



Litchfield Council Community Grants Scheme Annual Community Grant Application 2019

Key Dates

Applications Open: 11th March 2019

Workshop: 2nd April 2019

Application Closing Date: 12th April 2019

Award Evening: TBC

Applicants should read the Guidelines carefully before completing this application form. All applications up to \$5,000.00 will be considered by the Community Grants Committee.

Workshop

Date: Tuesday 2nd April 2019

Time: 5.30pm – 7.30pm

Venue: Litchfield Council Chambers – 7 Bees Creek Road, Freds Pass

Council will have staff on hand to assist with the application process for the community grants. Drop in between 5.30pm – 7.30pm to be guided through the process and discuss your ideas.

Acquittal

Successful applications are required to complete an acquittal form within three months of completion of the activity/event. These acquittals must be received no later than 12 months after the receipt of funding.

For More Information

To discuss your application or for any questions related to the Community Grants please contact Council's Community Development Officer on (08) 8983 0600 or at grants@litchfield.nt.gov.au



Before you Begin

Have you read and understood the Litchfield Community Grant Guidelines, which can be found at litchfield.nt.gov.au ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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How did you hear about Litchfield Council's Community Grant Scheme?

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Contact Details

Full Name	
Position in Organisation	
Email	
Phone	

Organisation Details

What is the registered name of your Organisation?			
Postal Address			
Suburb		Postcode	
GST Registered	Yes / No	Deductible Gift Recipient Registered	Yes / No
ABN _____ If no ABN, please supply a copy of the 'Statement by a Supplier' form, obtained from the Australian Tax Office website.			
<input type="checkbox"/>	Incorporated Association	<input type="checkbox"/>	Associations Act NT
<input type="checkbox"/>	Not for Profit	<input type="checkbox"/>	Office of the Registrar of Indigenous Corporations
<input type="checkbox"/>	Other (please state)	_____	

How many members and/or clients are Litchfield Residents?	
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Which is the closest suburbs to which your organisations provides services?	<input type="checkbox"/> Berry Springs <input type="checkbox"/> Darwin River <input type="checkbox"/> Humpty Doo <input type="checkbox"/> Livingstone <input type="checkbox"/> Other (please list) _____ _____ _____	<input type="checkbox"/> Coolalinga <input type="checkbox"/> Howard Spring's <input type="checkbox"/> Knuckey Lagoon <input type="checkbox"/> Middle Point
Has your Organisation received a Litchfield Community Grant before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

What services does your Organisation provide to the Litchfield Community? (max 150 words)



About Your Project/Event

Project/Event Title			
Project/Event Start Date		Project/Event End Date	

Which area of Council's Strategic Priorities do you think your project falls under?

Please tick all that apply

<p>Everything You Need</p> <p><input type="checkbox"/> Roads and Transport</p> <p><input type="checkbox"/> Waste and Cleanliness</p> <p><input type="checkbox"/> Community and Economic Prosperity</p>	<p>A Great Place to Live</p> <p><input type="checkbox"/> Culture and Social Life</p> <p><input type="checkbox"/> Recreation</p> <p><input type="checkbox"/> Development and Open Space</p>	<p>A Beautiful and Safe Natural Environment</p> <p><input type="checkbox"/> Animals and Wildlife</p> <p><input type="checkbox"/> Natural Environment</p> <p><input type="checkbox"/> Water and Drainage</p>
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Project Description?

Think about the strategic areas above. What are you aiming to do? Who is your target group? How will the grant monies be spent? Why is there a need for this in Litchfield?



Outline three benefits of the project/event to the Litchfield Community.

Think about how you identified the need for this project.

Estimate how many Litchfield Residents will benefit from this project/event? How did you estimate this number?

Do you think there will be long term benefits from your project/event? If so, what are they?



What other support does the activity/event have? Are you going to apply for any other funding in relation to this project/event?

Include any community assistance and other financial support.

How will you publicly acknowledge Litchfield Council's funding?

Social media? Club newsletters? Signage? Etc.



Budget

Amount requested from Annual Community Grant	\$
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In this section you need to lay out your proposed budget for the project including this grant and other funding sources. Please include quotes for your expenditure items where appropriate.

If you do not have any figures for a listed income, put \$0 in the amount column.

- GST is not added to approved grants.
- Please include the GST in all budget items when completing your application.

Income	Amount (inc. GST)
Grant amount requested	
Income from other sources (other grants or donations)	
Club or organisation funds towards the project	
In-Kind support contribution	
TOTAL INCOME	

Expenses	Amount (inc. GST)
TOTAL PROJECT COST	



Agreement and Declaration

The contact person specified above on behalf of the Organisation states that:

<input type="checkbox"/>	I certify that the statements in this application are true. I have read and understand the Guidelines.
<input type="checkbox"/>	I acknowledge that if Litchfield Council approves this application, I will be required to meet the eligibility criteria as outlined in the Guidelines

Signed: _____

Full Name: _____

Date: _____

Attachment Checklist

<input type="checkbox"/>	A copy of the applicant organisation's Certificate of Incorporation Registration (if applicable)
<input type="checkbox"/>	A copy of Certificate of Currency (Public Liability Insurance) if the project is not on Council property
<input type="checkbox"/>	Supporting quotes
<input type="checkbox"/>	Detailed project description/plan including dates
<input type="checkbox"/>	Any community support letters
<input type="checkbox"/>	Any other documentation you think will help your application

Completed Applications should be submitted online, posted, faxed or hand delivered:

Posted	Faxed	Hand delivered
PO Box 446	08 8983 1165	7 Bees Creek Road,
Humpty Doo NT 0836	Email	Freds Pass
	grants@litchfield.nt.gov.au	

Importance Notice – Privacy Statement (Information Privacy Act 2009)

Litchfield Council is collecting your personal information in order to administer your application for a grant. Your information will not be given to any other person or agency unless required by law. As part of the process, applicants may be named in Council minutes, which are available for public inspection. Successful applicants **will** be included in Council publications (including our web site) and social media sites unless a specific request for privacy is asked for.