

Please ensure that you have read a copy of the guidelines before completing this application

## ORGANISATION DETAILS

<b>Name of community group or organisation</b>	
<b>Contact Name</b>	
<b>Postal Address</b>	
<b>Email</b>	
<b>Phone</b>	

Incorporated non-profit organisation\*  Yes  No

Certificate of Currency\*  Yes  No

Public Liability\*  Yes  No

*\*Please attach copies*

## AUSPICE DETAILS (ONLY IF APPLICABLE)

<b>Auspice organisation applying on behalf of group</b>	
<b>Contact Name</b>	
<b>Postal Address</b>	
<b>Email</b>	
<b>Phone</b>	

Incorporated non-profit organisation\*  Yes  No

Certificate of Currency\*  Yes  No

Public Liability\*  Yes  No

*\*Please attach copies*

## PROJECT DESCRIPTION

<b>Project Title:</b>
<b>Project Summary:</b>
<b>Community Benefit:</b>

Partner Organisation	Roles & Responsibilities	Contribution (\$)	Contribution (In Kind)

**Project Start Date:**

**Project End Date:**

*\*Please keep in mind that projects can not begin before payment is approved and processes – see guidelines for more information*

**Council Officer's Name:**

**Date of Contact:**

*\*It is a requirement of the application process that you contact a Council Officer to discuss the project*

**Link to Council's Community Strategic Plan:**

Choose an item.

## PROJECT BUDGET

Outline your project budget and include your own organisation's cash and/or in-kind contribution. Also include any confirmed/unconfirmed and in-kind contributions from partner organisations and other funding bodies (C=Confirmed; NC= Not Confirmed, IK= In-Kind)

<b>Income</b>	<b>C/NC/IK</b>	<b>Amount (\$)</b>
<b>Grant amount requested from Leeton Shire Council</b>		
<b>Entry/participant fees</b>		
<b>Cash from own organisation</b>		
<b>In-Kind from own organisation</b>		
<b>Cash from partner organisation</b>		
<b>Other:</b>		
<b>Other:</b>		
	<b>Total</b>	

<b>Expenditure</b>	<b>Amount (\$)</b>
<b>Materials and project costs</b>	
<b>Fees and wafes</b>	
<b>Promotion and publicity</b>	
<b>Venue costs</b>	
<b>Administration</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Total</b>	

*\*Total income should equal expenditure*

<b>What items will be funded by the Community Strengthening Grant?</b>

## CERTIFICATION

I, the applicant, certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge. The application has been submitted with the full knowledge and agreement of the management of the community group, organisation or auspice body. I have read the accompanying guidelines and information to applicants provided with this application form.

Group Organisation		Auspice Organisation	
Name		Name	
Title		Title	
Date		Date	
Signature		Signature	

## SUBMITTING YOUR APPLICATION

Complete the checklist on the following page before you submit your application using ONE of these methods:

### Email

[council@leeton.nsw.gov.au](mailto:council@leeton.nsw.gov.au)

### Mail

IPR, Governance and Engagement Team  
Leeton Shire Council  
23-25 Chelmsford Place  
Leeton NSW 2705

### In person

Leeton Shire Council  
23-25 Chelmsford Place  
Leeton NSW 2705

## CHECKLIST

To ensure your application is considered, it is essential that you complete all sections of this application form and provide all supporting documentation as requested.

### Required supporting material

- Public liability insurance certificate
  - Certificate of Currency
  - Quotes
  - Email/letters of support
- 
- The organisation/individual is an incorporated association or is auspiced by an incorporated body
  - The project will directly benefit residents of Leeton Shire Council
  - The project aligns with the strategic priorities of the Community Strategic Plan
  - The application was received prior to the closing date
  - Insurance paperwork was included in the application
  - All questions have been answered
  - An authorised person has signed the application
  - The project outlined in the application is a new project or program (ie doesn't replicate another activity previously funded by Council's grants program)
  - A clear understanding of a target group and their need has been demonstrated
  - if applicable, acquittals have been completed for previously funded projects