - Application for Financial Assistance

1. Amount Requested:

\$

2. Project/Initiative/Service Name:

3. Brief description of the project, initiative or service, including how the funds would be spent if provided:

4. The most relevant goal in the Tweed Shire Council Community Strategic Plan 2017-2027 for the Community Sponsorship Policy is 'Provide social, cultural and economic opportunities enabling, healthy, safer and more inclusive communities'. Describe how the project, initiative or service meets this goal:

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5. Describe the community need this project, initiative or service addresses and how it will benefit residents of the Tweed Shire:

6. Describe your organisation's capacity to professionally manage the implementation of the project, service or initiative including completion by the proposed date (eg. previous similar projects, adequate staffing levels, governance arrangements):

7. Applications that demonstrate a collaborative and sustainable approach including the contribution of in-kind support and other resources by the applicant and other stakeholders will be given priority consideration. This may include letters of support from partners, key stakeholders, etc. Please describe and attach any supporting documentation to address this:



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8. Please provide details of the estimated total cost of the project, initiative or service:

Project Component	Amount
	\$
	\$
	\$
	\$
	\$

**Estimated Total Cost**

\$

9. Has your organisation made any applications for financial assistance from other bodies for this project, initiative or service?

No     Yes    If yes, please complete the following table

Funding Body	Date Application Lodged	Amount Sought	Amount Granted

10. Donations given to your organisation by Council over the last three years:

Amount	Date	Purpose of which funds put

## Part B - Information Regarding the Organisation

1. Brief profile of organisation, including current activities and location:

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## Part B - Information Regarding the Organisation - Continued

2. Current number of members and membership eligibility requirements (if applicable):

## Part C

1. Any additional information which you would like to include:

For any further information, please contact Shannon Rees on (02) 6670 2591 or email: [tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au).