



# Carrathool Shire Council Community Grants Scheme Information Sheet

Community Grants are available to assist groups to undertake projects which provide for the needs of the community

## **CRITERIA**

Applications must be from not-for-profit organisations within the Shire.

Projects should aim to:

- Extend or advance knowledge, understanding or participation in the community
- Address relevant community issues
- Be initiated within the community and actively involve local people
- Encourage wider usage of, or improve community facilities

Ineligible Applications:

- For commercial enterprise projects
- For completed projects
- For payment of debts
- From for profit groups or organisations
- For projects or services that are the direct responsibility of other agencies
- For individual financial assistance
- From groups or organisations that have outstanding acquittals from previous projects.

Applications **must** include:

- Quotes
- Itemised budget
- Clear description of the project
- Written support from the community demonstrating need, consultation and support

**Applications Close: 4.00 pm Friday 2 August 2024** (*late applications will not be accepted*)

**All Acquittals Due: Friday 6 June 2025 (including paid invoices and photographs)**

Please keep a copy of your application as you will be required to acquit the project on completion, photographs to be included in acquittal. For assistance please contact 6965 1900.

Please send applications to:

Carrathool Shire Council  
PO Box 12  
GOOLGOWI NSW 2652

Email: [council@carrathool.nsw.gov.au](mailto:council@carrathool.nsw.gov.au)

## **ASSESSMENT PROCESS**

Applications will be presented to Council in the closed section of the August Business Paper. A final decision will be made at the August Meeting to be held on 20 August 2024.


Your proposal will be assessed against three broad criteria.

- a. relevance to the Shire's goals, specifically how they relate to the Community Strategic Plan
- b. demonstrated community support for the project (including financial and in-kind support)
- c. addresses community capacity building (*sustainable, builds community partnerships, response to community needs and will be of long-term benefit to the community*).

Applicants will be notified in writing of the decision.



## Carrathool Shire Council Community Grants Scheme Application Form

| About the Organisation   |  |   |           |
|--|--|---|-----------|
| Name of the Organisation   |  |   |           |
| Street Address   |  |   |           |
| Postal Address   |  |   |           |
| Contact Number/s   |  | Fax   |           |
| Key Contact Person   |  |   |           |
| Contact Number/s   |  | Fax   |           |
| Email Address  |  |   |           |
| Type of Organisation   |  |   |           |
| Background of the Organisation   |  |   |           |
|  |  |   |           |
|  |  |   |           |
|  |  |   |           |
|  |  |   |           |
|  |  |   |           |
| Declaration and Consent  |  |   |           |
| I have read and understand the criteria of the Community Grant Scheme.   |  |   |           |
| I understand that the Carrathool Shire Council cannot guarantee funding for any application, and cannot guarantee funding to the full amount requested by any applicant. |  |   |           |
| I confirm that I have been authorised to complete this application on behalf of:   |  |   |           |
| Name of the Organisation   |  |   |           |
| Name   |  |   |           |
| Signature  |  |  | Date: / / |
| Project Details  |  |   |           |
| Title of the Project:  |  |   |           |
| What is the aim of the project? <i>(Why are you doing this project and who or what will benefit from it?)</i>  |  |   |           |
|  |  |   |           |
|  |  |   |           |
|  |  |   |           |
|  |  |   |           |
|  |  |   |           |
| Location of the Project: <i>(e.g. town/village and/or street - attach a sketch if you think it will be helpful)</i>  |  |   |           |
|  |  |   |           |
|  |  |   |           |
| Date project will commence:  |  |   |           |
|  |  |   |           |
|  |  |   |           |
|  |  |   |           |
| <b>PLEASE NOTE: ALL PROJECTS MUST BE ACQUITTED BY FRIDAY 6 JUNE 2025</b>   |  |   |           |



# Carrathool Shire Council Community Grants Scheme Application Form

How will progress of the project be monitored and its effectiveness evaluated? *(Who is going to manage the Project and how?) (Photographs will be required for acquittal and payment of monies)*

Indicate support for the project. *(Attach letters of support from other organisations or groups.)*

### Financial Details

This part of the form is to give Council an idea about the total cost of the Project, the extent of assistance provided by your organisation or group, the extent of assistance from other sources, and the amount of funds being sought from Council. **Please attach any quotes.**

| Cost of Project       | A         | Income for the Project        | B         |
|-----------------------|-----------|-------------------------------|-----------|
| Material              | \$        | Community Grant (Max \$1,500) | \$        |
| Labour                | \$        | Your Contribution - Cash      | \$        |
| Other:                | \$        | Your Contribution - In Kind   | \$        |
| Other:                | \$        | Other Contribution - Cash     | \$        |
| Other:                | \$        | Other Contribution - In Kind  | \$        |
| Other:                | \$        | Other:                        | \$        |
| <b>Total Cost (A)</b> | <b>\$</b> | <b>Total Income (B)</b>       | <b>\$</b> |

Note: (A) should equal (B)

“In-kind” means other than cash.  
 Your contribution in-kind - e.g. volunteer time can be estimated by \$20 x per hour x per person  
 Other contribution in-kind - e.g. use of equipment or machinery at no cost

### Checklist

| <i>Completed</i>                     |   |
|--------------------------------------|---|
| About the Organisation               | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Declaration and Consent              | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Project Details                      | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| Financial Details                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| <i>Attachments</i>                   |   |
| Location of project or sketch or map | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Letters of support                   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Quotes                               | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Letters for in-kind support          | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

**Applications close at 4.00 pm on Friday 2 August 2024**

*(No late applications will be accepted)*