

Alice Springs Town Council Community Grants Application Form



GRANT APPLYING FOR

Which grant are you applying for? Community Development Community Assistance
[Please select only one] 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

What services does your organisation provide to the Alice Springs community?

[please limit response to 250 words]

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:

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:

Project description (a detailed description of the project, including aims and objectives, target groups, project partners, activities to take place, and how the grant monies will specifically be used):

[Please limit **project description** response to 500 words]

PROJECT INFORMATION (continued)

[Please limit each response to 250 words per question]

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

How will you promote the project to the community?

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

If yes, please outline other sources of funding.

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		Y/N
Product sales		Travel expenses		Y/N
Sponsorship		Materials		Y/N
Donations		Equipment hire		Y/N
In-kind support		Publications		Y/N
Applicant's cash contribution		Advertising		Y/N
Other funding		Consumables (postage, stationery, fuel costs etc.)		Y/N
		Auspicing fee		Y/N
				Y/N
				Y/N
				Y/N
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.

AGREEMENT AND DECLARATION

Have you previously received funding from the Council? Yes No

If yes, please give details below.

Grant received	Year	Name of project	Acquitted?

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 am aware that the acquittal report must be submitted within two months of project completion.
- 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