**Office Use Only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project  Name |  | ECM Reference |  | Application  Number |  |

For more information email [cap@ncc.nsw.gov.au](mailto:cap@ncc.nsw.gov.au)

# Submitting Your Application

The Community Assistance Program is designed to provide grants for community events, projects, services or activities to promote and enhance a caring and inclusive community, with vibrant and activated public places. These are both key result areas in the Newcastle 2030 Community Strategic Plan. We all need to work together to achieve the objectives of this plan. The Community Assistance Program is one way to achieve this!

This application form and the assessment process conform to Council's Community Assistance Grant Policy adopted by Council in February 2016. Please read the policy before you complete this application form.

We also suggest before you start, that you run though the Eligibility Checklist to ensure your organisation and project is eligible for this program.

Throughout this document, we use the generic term 'project' as shorthand for the event, program, activity or project funding you are applying for.

Remember, this is a competitive process and we encourage you to provide a response to all the questions relevant to your application.

## Agreements and Acquittals

If your organisation is successful is receiving a Community Assistance Grant under this program, you will be required to sign a formal agreement with Council.

Section 12 of Council's Community Assistance Grant Policy outlines the reporting requirements in place for the Community Assistance Grants. We would like to hear back from you about the success of your event/project/ service/activity. This information will help us measure the success of the program, provide reporting to Councillors and identify procedural or policy changes to make the make the program better!

## Termination of Agreement

Failure to meet the Council’s requirements and conditions may result in the termination of support. In any such case, the applicant will be notified prior to any action being taken.

## Insurance

If your organisation is successful is receiving a Community Assistance Grant under this program, you will need to meet requirements for public liability, workers compensation insurance and potentially volunteer insurance.

## Confidentiality

Information supplied will be used for processing and assessing the application and will be treated as confidential to the extent permitted by the Local Government Act and Council's Privacy Management Plan. As per Council's policy, successful projects will be listed on Council's website.

## Unsuccessful Applicants

We will notify all applicants of the program outcomes.

## Protecting Your Privacy

The City of Newcastle is committed to protecting privacy and we take reasonable steps to comply with relevant legislation and Council policy.

Information provided may be used by Council for assessing and review purposes. While the supply of details is voluntary, the more relevant information provided in the application, the stronger the application will be. We would also like to create a database of grant applicants so we can send you information about future Council grant programs. Finally, if the assessment panel is unable to agree on successful applications, a report will be made to Council which will include project outlines and applicants.

# How to Submit your Application

Ensure your application:

* is signed by an appropriate person
* is lodged electronically to [cap@ncc.nsw.gov.au](mailto:cap@ncc.nsw.gov.au)

## Section 1 - Application Details

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Organisation Name |  | | | | | | | | | | |
| Project Name |  | | | | | | | | | | |
| Postal Address | Street Address or PO Box Number | |  | | | | | | | | |
|  | | | | | | | | |
| Suburb | |  | | | | Postcode | | |  | |
| Contact Person | Title |  | Given Name | |  | | Last Name | | |  | |
| Position |  | | | | | | | | | | |
| Telephone (BH) |  | | | |  | | |  | | | |
| E-mail |  | | | | | | | | | | |
| Secondary Contact | Title |  |  | |  | |  | | |  | |
| Position |  | | | | | | | | | | |
| Telephone (BH) |  | | | |  | | |  | | | |
| Email |  | | | | | | | | | | |
| Does the organisation have an Australian  Business Number  (ABN)? | | | | 🞏 | | Yes  Please provide | | | 🞏 | | No |
| If yes, is the organisation registered for GST?  If the organisation does have an ABN and is registered for GST,a tax invoice will need to be produced ifsuccessful in obtaininga grant. If the organisation does have an ABN, but is not registered for GST, an invoice with no GST will need to be produced if successful in obtaining a grant. | | | | 🞏 | | Yes  Please provide | | | 🞏 | | No |
| If the organisation  does NOT have an ABN, you will be required to complete a Statement by Supplier Form. If this form is not completed, your application will be deemed ineligible for funding. Is the Statement by Supplier Form complete and attached? | | | | 🞏 | | Yes  If the Statement by Supplier form is completed, successful applicants must produce an invoice with no GST | | | 🞏 | | No |

## Section 2 - Eligibility

If you can't tick all the questions below, your organisation my not be eligible to receive a grant under this program. For more information please refer The City of Newcastle Community Assistance Grant Policy (2015).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please tick if YES** | 🞏 | Have you read Council's Community Assistance Grant Policy? | 🞏 | Is the project proposed to occur in 2017-18 financial year? |
| 🞏 | Are you a registered organisation? | 🞏 | Is the project proposed to occur in Newcastle local government area? |
| 🞏 | Are you a not-for-profit organisation as defined in the ATO guidelines? | 🞏 | Have you been successful at securing a grant or sponsorship from Council in the past? |
| 🞏 | If no, has an incorporated organisation agreed to auspice the grant? | 🞏 | Are all acquittal reports up-to-date for any previous Council funding? |
| 🞏 | Can you provide evidence your organisation has appropriate insurance for the proposed project?\* | 🞏 | Are you confident you can obtain all relevant approvals for the event/project/service/activity? For example event approval or licence. |
| 🞏 | Have received other Council funding for this or another project for 2017-18? |  |  |

# \*If your application is successful you will be required to provide the Certificate of Currency as evidence of public liability insurance. The Certificate of Currency in this instance will also need to be amended to note The City of Newcastle.

## Section 3 - Project Details

|  |  |
| --- | --- |
| * **Your Project:** * **(100 word limit)**   Describe your project. |  |
| **Project Outcomes:\***   * **(100 word limit)**   Please use dot points and clearly identify 3 to 5 outcomes the project will deliver |  |
| **Have you previously run similar project?**  We are interested in your experience in implementing the project. |  |

\*Specific and achievable outcomes are important for each project. If your project is successful in receiving funding, the outcomes and relevant measures will form part of the grant agreement.

Section 4 - Newcastle 2030 Community Strategic Plan Alignment

Please briefly identify how your project aligns with the following (comment on the relevant items only)

|  |  |
| --- | --- |
| **A Caring and Inclusive Community** | |
| A welcoming community that cares and looks after each other |  |
| Active and healthy communities with physical, mental and spiritual wellbeing |  |
| A creative, culturally rich and vibrant community |  |
| **Vibrant and Activated Public Places** | |
| Public places that provide for diverse activity and strengthen our social connections |  |
| Culture, heritage and place are valued, shared and celebrated |  |
| Safe and activated places that are used by people day and night |  |

The Newcastle 2030 Community Strategic Plan is also built on a range of values identified within our community. Please tick √ the three values below that you think your project will contribute to the most.

|  |  |
| --- | --- |
| Respect |  |
| Community connectiveness |  |
| Social inclusion |  |
| Creativity |  |
| Innovation |  |
| Diversity |  |
| Transparency |  |
| Resilience |  |
| Sustainability |  |
| Active Citizenship |  |

# Section 5 - Level of Support

|  |  |  |
| --- | --- | --- |
| **Level of Support requested**  **– please tick** | 🞏 | Level One - up to $1, 000 |
| 🞏 | Level Two - $1, 000 to $5,000 |
|  | 🞏 | Do you require the funding as cash, or to fund the hire of a Council venue (we call this value in kind - see the policy for more information)? Please use NCC 2015-16 fees and charges as a guide. Revised fees and charges will not be available until late April 2016. In most instances, fee increases will reflect the current rate of CPI.  🞏 cash 🞏 value in kind |

# Section 6 - Nature of the Activity

🞏 Social inclusion or support

🞏 Culture

🞏 Education and learning; skill development

🞏 Community celebration

🞏 Other ………………………………………

|  |  |  |
| --- | --- | --- |
| **Which category best describes your application?**  **– please tick one** | 🞏 | Project (will build something) |
| 🞏 | Event (single or multi day celebration or commemoration)\* |
| 🞏 | Service (will provide help to individuals or other groups over time) |
| 🞏 | Activity (could be a bike ride, community dance etc)\* |

*\* Successful applicants may be required to submit an access and inclusion plan for their event or activity*

# Section 7 - Assessment Criteria

Briefly describe how your project addresses the criteria. Your project does not need to meet all criteria. Where you can, describe or attach details of research or consultation undertaken to support your project.

|  |  |  |
| --- | --- | --- |
| **Will your project provide a positive benefit to the Newcastle community?**  🞏 **YES** 🞏 **NO**  **Explain how.**  (100 words) - The specific information below will help us assess the potential impact |  | |
| **Which of the following community benefits will be delivered through your project? (√ or ×)** | Community wellbeing |  |
| Innovation and creativity |  |
| Healthy lifestyles |  |
| Community infrastructure |  |
| Community safety |  |
| **Will the project enhance Newcastle's identity and community capacity through? (√ or ×)** | Celebrate our history |  |
| Celebrate our culture |  |
| Celebrate a Newcastle story |  |
| Link multiple groups in the community |  |
| Link multiple events |  |

|  |  |
| --- | --- |
| **Will the project address the needs or interests of a specific group in the community - eg Youth 15-25 years or culturally and linguistically diverse** |  |
| **Expected number of participants (please give a specific number)** |  |

# Section 8 - Acknowledging Council Sponsorship

|  |  |
| --- | --- |
| **How will your project acknowledge Council support?**  **Explain how.**  (100 words) - The specific information below will help us assess the potential benefits |  |

|  |  |
| --- | --- |
| Please tick and provide detail on how your project will acknowledge Council's support. | 🞏 Naming rights sponsor or partner status |
| 🞏 Council's logo in advertising and marketing materials if applicable |
| 🞏 Council's logo included in banners, signage or other collateral |
| 🞏 Ceremonial activities/speaking opportunities for Lord Mayor or Council representative |
| 🞏 Council acknowledged as official sponsor in media announcements and speeches |
| 🞏 Social media posts/tagging |
| 🞏 Links to Newcastle City Council websites |
| 🞏 Complimentary registrations |
| 🞏 Other: |

# Section 9 - Project Budget Summary

We are interested to ensure sufficient funding for your project exists. Please indicate the amount, as well as, the source of other funds and/or the value of donated services or goods to achieve your project.

|  |  |
| --- | --- |
| Requested City of Newcastle grant | $ |
| Value other grants received; source……………………………………….…. | $ |
| Other donations (cash) | $ |
| Input from your organisation | $ |
| Total dollar value of project | $ |

**Please describe other donations you expect to facilitate this project eg. Volunteer time, materials etc**

# Section 10 - Effective Governance

|  |  |  |  |
| --- | --- | --- | --- |
| * **Your Organisation:** * **(50 word limit)**   Please provide a brief description of your organisation. |  | | |
| **Who is on your Project Team?** | Name | Position | Relevant Experience |
|  |  |  |
|  |  |  |
| **What organisations (if any) are partners in the project?**  Please detail input. |  | | |

# Section 10 - Declaration

|  |
| --- |
| I declare the information provided in this Application is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.  I understand The City of Newcastle or its agent, may check any of our statements for the purpose of assessing this application, and agree to provide any additional information requested.  I consent to the release of information in this application (excluding personal details) for non-commercial public information purposes.  Should this application be successful, I confirm the project will not commence until after the funding agreement has been approved and an agreement with The City of Newcastle has been signed.  I understand this is an application only and may not necessarily result in funding approval. |

|  |  |
| --- | --- |
| * **Signature** |  |
| **Name** |  |
| * **Position** |  |
| **Date** |  |

# Privacy notice

The City of Newcastle (282 King Street, Newcastle) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan.

**Purpose:** Council will use the information to process your grant application. Projects and organisations receiving Council funding will be published annually on Council's website and may be included in Council media releases and newsletters.  Reporting to Council may also be required in line with the relevant Council policy, where the assessment panel is unable to agree on successful applicants.  Council will also send you updates and future notifications regarding this grant program.

**Intended recipients:** authorised Council Officers and its contractors or agents.

**Supply:** voluntary.

**Consequence of non-provision:** Council may not be able to process your grant application.

**Storage and security:** information will be stored in accordance with Council’s Record Management Policy.

**Access:** by contacting Council by phone on (02) 4974 2000 or attending Council.

Please email completed application to: [cap@ncc.nsw.gov.au](mailto:cap@ncc.nsw.gov.au)