

Alice Springs Town Council Community Grants Application Form



Grant Applying For

Which grant are you applying for?

Community Development

Community Assistance

Sustainability Initiatives

Araluen Access

Youth Development

Contact Details

Full name:

Position in organisation:

Email address:

Telephone:

Organisation Details

Name of organisation or individual:

Postal address:

Telephone:

Number of members in your organisation:

Is your organisation incorporated? Yes No

**If yes, attach a copy of your Certificate of Incorporation and proof of Public Liability Insurance with your application.*

**If no, please organise an incorporated organisation to sponsor your application, and complete the 'Sponsoring Organisation Details' section of this form.*

What is your organisation's ABN?

If you don't have an ABN, attach a 'Statement of Supplier' form with your application.

Is your organisation GST registered? Yes No

Sponsoring Organisation Details

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:

Contact name and position in
organisation:

Postal address:

Telephone:

Email:

What is the organisation's ABN?

If your sponsoring organisation doesn't have an ABN, attach a 'Statement of Supplier' form with your application.

Is the organisation GST registered? Yes No

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)

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)*

Budget

This 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.

Please attach quotes for expenditure items where possible.

INCOME	Total \$	EXPENDITURE	Total \$	Quote attached
Course fees		Wages		
Product sales		Travel expenses		
Sponsorship		Materials		
Donations		Equipment hire		
In-kind support		Publications		
Applicant's cash contribution		Advertising		
Other funding		Consumables (postage, stationery, fuel costs etc.)		
		Auspicing fee		
Amount requested from ASTC				
TOTAL \$		TOTAL \$		

Please note: The totals of both the expenditure and income lines must be the same. The budget must balance.

Does your project have any other sources of funding?	Yes	No
If yes, please outline other sources of funding:		

Previous Council Funding

Have you previously received funding from the Council? Yes No

If yes, please give details below.

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

**Only applicable if funding from Council received was \$5,000 and above.*

Agreement and Declaration

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

I certify that to the best of my knowledge the statements made within this application are true.

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.

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 **or** 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.

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

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