

02 6549 3700 • council@muswellbrook.nsw.gov.au
PO Box 122 Muswellbrook NSW 2333
Campbell's Corner 60-82 Bridge Street Muswellbrook

www.muswellbrook.nsw.gov.au

Grants and Contributions Application

Use this form to apply for Council Grants (including fee waving and in-kind support) and Contributions. Please ensure your application meets the requirements of the Awarding of Grants and Contributions Policy and the Grants and Contributions Guidelines.

To submit this form, you may be required to provide copies of the following documents:

- Certificate of Currency of Public Liability Cover
- Estimates and/or quotes of total project cost
- Site plan of event or activity (if applicable)
- Development Consent Approvals (if applicable)

- Borotopin	one demont, approvate (ii approable)
Section 1: Applicant	type
Applicant Type	□ Organisation (Skip to section 3)□ Individual
Section 2: Individual	applicant details
Applicant Name	
Email address	
Phone Number	
Are you being supported	by an organisation?* No (Skip to section 4)
individuals) will need to be a	☐ Yes provide financial assistance to incorporated organisations. Unincorporated organisations (or groups of a suspice by an organisation that is incorporated or under another legal structure. Individuals, where unable to be on, will need to provide additional information to facilitate payment.
Section 3: Organisati	on details
Name of Organisation	
Contact name	
Contact position	
Contact email	
Contact number	
Organisation address	
Website and/or social media page	
ABN	
Is the organisation a not	r-for-profit community-based organisation? □ Yes / □ No



Section 4: Project details Provide a summary of your project, including its purpose, key activities and target audience: What are the key date(s) related to your project? Proposed project location(s): Is this a Community Rural Halls application? If yes, list the groups that use your \square Yes / \square No hall, including their frequency of use below:

If yes, please note the following:

Is this application for an event?

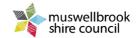
- Where the community grant or contribution is intended for an event, applicants should consider Council's Sustainable
 Event Management Procedure and must contact Council's Sustainability Unit on (02) 6549 3700 or
 sustainability@muswellbrook.nsw.gov.au for input and advice.
- Recipients of previous grant funding from Council who have been deemed by Council's Sustainability Unit not to have met sustainability requirements, may be ineligible for future funding.
- Council is not a supplier of bins for events. You must include any required funding in the application cost and contact a private company to arrange event bins.

☐ Yes / ☐ No



Which theme(s) outlined in the Muswellbrook Shire Community Strategic Plan 2025-2035 does your application address? (select all that apply)

	Ш	We are a strong community. Our community contributes to community life, is safe and has access to services and facilities.	
	П	We are a regional centre. Our community has access to regional services, infrastructure and facilities.	
		We are a thriving economy. Our community has opportunities for employment, business and training and we drive	
		investment into our economy to benefit our community.	
		We are a great place to live. Our community offers a great lifestyle in a healthy natural environment.	
		We are working together. Our community is involved in decision making and resources are managed to align with	
		the values and priorities.	
Ном	doe	es your application align with the theme(s) in the Muswellbrook Shire Community Strategic Plan 2025-2035?	
100	uoc	es your application align with the theme(s) in the Plaswetts rock of the Community Strategie I tail 2023-2003.	
How	doe	es this project benefit the Muswellbrook Shire community and which section(s) of the community does it	
	efit?		
			ĺ



Section 5: Financial Information What is the total cost of your project **Amount of funding requested from Council:** Cash \$ Fee waiving \$ In-kind \$ Amount of applicant co-contribution: Cash Fee waiving \$ In-kind If you have received funding from another source for this project, please provide details including the source, amount, and purpose of the funding: Please provide a detailed explanation of how you calculated the total project cost, including any assumptions or factors considered in the calculation: **Section 6: Supporting Information** Does your project require Development Consent and/or other approvals? ☐ Yes / ☐ No If yes, does your project have those approvals yet?* ☐ Yes / ☐ No *Applications may be submitted without approvals, but evidence of approvals must be provided before funding is paid. Does this application include any activities where adults work with children? ☐ Yes / ☐ No If yes, do you agree to provide Council with all necessary Working With Children ☐ Yes / ☐ No Checks prior to the commencement of the project? Do you owe Muswellbrook Shire Council any outstanding money/acquittal reports? ☐ Yes / ☐ No If yes, please provide details below:



			·	Shire Council		
Ple	ease provide any furthe	r details/comments to supp	ort your application:			
Atta	achments					
l hav	☐ Estimates and/or ☐ Current copy of y ☐ Site plan (if applia	-	n of total project costs Certificate of Currency with cover of at least \$.20m		
Ter	ms and conditions:					
1. 2.	_	_	pplication/project process. ation in considering any application, as well as	s the right to reject any		
3.	Applicants must ident		tential, or perceived conflict of interest (if app on Council's website.	olicable) in accordance		
4.	The grant may only be Council before the ac		d in the application. Any change must be appr	roved in writing by		
5.		uired to acknowledge the fund n in any communication about	ding provided by Council in a manner approved t the project.	d by Council's		
6.	Council reserves the r	ight to publicise approved eve	ents, activities, projects etc. in any media form	n 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 mon	ths of the funding being awarded.			
9.	completion. The repo		port to Council's General Manager within 1 mo how the grant funds were spent and include p les of the project.			
is t	rue and correct and whe	ere an organisation is listed on Organisation and that the Orga	ify that the information provided in and suppo this form that that I am authorised to sign this anisation is financially solvent and is able to m	s application for and		
Ар	plicant's 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, Council may be unable to process your application. Council is collecting this personal information from you for lawful purposes directly related to the functions of Council. 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.