

# Community Grants Application Form

<b>Grant Applying For</b>	
<b>Which grant are you applying for?</b>	
<input type="radio"/> Araluen Access <input checked="" type="radio"/> Community Assistance <input type="radio"/> Community Development <input type="radio"/> Sustainability Initiatives              Youth Development	
<b>Contact Details</b>	
Full name:	
Position in Organisation:	
Organisation Address:	
Contact Email:	
Contact Phone:	Contact Mobile:
<b>Organisation Details</b>	
Name of Organisation or Individual:	
Postal Address:	
Contact Phone:	
Number of Members in Organisation:	
<b>ABN Details:</b> <span style="float: right;"><i>*If you don't have an ABN, attach a 'Statement by supplier form' with application</i></span>	
<b>Is your Organisation Incorporated?</b>	
<input type="checkbox"/> <b>Yes</b> – Please attach a copy of your Certificate of Incorporation and Public Liability Insurance with your application <input type="checkbox"/> <b>No</b> – *Please organise an incorporated organisation to sponsor your application, and complete the 'Sponsoring Organisation' section below.	
<b>*Sponsoring Organisation Details</b>	
<b>*Important Information:</b> Only complete this section if your organisation is unincorporated	Attach with your application; a copy of the sponsoring organisation's Certificate of Incorporation and proof of Public Liability Insurance, and a signed letter of agreement from your sponsoring organisation.
Name of Sponsoring Organisation:	
Name and Position in Organisation:	
Organisation's ABN:	
Contact Phone:	
Contact Email:	
Postal Address:	

# Community Grants Application Form

## Project Information

**Project Name:**

**Amount being applied for:**

**Estimated project completion date:**

**What projects or events does your organisation currently provide to the Alice Springs community?**

*(Please limit response to 250 words)*

## Project description

Provide a detailed description of your proposed project or event including:

- Aims and objectives
- Target groups
- Project partners
- Activities to take place

*(Please limit response to 500 words)*

# Community Grants Application Form

**Why is this project needed, and what benefits will it bring to the community?**

*(Please limit response to 250 words)*

**How will you promote the project to the community?**

*(Please limit response to 100 words)*

**Briefly describe what measures will be undertaken to minimise the environmental impact of your project or event?**

*(Please limit response to 100 words)*

**How will your project or event consider accessibility options for the community, if applicable?**

*(Please limit response to 100 words)*

# Community Grants Application Form

## Budget Template

1. The budget template below is an example only. If appropriate to your project, you can use and edit this budget template, or otherwise please attach a detailed budget with your application.
2. Please attach quotes for expenditure items. Council favourably views projects that purchase materials, equipment or services locally with Alice Springs, where possible.
3. Please note: The totals of both the expenditure and income lines must be the same. The budget must balance.

INCOME	Total \$ (ex GST)	EXPENDITURE	Total \$ (ex GST)	Quote attached
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Amount requested from ASTC				
TOTAL \$		TOTAL \$		

Does your project have any other sources of funding? Yes  No

*(If yes, please outline other sources of funding below)*

## Previous Council Funding

Have you previously received funding from the Council? Yes  No

If yes, please give details below:

Funding received	Year	Name of project	Acquitted?	*Deputation to Council?

*\*Deputations to Council are only applicable if funding from Council received was \$5,000 and above.*

# Community Grants Application Form

## Agreement and Declaration

**To be signed by the Chair, President, CEO or authorised representative of your organisation:**

1. I certify that to the best of my knowledge the statements made within this application are true
2. I understand that if the Alice Springs Town Council approves a grant, I will be required to accept the conditions of the grant in accordance to the grant guidelines.
3. I acknowledge that the Alice Springs Town Council will not accept late applications.

**Full Name:**

**Position in Organisation:**

**Signature:**

**Date:**

## Application Checklist

*Use this checklist to ensure your application is complete and ready to submit*

- I have read through the Community Grants Information Pack.
- I have confirmed through the Grant Guidelines that my organisation and project are eligible.
- I have attached a copy of current Public Liability Insurance for my organisation/  
sponsoring organisation.
- I have attached a Certificate of Incorporation for my organisation or sponsoring organisation.
- I have attached a letter of agreement from the sponsoring organisation (if the application is  
being sponsored by an incorporated organisation).
- I have attached quotes to substantiate expenditure related to my project.
- I have completed all sections of the application form as completely as possible.
- I can meet all acquittal conditions.
- I have selected a grant type in the 'Grants applying for' section.
- The application has been signed by an appropriate authorised representative.

# Community Grants Application Form

## How did you find out about Council's Community Grants Program?

- Alice Springs Town Council website    Alice Springs Town Council social media    Newspaper
- CouncilConnects Newsletter    Other online forum or mailing list (please list) \_\_\_\_\_
- Email    Word of mouth    Other (please list) \_\_\_\_\_

## Submitting Your Application

Please submit your application via email, mail or in person, before the due date to:

### Community Development Officer

Alice Springs Town Council  
PO Box 1071  
ALICE SPRINGS NT 0871  
[astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au)

The Community Development Officer can also help with any questions related to submitting an application and the grant guidelines.

All hand deliveries of applications can be made to:  
Alice Springs Town Council  
93 Todd Street, Alice Springs