

Application Form

*****Applications close 31 January 2021*****

Lithgow Council is offering communities impacted by the 2019-2020 Summer Bushfires grants of up to \$10,000 and above (subject to application and funding availability).

Applicant Details

Your Name:

Your Contact Details:

- Email:
- Phone:

General Description of your Organisation

What legal status does your organisation have? (e.g. Incorporated Association etc.)

Australian Business Number (ABN)* and Australian Company Number (if applicable)

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

\$

Amount must agree with amount stated in this application's budget in section 5 (amount EXCLUSIVE of GST)

Is the activity to be auspiced by a supporting organisation?

☐

Yes - Please add details of auspicing organisation on pages 4 & 5.

☐

No

Insurance

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.)

1. Project Brief

E.g. Outline of the project activities

2. Project Outcomes

E.g. Outcomes sought and for whom? Who will benefit? How will they benefit?

3. Resourcing/Budget Requirements

E.g. What staff resourcing do you need? What Funding do you need? Have you prepared a budget? Please attach any supporting documents.

4. Timeframe

Indicate start and end date(s) of the project and any key milestones. Please attach any supporting documents.

5. Evaluation Plan

E.g. How are you going to measure the success of the project? Please attach any supporting documents.

6. Request Type

- ☐ Infrastructure ☐ Health and Wellbeing ☐ Industry and Small Business
☐ Waste, Environment, Animal and Agriculture ☐ Other (please specify) _____

7. Appendices Attached

Attach any other appendices which support the funding request. Please list below.

Funding eligibility criteria:

- Should be community-led events/program for grass-roots activities that contributes to community recovery and/or resilience including projects that support community wellbeing.
- Projects will need to contribute to fulfil one or more of the following Disaster Recovery Outcomes:
 - The needs of vulnerable groups are addressed in disaster recovery
 - The community is aware of the disaster recovery processes
 - The community can express its changing disaster recovery needs
 - Community members are aware of the risks of future disasters
 - The community has improved capacity and capability to respond to future disasters
 - Business and not-for-profits have in place adequate mitigation practices for risks and threats
 - Government, private sector, civil society and organisations are engaged in plans for preparedness and management of the recovery
- Suitable types of activities/events to build resilience could include:
 - creating/enhancing community connections
 - creative activities/workshops
 - community events/festivals
 - physical activity
 - mental health initiatives (e.g. with relevant community services present for soft referrals)
 - activities could be targeted at either whole-of-community level (e.g. village) or individuals - but must targeted at benefiting many people.
- Applicants must be local group or organisation with a local presence OR auspiced by a local organisation.
- Profit-making organisations and/or activities where the profits are allocated to the shareholders, owners or members are not eligible to apply.
- Local organisations and community interest groups are encouraged to partner with Lithgow Council to design and deliver the projects.

Funding applications:

The same application form is used for applications up to \$10,000, though it is expected that applications over \$10,000 will have more thoroughly addressed and responded to the questions on the application form.

How to apply:

- Complete the Application Form
- Submit your application form and any supporting documents via email to: recovery@lithgow.nsw.gov.au

Other conditions:

- An application does not constitute a formal offer and no legal obligations shall arise unless and until a contract is signed by both parties
- Ineligible applicants will be notified that their application is ineligible
- The decision made by Lithgow Council regarding a Grant Application is final
- Approved grant recipients will also acknowledge and accept all other responsibilities, liabilities and conditions set out in the 'Letter of Agreement'
- Awarding of grant funds is subject to funding availability
- Grant funds must not be used for the purchase of alcohol and any capital items (unless listed in the Approved Budget) or to remunerate the Grant Recipient for time spent on the Activity
- The list of successful applicants will be published by Lithgow Council after all applicants have been notified of the outcome of their application.

TO BE COMPLETED BY AUSPICOR / ACTIVITY SUPPORTER

Name of auspicing organisation:

ABN:

Is your organisation a Tax Concession Charity (TCC)

YES

☐

NO

☐

Does your organisation have a Deductible Gift Recipient (DGR) status?

YES

☐

NO

☐

Is your organisation registered for GST?

YES

☐

NO

☐

Bank Account Details:

Account name:

BSB:

Account Number:

Are you requesting a management fee?

YES

☐

NO

☐

The auspisor may request a management fee of up to 10% of approved grant funds to cover administrative costs.

Does the applicant reside in a bushfire affected area? Will the activity be conducted in that area?

Is the applicant an employee, member or volunteer of your organisation?

YES

☐

NO

☐

Auspicing organisation guidelines:

Only non-profit organisations can auspice an applicant. This means that a non-profit organisation will support the activity with administrative support, access to tax concessions and protections.

The organisation auspicing the grant, the auspisor, needs to verify that that applicants are located in a 2019/20 bushfire declared area and explain why the community needs the proposed activity.

Auspisors need to be satisfied that the grant application fulfils one or more of the Disaster Recovery Outcomes and application requirements.

Auspisors need to be satisfied about their organisation's capability to support the grant activity.

The auspisor may request a management fee of up 10% of approved grant funds to cover their administrative costs.

Following the successful outcome of the grant application, the auspisor will be required to sign a funding letter of agreement with Lithgow Council.

Auspisors of successful applicants are required to:

- submit a tax invoice to Lithgow Council for the agreed amount
- provide the Grant Recipient with the grant funds to carry out the Activity
- ensure that the Grant Recipient carries out the approved Activity and in a COVID-19 safe manner which complies with current COVID-19 public health orders and Government requirements
- maintain a record of expenditure of grant funds and provide proof if requested
- maintain its public liability insurance for the duration of the Activity
- ensure that the Grant Recipient completes and submits the Activity Summary by the due date
- submit a signed declaration that states the funds were used for the purpose of the grant activity

APPLICANT DECLARATION

I declare that the information in this Grant Application is true and correct

First and Last Name (print):

Signature:

Date:

AUSPICOR / ACTIVITY SUPPORTER DECLARATION

To be signed by an authorised representative from your organisation

I declare that I am authorised to sign legal documents on behalf of the organisation

I declare that the information in this grant application is true and correct

I understand the decision made by Lithgow Council regarding a Grant Application is final

I understand that if my organisation is successful, it will be subject to the terms and conditions of the Grant Agreement

Name of the Organisation:

Name of Authorised Representative:

Position of Authorised Representative:

Signature of Authorised Representative:

Date:

Checklist for submitting an application

Use the following checklist to help prepare an application for grant funding.

| | |
|---|--------------------------|
| Carefully read the application and follow the instructions provided, as some requirements may vary. | <input type="checkbox"/> |
| Check application submission format All applications must be submitted electronically using the relevant Application Form. | <input type="checkbox"/> |
| Respond to all selection criteria Answer all criteria within the fields specified in the Application Form. All selection criteria are equally important, unless specifically stated. | <input type="checkbox"/> |
| Attach requested supporting documentation Only attach supporting documents as specified in the Application Form. Documents enclosed with the application which are not requested in the Application Form will not be assessed. | <input type="checkbox"/> |
| Read and complete the declaration part of the Application Form carefully | <input type="checkbox"/> |
| Prepare your application in advance of the closing date and time Late applications will not be accepted. | <input type="checkbox"/> |
| Keep a record of your application You will receive an email acknowledging your submitted application, however please ensure you make a copy of the entire package and keep it on file for your own records. | <input type="checkbox"/> |
| Check Council's website regularly for updates You are encouraged to regularly review information provided on Council's website. This includes questions and answers that may be updated throughout the process. | <input type="checkbox"/> |
| If you require help or support in using and/or submitting the Application Form, please call 6354 9999 If you have any questions which are not answered in the Application Pack and supporting documents, send your question to Recovery@Lithgow.nsw.gov.au or call 6354 9999. | <input type="checkbox"/> |