



**PORT PIRIE REGIONAL COUNCIL**

**Community Assistance Fund**

**Application Form: Monetary/Project Assistance**

*Please use separate "Application Form: In-Kind Event Assistance" for traffic management, waste management, facility hire or other internal assistance for a community event.*

**SECTION A ORGANISATION DETAILS**

**Name of Applicant Organisation**

.....

Address for correspondence:.....

Email: .....

Contact Person: ..... Signature.....

Position held within Organisation: .....

Contact Telephone Number: (BH)..... (AH).....

Are you an incorporated entity under the Associations Act (or any other Act)    Y / N

If not: Are you affiliated with a parent or governing body that is incorporated?    Y / N

If so the name of that parent body.....

Are you registered for GST    Y / N        ABN No: .....

**For assistance in completing this form contact the Council Office on 8633 9777**

**COMPLETED APPLICATIONS**  
**should be forwarded to Council's Office at 115 Ellen Street Port Pirie 5540,**  
**or Bowman Street Crystal Brook 5523.**

**Applications close on the second Monday of each month.**

REFER TO POLICY EXTRACTS ON FINAL PAGE FOR IMPORTANT INFORMATION



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**SECTION B ORGANISATION INFORMATION**

1. Describe the general aims/ objectives and activities of your organisation.

.....  
 .....  
 .....  
 .....

2. How many subscription members in your organisation? Seniors ..... Juniors .....

3. How many volunteers (other persons) regularly assist your organisation? .....

4. How many paid employees (if any) in your organisation? .....

5. Is your organisation registered with a Club Development Program: Y or N

STARCLUB  Good Sports  Other.....

6. Financial Summary (from audited financial statements year ended ...../...../.....):

<u>Revenue Source</u>	\$
Members Subscriptions	.....
Donations Received	.....
Fund Raising	.....
Event/Activity Income	.....
Grants/ Subsidies	.....
Investment Interest	.....
Other.....	<u>.....</u>
<b>Total above Revenue</b>	.....
<b><u>Less: Total Expenditure</u></b>	<u>.....</u>
<b>= Net Surplus / (Deficit)</b>	<u>.....</u>

**Total Cash & Investment Balances** \$.....

*Purpose of Investments (if applicable)*.....

**NB: A copy of audited statements should be provided to confirm the accuracy of the above figures.**



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**SECTION C**

**DESCRIPTION OF PROJECT**

1. Describe the project for which assistance is being sought:

.....  
.....  
.....  
.....  
.....

2. When will the project be undertaken?.....

3. Where will it be conducted?.....

4. What are the outcomes being sought by the project?

.....  
.....  
.....  
.....  
.....

5. Type of Event (if applicable)  One-off  Annual/Periodic  Anniversary etc

6. How many persons will be directly involved in conducting the project?

Organising Committee .....	Event Participants .....
Other Members .....	Spectators .....
Volunteers .....	Other..... ..



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**SECTION C**

**DESCRIPTION OF PROJECT (cont'd)**

7. Who will benefit from the outcomes of the project? (please tick appropriate box(es))

- Members
- Participants
- Visitors
- Spectators
- Community

8. What economic benefit will the project provide to the Region. (Please tick box that best fits your project)

- One-off financial
- On-going financial
- Non-monetary
- Improved 'public' amenity
- Improved 'club' amenity
- Improved sport amenity
- Other (specify).....

9. How will Council be acknowledged for its contribution?

.....

.....

.....

.....

10. Have you received funding or assistance from Council in the last two years?

Year	Purpose	Amount \$



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**BUDGET SUMMARY FOR PROPOSED PROJECT**

**PROJECT NAME** :.....

**PROJECT EXPENDITURE**

Materials	\$.....	Organisation's Own Funds	\$.....
Promotions	\$.....	Donations Received	\$.....
Stationery/Printing/Postage	\$.....	Sales (incl. ticket sales)	\$.....
Contractors/Equipment	\$.....	Fundraising	\$.....
Other (please specify below)		Other Grants	\$.....
.....	\$.....	Other (please specify below)	
.....	\$.....	.....	\$.....
.....	\$.....	.....	\$.....
<b>TOTAL CASH EXPENDITURE</b>	<b>\$.....</b>	<b>TOTAL CASH INCOME</b>	<b>\$.....</b>

**PROJECT REVENUES** (excluding this application)

**NET CASH SHORTFALL** \$..... (Cash Expenditure less Cash Income)

**COMMUNITY ASSISTANCE FUNDS sought\*\*** \$.....

**\*\*Funds sought must be**

- **no more than 50% of Total Expenditure, to a maximum of \$4,000 and**
- **no more than the Net Cash Shortfall**

Is the project dependent on Council funding?  Totally  Mostly  Partly  Not at All

Council will consider Volunteer Hours contributed to the project. Please provide details of volunteer contributions below:

.....  
 .....  
 .....Estimated Total Volunteer Hours.....



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**SECTION D**

**CERTIFICATION**

I certify that to the best of my knowledge, the information contained within this application is true and correct. I also declare that the applicant organisation holds a current public liability indemnity policy of \$10 million, or is affiliated with an organisation which holds such a policy, and the cover of that policy extends to include the applicant organisation.

**For and on behalf of:** .....

**Chairperson / President** Name: .....

Signature: .....

**Treasurer or Secretary** Name: .....

Signature: .....

**Date** :...../...../.....

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**Checklist: Copies of the following items must be attached to support this application:**

- Public Liability Insurance Indemnity Policy
- Risk assessment report
- Associations Incorporation Certificate
- Most recent Audited Financial Statements
- Project costing including quotes & estimations
- Licenses and approvals required for the project

Please provide reasons for omission of any of the above:

.....  
.....

***NB: Omissions of required documents may influence the outcome of this application.***



## PORT PIRIE REGIONAL COUNCIL

# Community Assistance Fund

### **EXTRACTS FROM THE COMMUNITY ASSISTANCE POLICY**

The Community Assistance Fund is available to eligible non-for-profit community based groups to encourage the involvement of organisations and groups and to support community initiatives, events, projects and activities that seek to make a positive contribution to the community. The full Policy can be found on Council's website: [www.pirie.sa.gov.au](http://www.pirie.sa.gov.au)

#### **Eligible Organisations**

Not for profit community organisations, based or represented within the Council area, proposing activities which will take place within the Council area are eligible to receive funding.

Individuals, commercial entities, other Councils, political parties and Government departments (where the Government department is proposing activities or programs considered to be the responsibility of State or Federal Government) are ineligible to receive funding.

#### **Ineligible Activities**

- Reimbursement of prior expenditure or support for salary.
- Continuing, operational or ongoing expenses of the organisation.
- Activities that seek to make financial gain or are of a commercial nature.
- Any activity deemed to be illegal, unsavoury, anti-social, dangerous or likely to cause nuisance or offence to the public.
- Any activity undertaken to raise funds for a third party (including charities). A proposal for a community event held to raise funds for a charity may be assessed on its own merits.
- Social functions predominantly for the benefit of its members.

#### **Assessment Criteria**

The project:

- must be conducted within the Council's region;
- must have clearly defined start and end dates and measurable quantitative outcomes.
- should provide a measurable benefit to the community or stimulate an economic benefit within the community.

In considering an application, Council will take into account:

- the wealth of the applicant and its ability to raise funds from other sources.
- previous allocations for similar projects, and whether it is a significant milestone event.
- whether a sporting organization applicant is a member of STARCLUB or similar program.

Council may allocate the full amount of funds requested within the application, or any part thereof, or make no allocation at its own absolute discretion. Generally, contributions will be no more than \$4,000 or 50% of the total Project Expenditure Budget, whichever is the lesser.

#### **Notification and Payment**

- All organisations will be notified in writing of the Council decision regarding their application and the amount, if any, of funds allocated.
- Successful applicants will be required to sign a Memorandum of Agreement to indicate their acceptance of their allocation, under the guidelines and requirements of the Fund.
- Payment will be made on receipt of a Memorandum of Agreement and tax invoice (if required). Payment will be made by cheque or EFT to a nominated bank account.
- Recipients may be asked to participate in a ceremony for the purposes of promoting the Community Assistance Fund and Council's support of community organisations.

### **IMPORTANT**

**Applications incorporating building works may need development approval. Please contact Council's Development and Regulation Department for advice.**

**It is the responsibility of the applicant to provide all required documentation and details – Omissions may result in an application being declined without further reference.**