

## FINANCIAL ASSISTANCE Application Form

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

|   |   |
|---|---|
| The name of Your Project  | LINC Disability Services Outdoor Area   |
| Name of the Organisation or person seeking financial assistance.  | Lithgow Information & Neighbourhood Centre's (LINC's) Disability Services   |
| Address   | 1 Padley Street<br>Lithgow NSW 2790   |
| Postal Address  | As Above  |
| Name and position of the contact person   | Katie Wright- LINC Disability Services Program Officer  |
| Telephone and Email Address   | Telephone: 0263522077 (bh)  |
|   | Fax:  |
|   | Mobile: 0428062187  |
|   | Email: disofficer@linc.org.au   |
| What legal status does your organisation have? (e.g. Incorporated Association etc)  | Australian Charities and Not For Profits Commission Public Benevolent Institution   |
| Australian Business Number (ABN) *  | 31 175 063 234  |
| Australian Company Number (if applicable)   | 609 727 648   |
| General Description of your Organisation  | Lithgow Information & Information Centre provides support to community members through a range of services, including aged care, kids, communities, CALD, Disability Services and multicultural engagement. The Disability Service provides assorted care options to members of the community with a disability such as in home care, accommodation, day programs and NDIS Plan Management. |
| 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: July 1 <sup>st</sup> 2020<br><br>End Date: 31 <sup>st</sup> October 2020  |

- 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.

|               |
|---------------|
| <b>\$2700</b> |
|---------------|

**AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:**

**Must agree with amount stated in this application's budget in section 3) (amount **EXCLUSIVE** of GST)**

**SECTION 2: APPLICATION / PROJECT DETAILS – all applicants to complete.**

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

Our Disability Services team is currently operating from the LINC building (located at 1 Padley Street, Lithgow) but will be moving to a new location in the coming weeks. This new location will provide us ample space from which to run several new and exciting programs for our participants with a disability. Our mission is to allow our participants to access a service which not only provides them support but also assists them to develop new skills, interact with others, build friendships and participate in fun and stimulating activities. Although we have access to a minimal amount of supplies and equipment with which to provide such activities, we are writing today to request approval of a grant to purchase much needed additional supplies which will allow us to commence the upgrade of our outdoor area. This project will take much care and thought and would only be made possible with a grant such as the one you are currently offering. This addition to our service would greatly benefit and improve the services we are able to provide our participants and the opportunities they are then able to experience by partaking in such groups and activities.

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#Attached is the original application email and itemised list of required equipment/items, etc. The email does, however, contain an error regarding the end date of the project which should read the 31<sup>st</sup> October (not the 31<sup>st</sup> August).

**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.

**What are the aims of the request/project?**

The aim is to create an outdoor area for our participants with a disability to engage in a wide range of activities whilst on Day Program with our Service.

**How will your request/project assist members of the Community?**

This will allow skills development, social interaction, mental and physical stimulation and add variety to their daily experiences.

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

Many families and individuals living with a disability or have a loved one who lives with a disability find it difficult to find and access appropriate services within their physical capacity around the local area. This would allow a wider range of opportunities for people with a disability to meet other people, develop friendships, utilise their skills and further develop skills, interact with others and to have a variety in their daily lives. This project aims to provide much needed outside time for participants yet allow them to feel supported and encouraged to express themselves and try new things.

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### **Demonstrate how your project promotes community development and participation by connecting people, increased opportunity and building community capacity.**

The benefits this project will produce will include allowing those with a disability a better range of activities in which they can participate where they can spend time outside in a supported and safe environment, have access to animals and the opportunity to learn how to care for animals, will gain the ability to garden and develop an understanding of the way things grow and how to facilitate plant growth. It will also offer the benefit of providing further locations at which local people with a disability can interact with one another and improve their relationships and social skills.

### **What community consultation has confirmed the need for this program?**

As a Disability Service we are well aware of the Services available within the local area, or lack of, and have personally identified the need for more outdoor activities to be offered as an opportunity for local residents with a disability.

**List the organisations actively involved in the project / program.**

| <b>ORGANISATION</b>                        | <b>CONTACT PERSON</b> | <b>Contact telephone number</b> |
|--|-----------------------|---------------------------------|
| Lithgow Information & Neighbourhood Centre | Katie Wright          | 63522077                        |
|  | Liz Symes             | 0419293757                      |
|  |                       |                                 |
|  |                       |                                 |



***TIP***

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

**SECTION 3 : 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.

|  |   |
|--|---|
| <p><b>Proposed Income:</b></p> <p>Hy-Tec (itemised list attached)</p>  | <p><b>Amount</b></p> <p><b>\$2700</b></p> |
| <p><b>Proposed Expenses:</b></p> <p>Staff wages<br/>         Utilities during project completion<br/>         Rates for the property at which the project will run once upgrade is completed</p> | <p><b>Amount</b></p> <p><b>\$6000</b></p> |
| <p><b>TOTAL COST OF PROJECT</b></p>  |   |
| <p><b>TOTAL COST OF FUNDING SOUGHT</b></p>   | <p><b>\$2700</b></p>                      |

If you are purchasing equipment or are planning a capital improvement to an asset, 2 quotations for the goods/ services need to be attached to your application.

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#### **SECTION 4: IMPLEMENTATION SCHEDULE**

Detail your plan for project development, implementation and project management.

| <b>KEY MILESTONE</b>  | <b>TIME FRAME</b>       |
|---|-------------------------|
| The required items would include equipment for the planned upgrade of our outdoor area; garden beds, potting mix and manure, shade sail, tools, a table setting, benches/seating, etc., a barbeque and a small chicken coop, which will provide participants the opportunity to learn many additional and useful skills. This project would be our first and top priority when we relocate, which we hope to have completed by the end of October 2020 at the very latest. This project would be done based on work hours and will be completed as one single project. The area at which the project will be completed is ready for work to commence as soon as possible. | 1.7.2020-<br>31.10.2020 |

**SECTION 5: DECLARATION – ALL applicants to complete this section.**

On behalf of: Lithgow Information & Neighbourhood Centre  
(name of the organisation, if applicable)

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

Signed:

Print Name: Katie Wright

Position in organisation: Disability Services Programs Officer

Address: 1 Padley Street,  
Lithgow NSW 2790

Contact telephone numbers: 63522077 Or 0428062187

Email address: disofficer@linc.org.au

Date: 09.07.2020





**Birdies Bed 1.9 x 0.9 x 0.74m Mist Green Select-A-Size Raised Garden**

IN 0136570

**\$297**

x 2 Total: \$594.00



**Richgro 25L All Purpose Garden Soil Mix**

IN 2061503

**\$3.95**

X25 Total: \$98.75



**Fine Farms 25L Blended Cow Manure**

IN 2061626

**\$3.50**

X5 Total: \$17.50



**Tempest 3 Piece Gardening Tool Set With Kneeling Pad**

IN 3267530

**\$9.98**

X10 Total: \$99.80



**Pope 12mm x 30m Handy Garden Hose**

IN 3110072

**\$29.90**

X1 Total: \$29.90



**Hortex Explorer Latex Garden Gloves**

IN 0027593

**\$3.25**

X10 Total: \$32.50



**Hortex Cotton Calico Garden Gloves**

IN 3350173

**\$1.40**

X10 Total: \$14.00



**Mimosa 220 x 90cm Aluminium Lava 8 Seater Dining Table**

IN 0022451

**\$349**

X1 Total: \$349.00



**Mimosa 200cm Aluminium Lava Bench**

IN 0028452

**\$199**

X2 Total: \$398.00



**Jumbuck 4 Burner Hooded Portland BBQ**

IN 3180769

**\$199**

X1 Total: \$199.00



**Marquee 2 Seater Lava Swing**

IN 0103076

**\$199**

X1 Total: \$199.00



**Marquee Cast Iron Back Timber Bench**

IN 3150155

**\$89**

X2 Total: \$178.00



**Coolaroo 6.5m Graphite Triangle Commercial Grade Shade Sail**

IN 3300354

**\$209**

X1 Total: \$209.00



**Pinnacle 1710 x 660 x 1210mm The Manor Chicken Coop**

IN 0036611

**\$261**

X1 Total: \$261

**GRAND TOTAL OF ALL ITEMS: \$2679.45**