

# FINANCIAL ASSISTANCE PROGRAM Application Form

## SECTION 1: APPLICANT'S DETAILS – all applicants complete this section

The name of Your Project	
Name of the Organisation or person seeking financial assistance.	
Address	
Postal Address	
Name and position of the contact person	
Telephone, Fax and Email Address	Telephone: <span style="float: right;">(bh)</span>
	Fax:
	Mobile:
	Email:
What legal status does your organisation have? (e.g. Incorporated Association etc)	
Australian Business Number (ABN) *	
Australian Company Number (if applicable)	
General Description of your Organisation	
Is your insurance, including a minimum of \$20m for public liability insurance, current? Please state policy numbers. (Council may request a copy of certificates of currency.)	Please list policies, insurer and policy number.
What is the time frame of your project?	Start Date:  End Date:

- If you don't have an ABN, please attach a copy of the Australian Taxation Office form "Statement by a supplier". Applicants with an ABN DO NOT need to complete the Statement by a Supplier form.

**AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:**

\$
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**Must agree with amount stated in this application's budget in section 5) (amount EXCLUSIVE of GST)**

## SECTION 2: PROJECT / PROGRAM DESCRIPTION

PLEASE tick one of the following boxes

### RECURRENT FINANCIAL ASSISTANCE

- Lithgow Show, Lithgow Business Association, Ironfest, Western Region Academy of Sport, White Ribbon Day**
- School Prize Giving** – total \$50 per school in LGA p.a.

### NON-RECURRENT FINANCIAL ASSISTANCE

- Local projects and activities with a demonstrated broad community benefit - Generally up to \$3,000 p.a.**
- Applications For Rate Reimbursements**
  - General Land Rates only and available for non profit organisations only
- Waiver of Council fees and charges**
- Schools:** Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

**SPORTING FINANCIAL ASSISTANCE** – ALL applications under this category are referred to the Council's Sports Advisory Committee for their recommendation – note if more than one team member applies the financial assistance will be split between team members.

- Junior Regional Sporting representation** – up to \$100 p.a.
- Junior State Sporting representation** – up to \$300 p.a.
- Junior National Sporting representation** – up to \$500 p.a.

**SECTION 3: APPLICATION / PROJECT DETAILS – all applicants to complete (including representation/prize giving).**

**Briefly describe your request/project. If required, attach additional details.**

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**Is your project new? Select one      YES      NO      N/A**

If you answered no, please provide some information that illustrates the new part of an existing project that you are seeking funding for.

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**What are the *aims* of the request/project? How will your request/project assist members of the Community? Which of Council's vision statements does your project achieve?**

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Identify how your request/project supports social, environmental and/or economic aspects and development in the Community.

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What outcomes and benefits will your project have for the community?

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What community consultation has confirmed the need for this program?

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List the organisations actively involved in the project / program.

ORGANISATION	CONTACT PERSON	Contact telephone number



**TIP**

*You can submit supporting documentation with your application to show how other organisations support your project.*

**SECTION 4 : BUDGET – IMPORTANT – all applicants must complete this section.**

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. You may submit your budget as a separate attachment if you prefer.

<b>Proposed Income:</b>	<b>Amount</b>
<b>Proposed Expenses:</b>	<b>Amount</b>
<b>TOTAL COST OF PROJECT</b>	
<b>TOTAL COST OF FUNDING SOUGHT</b>	

50% ONLY of capital projects will be considered. Please indicate if you intend to match any funding applied for on a \$ for \$ basis. If you are purchasing equipment or are planning a capital improvement to your asset, 2 quotations for the goods/ services need to be attached to your application.

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**SECTION 6: DECLARATION – ALL applicants to complete this section.**

On behalf of:

\_\_\_\_\_  
(name of the organisation, if applicable)

I declare that the information provided above is complete and correct.

Signed:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Position in organisation:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Contact telephone numbers:

\_\_\_\_\_

Email address:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Financial Assistance Program - Funding Agreement  
For financial assistance of \$10,000 or more**

This Agreement is made between Lithgow City Council and (**INSERT ORGANISATION NAME**)  
\_\_\_\_\_ (“The Organisation”)

**TERMS OF AGREEMENT and REVIEW DATE**

It is agreed as follows;

1. Lithgow City Council will support the organisation by providing financial assistance of \$\_\_\_\_\_ (**INSERT AMOUNT**), for the purpose of undertaking

**INSERT PROGRAM DETAILS**

\_\_\_\_\_ which links to  
Council’s corporate plans to achieve the following objectives:

**INSERT ALL VISION STATEMENTS AND COUNCIL PROGRAMS THE PROJECT SUPPORTS/ACHIEVES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The financial assistance is to be used by the Organisation for the project only, unless prior written approval is provided by Lithgow City Council. The organisation needs to demonstrate they have sourced other funding, or will seek alternative funding in the future to supplement/replace Council’s contribution.
3. The Organisation will provide written quarterly reports to Lithgow City Council within one month of the end of each quarter.
4. Lithgow City Council will provide funds upon receipt of tax invoice, each **quarter/annually (DELETE ONE)**.
5. Any extension to the project duration or scope of works must be approved by Lithgow City Council in writing.
6. At the end of the financial assistance period a final report detailing the outcomes of the project and a self assessment/evaluation of the effectiveness of the project is to be provided to Lithgow City Council.
7. An Audited financial statement, identifying how the financial assistance was spent is to be provided to Lithgow City Council within three calendar months after the project ends.
8. The Organisation will take out appropriate insurance, including workers compensation, public liability insurance and personal accident and sickness insurance. Certificates of Currency will be provided to Lithgow City Council if requested.
9. Any materials produced including project publicity and the final product are to recognise Lithgow City Council as a major financial promoter.

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10. Copyright for any material produced as a result of grant will be retained by the Organisation.
11. Lithgow City Council has the authority to use, distribute, and demonstrate any materials produced by the grant project.
12. If the Organisation fails to comply with this agreement, Lithgow City Council may withhold payment of financial assistance funds, terminate the financial assistance or request full reimbursement of the financial assistance.

Signature of parties to the Agreement.

I accept on behalf of my Organisation the terms and conditions of the funding Agreement.

Quarterly reports will be provided to Council on the following dates;

Date 1 DD/MMM/YYYY

Date 2 DD/MMM/YYYY

Date 3 DD/MMM/YYYY

Date 4 DD/MMM/YYYY

\_\_\_\_\_  
Signature of President/Chairperson etc

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Position held

\_\_\_\_\_  
Signature of General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name