



Litchfield Council Community Grants Scheme Annual Community Grant Application 2018

Key Dates

Applications Open: 24th April 2018

Application Closing Date: 8th June 2018

Award Evening: 28th June 2018

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.

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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About Your Organisation

What is the registered name of your Organisation?			
Street Address			
Suburb		Postcode	
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) _____		

Number of Members in the Organisation			
_____	Senior	_____	Junior
_____	Paid	_____	Volunteer
_____	Female	_____	Male
	TOTAL	_____	
How many members and/or clients are Litchfield Residents?			



When was your Organisation founded?	
Which is the closest suburbs to which your organisations provides services?	<input type="checkbox"/> Berry Springs <input type="checkbox"/> Coolalinga <input type="checkbox"/> Darwin River <input type="checkbox"/> Howard Spring's <input type="checkbox"/> Humpty Doo <input type="checkbox"/> Knuckey Lagoon <input type="checkbox"/> Livingstone <input type="checkbox"/> Middle Point <input type="checkbox"/> Other (please list) <hr/> <hr/> <hr/>
Has your Organisation received a Litchfield Community Grant before?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Person			
Title		Full Name	
Ph		Email:	
Position			

Briefly describe what your organisation does (max 150 words)



About Your Project/Event

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

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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What do you wish to achieve?

Think about the strategic areas above.



How do you intend to do it?

Briefly describe your project plan and attached a detailed plan to your application.

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

Think about how you identified the need for this project.

How will you evaluate and report whether this project/event has met your objective?

How will you know if your project/event has been a success? What would you change next time?

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.



Income and Expenses

Amount requested from Annual Community Grant	\$
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Budget

Proposed budget for this application – Please summarise your budget requirements and provide a detailed budget attached to this application including quotes. 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	Expenses	Amount
Your cash contribution			
Your in-kind support contribution			
Grant amount requested			
Other grant amounts applied for			
Total Income		Total Expenses	



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"/>	Budget/Financial reports including 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.