



## 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)

### 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)**  
☐ Yes

\*Council's preference is to provide financial assistance to incorporated organisations. Unincorporated organisations (or groups of individuals) will need to be auspice by an organisation that is incorporated or under another legal structure. Individuals, where unable to be auspice by an organisation, will need to provide additional information to facilitate payment.

### Section 3: Organisation 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-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 hall, including their frequency of use below:**

☐ Yes / ☐ No

**Is this application for an event?**

☐ Yes / ☐ No

**If yes, please note the following:**

- 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](mailto: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.

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

- ☐ We are a strong community. Our community contributes to community life, is safe and has access to services and facilities.
- ☐ 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.

**How does your application align with the theme(s) in the Muswellbrook Shire Community Strategic Plan 2025-2035?**

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

## 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 Checks prior to the commencement of the project? ☐ Yes / ☐ No

Do you owe Muswellbrook Shire Council any outstanding money/acquittal reports? ☐ Yes / ☐ No

If yes, please provide details below:

**Please provide any further details/comments to support your application:**

## Attachments

**I have attached copies of the following documents to this application:**

- ☐ Estimates and/or quotes to support calculation of total project costs
- ☐ Current copy of your Public Liability Insurance Certificate of Currency with cover of at least \$20m
- ☐ Site plan (if applicable)
- ☐ Development Consent/approvals (if applicable)

## 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/](http://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.

I agree to the terms and conditions listed above and certify that the information provided in and supporting this application is true and correct and where an organisation is listed on this form that that I am authorised to sign this application for and on behalf of the applicant Organisation and that the Organisation is financially solvent and is able to meet the co-contribution requirements of this application.

**Applicant'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.