

Sponsorship, Grant and Contributions Application and Agreement Form

Use this form to apply for Council Sponsorship, Grants (including fee waving and in-kind support) and Contributions. Applications are only accepted during the specified application rounds for each specific program and must include this application form and the specific programs application form. Application dates are advertised on Council's website. Please ensure your application meets the requirements of the specific programs guidelines and the Awarding of Sponsorship, Grants and Contributions Policy.

Applicant details

Name of organisation _____

Contact name/position _____ Position _____

Postal address _____

Email address _____

Phone number _____

Organisation website
and/or Facebook page _____

Is your organisation not-for-profit community-based organisation? ☐ Yes / ☐ No

Incorporation Number _____ Australian Business Number (ABN) _____

Please attach a copy of your Public Liability Insurance Certificate of Currency with cover of at least \$20m

Please select which program you are applying for and complete the applicable application form:

Note: Applications will only be accepted for specific programs during the application periods advertised on Council's website.

<input type="checkbox"/> Community Grant <input type="checkbox"/> Project / event funding <input type="checkbox"/> Fee Waiving <input type="checkbox"/> In-kind	<input type="checkbox"/> Sponsorship <input type="checkbox"/> Project / event funding <input type="checkbox"/> Fee Waiving <input type="checkbox"/> In-kind
<input type="checkbox"/> Landcare Grant	<input type="checkbox"/> Local Heritage Assistance Fund
<input type="checkbox"/> Sustainable Education Grant	<input type="checkbox"/> Sport and Recreation Small Capital Grant
<input type="checkbox"/> Other Sustainability Program	<input type="checkbox"/> Sport and Recreation Large Capital Grant

Application details

(Please attach supporting documentation (e.g. cost estimates/quotes, letters of support, photos))

Project location or locations:

Provide a summary of your project and proposed date/s of project:

What is the total cost of your project	\$	
Amount of funding requested	Cash \$	and/or In-kind \$
Amount of applicant co-contribution	Cash \$	and/or In-kind \$

You must provide evidence of how you arrived at the total project costs. Have you attached cost estimates/quotes? ☐ Yes / ☐ No

Have you attached a current copy of your Public Liability Insurance Certificate of Currency with cover of at least \$20m? ☐ Yes / ☐ No

Does your project need Development Approval? ☐ Yes / ☐ No

If yes, does your project have Development Approval yet? ☐ Yes / ☐ No / ☐ N/A

Does your organisation owe Muswellbrook Shire Council any outstanding money/acquittal reports? If yes, please provide details below: ☐ Yes / ☐ No

How does this project benefit the Muswellbrook Shire community and which section(s) of the community does it benefit?

How does your event, activity or project align with the goals and actions in the [Muswellbrook Shire Community Strategic Plan 2022-2032](#)?

If this is a Rural Halls application, please include details around (a) what groups use your hall and (b) how often they use it.

If this application is for an event, have you read and complied with Council's Sustainable Event Management Procedure. Please contact Council's sustainability unit if you require further information.

Please note: Council is not a supplier of bins for events. You need to contact a private company to request event bins. Any request that Council provide funding for bins must be made as part of a request that is approved by Council. If this is the case, Council must know the cost of bins you are requesting.

Have you been dealing with any other Council staff member regarding this project?
If yes, who?

☐ Yes / ☐ No

Please provide any further details/comments to support your application

Terms and conditions:

1. This constitutes a signed agreement as part of the application/project process.
2. Council reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the criteria.
3. Applicants must identify and declare any actual, potential, or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct, which is available on Council's website.
4. The grant may only be used for the purpose specified in the application. Any change must be approved in writing by Council before the activity is undertaken.
5. Applicants will be required to acknowledge the funding provided by Council in a manner approved by Council's Communication Team in any communication about the project.
6. Council reserves the right to publicise approved events, activities, projects etc. in any media form it chooses.
7. The successful applicant will be responsible for project management and all costs in excess of the approved grant, with all activities undertaken being required to comply with Council policies as listed at www.muswellbrook.nsw.gov.au/policies/. Works may be subject to inspection and verification.
8. Funded projects must be completed within 12 months of the funding being awarded.
9. Successful applicants must submit an acquittal report to Council's General Manager within 1 month of project completion. The report should provide evidence of how the grant funds were spent and include photos (for example before, during and after) that showcase the outcomes of the project.

Successful Applicants must abide by the following funding conditions:

1. An offer of funding/acceptance must be accepted within two (2) weeks or it will be withdrawn.
2. You must discuss your project with Council before commencing work.
3. Where necessary you must obtain the relevant planning/development approvals for your project before commencement.
4. Once your project is complete you must acquit the monies received with evidence of expenses, ie receipts, and photos of the project before and after. Documentation is to be submitted to Council's General Manager within 1 month of project completion.
5. You must advise Council of any changes to the approved project, including changes to financial circumstances which may affect project completion.
6. Council considers the full cost of the project to be the GST-inclusive amount.
7. You must submit an invoice for payment. You also agree that unless requested, and agreed to by Council, all cheques or electronic transfers will be made payable to your ABN registered organisation.

8. You agree that this financial assistance may be reviewed or revoked at any time under one or more of the following circumstances:
 - Unsatisfactory work
 - Failure to meet time schedules
 - Non-disclosure or misleading or false disclosure of information
 - Inadequate matching funding being provided by your organisation
9. You also agree that you are obliged to refund sponsorship/grant monies within 30 days of receiving a notice of funding revocation.
10. You agree to acknowledge the funding assistance during the project and upon completion in any form required and approved by Council.
11. You agree to participate in work to develop a case study about your project if required.
12. You agree to participate in workshops to promote your project if required (would be limited to the period within 12 months of completion of the project).
13. Council may publicise your project through its newsletter, website, social media, media releases and liaison with journalists.
14. You agree to insure and keep insured at all times the item/s for which this funding is granted, unless Council proves otherwise.
15. You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.

I certify that the information provided in and supporting this application is true and correct and that I am legally authorised to sign this application for and on behalf of the applicant Organisation.

Applicant's Signature

Name and Position

Date

Signed on behalf of Muswellbrook Shire Council: (at the time the sponsorship, grant or contribution is awarded)

Signature

Name and Position

Date

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institution involved in the process

The supply of the information by you is voluntary. However, if you cannot provide

or do not wish to provide the information sought, the Council may be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning privacy matters to the Public Officer.