

# Public Donations Application Form

Community, sporting and educational groups wishing to apply for financial assistance from Moree Plains Shire Council for events, functions and sponsorship are required to complete and submit a Public Donations Application Form to enable the application to be considered.

Council will consider eligible applications for financial assistance at its first meeting in each financial quarter except in the first quarter of each calendar year, when it may be considered at the first or second meeting of Council.

Any queries in relation to applications for financial assistance should be directed to the Executive Office (02) 6757 3222. Please note that if you require further space to explain your responses, please provide additional attachments.

## Part A: Applicant Details

**Name of Organisation:**

---

**Postal Address:**

---

**ABN:** \_\_\_\_\_ **GST Registered?**  Yes  No

**Name of individual contact person:**

Contact Person	Telephone Number
_____	_____

**Email Address**

---

**Primary Activities undertaken by your group/Organisation:**

---

- **Not for profit community based Organisation?** .....  Yes  No
- **Is the group/Organisation incorporated?** .....  Yes  No
- **Incorporation Registration Number of the Organisation:** \_\_\_\_\_
- **Is the group auspiced by an incorporated association?** .....  Yes  No
- **Name of auspice organisation managing the project** \_\_\_\_\_

*A letter from the auspicing body must be submitted with the application*

- **Postal Address of auspice Organisation**

---




**Further Information**

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934

## Part B: Previous Financial Assistance

Has your group / Organisation applied for financial assistance from MPSC in the past?

Yes  No ► Go to Part C

If yes, was your application successful?  Yes  No ► Explain why

---

If your application was successful, please specify the type of funding received

---

How much did you receive?

Date funding received

\$ \_\_\_\_\_

As required under the Public Donations Policy, did your group provide a Finalisation Report in relation to that funding?

Yes  No

### Further Information

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934

## Part C: Project Details

**Name of Project / Activity / Event / Function ("Project"):**

---

**Purpose of Project:**

---

	<b>Financial Assistance</b>	
<b>Total Cost of Project:</b>	<b>Requested</b> (Max \$3000)	<b>Date of Project:</b>
\$ _____	\$ _____	_____

**Has funding from other sources been sought?**  Yes  No

**If yes, please detail efforts made and results**

**Location of Project:** \_\_\_\_\_

**Is it based in the Moree Plains Shire or, if located outside the Moree Plains Shire, does it provide a service that primarily impacts upon residents of the Moree Plains Shire? (Evidence of this may be required)**

---



---

**Please provide a brief description of the Project. Tell us what you are going to do and who is involved.**

---



---



---



---



---



---

### **Project Objectives**

Please detail what your aims are for the Project and how these objectives will be met:

---



---



---

### **How will the Project be evaluated?**

---



---



---



---

## Part D: Community Strategic Plan

10 Year Community Strategic Plan for Moree Plains Shire Council

*Tick box(es) as applicable. Please identify which strategies from our 10 year Community Plan your Project relates to:*

<b>An Inclusive, Caring Community</b>		
<input type="checkbox"/>	<b>C1</b>	<b>Prioritising community safety, health and wellbeing</b>
<input type="checkbox"/>	<b>C2</b>	<b>Demonstrate recognition, respect and inclusion</b>
<input type="checkbox"/>	<b>C3</b>	<b>Making our Shire more liveable</b>
<b>Sustainable Spaces and Places</b>		
<input type="checkbox"/>	<b>S1</b>	<b>Manage our natural resources</b>
<input type="checkbox"/>	<b>S2</b>	<b>Provide core utility services</b>
<input type="checkbox"/>	<b>S3</b>	<b>Asset Protection</b>
<input type="checkbox"/>	<b>S4</b>	<b>Enhancing and enjoying our environment</b>
<b>A Vibrant Regional Economy</b>		
<input type="checkbox"/>	<b>E1</b>	<b>Keeping us connected</b>
<input type="checkbox"/>	<b>E2</b>	<b>Enhancing visitor experiences</b>
<input type="checkbox"/>	<b>E3</b>	<b>Embracing business and a stronger economy</b>

### Further Information

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934

## Part E: Sponsorship Calculator

**Amount Requested** \_\_\_\_\_

**Applicant** \_\_\_\_\_

**Is Applicant?** *(please select the most relevant category only (ie. only one category)*

- Community Organisation    Sporting Group    School / Kindy etc

**Points allocated** \_\_\_\_\_ **Sub Total** \_\_\_\_\_

*(Maximum potential score: 15 points)*

**Is this sponsorship?**

- First Time Sponsorship    Previous Sponsorship

**Points allocated** \_\_\_\_\_ **Sub Total** \_\_\_\_\_

*(Maximum potential score: 25 points)*

**Is this sponsorship?**

- For an ongoing annual event?    A "one off" event    Minimum Contract period

**Points allocated** \_\_\_\_\_ **Sub Total** \_\_\_\_\_

*(Maximum potential score: 20 points)*

**Supporting the Community Strategic Plan?**

- Supports 1/2 strategies    Supports 3/4 strategies    Supports 5 or more strategies

**Points allocated** \_\_\_\_\_ **Sub Total** \_\_\_\_\_

*(Maximum potential score: 30 points)*

**Supporting the Disability Inclusion Action Plan?**

- Provides for, and will promote, disability access    Provides for inclusive activities

**Points allocated** \_\_\_\_\_ **Sub Total** \_\_\_\_\_

*(Maximum potential score: 20 points)*

**Is this sponsorship?**

- Large donation (over \$1000)    Small donation (up to \$1000)

- Propose Council match other sponsorship (\$ for \$)    Relate to an event where fees will not be charged

- Supported by in-kind contribution by Organisation (at least 25% of the value of the Project)

- Supported by financial contribution by Organisation (at least 25% of the value of the Project)

**Points allocated** \_\_\_\_\_ **Sub Total** \_\_\_\_\_

*(Maximum potential score: 60 points)*

**How will Moree Plains Shire Council be acknowledged, for example through the use of Council's logo?**

- |   |  |
|---|--|
| <input type="checkbox"/> Newspaper advertising or editorial | <input type="checkbox"/> Radio Advertising               |
| <input type="checkbox"/> Banner display at event            | <input type="checkbox"/> Advertising in event program    |
| <input type="checkbox"/> Advertising on team shirts etc     | <input type="checkbox"/> Verbal acknowledgement at event |

**Points allocated** \_\_\_\_\_ **Sub Total** \_\_\_\_\_

*(Maximum potential score: 30 points)*

**TOTAL POINTS** \_\_\_\_\_

**Further Information**

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934

## Part F: Budget Details

<b>Income</b>	
<b>SOURCES OF FUNDS/INCOME</b> <i>(If not applicable, please include this)</i>	<b>\$</b>
<b>Other Grants</b>	<b>\$</b>
<b>Sponsorship</b>	<b>\$</b>
<b>Fundraising</b>	<b>\$</b>
<b>In Kind Support</b> <i>(Please explain how you have calculated this)</i>	<b>\$</b>
<b>Council Financial Assistance</b> <i>(ie amount applied for)</i>	<b>\$</b>
<b>Other Income</b>	<b>\$</b>
<b>TOTAL INCOME</b>	<b>\$</b>

### Further Information

<b>Expenditure</b>	
<b>SOURCES OF EXPENDITURE</b> <i>(If not applicable, please include this)</i>	<b>\$</b>
<b>Promotion and Publicity</b>	<b>\$</b>
<b>Hire Fees</b>	<b>\$</b>
<b>Equipment and Materials</b>	<b>\$</b>
<b>Insurance</b>	<b>\$</b>
<b>Other Expenditure</b>	<b>\$</b>
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

**NB. Income should equal expenditure**

## Part G: Supporting Documentation

### Checklist

#### Have you:

- Attached a copy of the Organisation's last audited financial statement or a statement of income and expenditure over the past 12 months.
- Attached a copy of the Organisation's most recent Annual Report
- Attached a copy of the Organisation's constitution or statement of aims and objectives if a new applicant, or where these details have changed since a previous application.
- Attached a copy of the Organisation's current liability insurance policy, ie certificate of currency (if applicable)
- Attached a copy of notification of the Organisation's ABN and GST registration (if applicable) from the ATO
- Attached all other relevant information e.g. quotes.
- Attached any other information as noted in this Application Form

#### Further Information

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934

## Part H: Certification

I certify, to the best of my knowledge, the statements in this application form are true. I have read and I understand the Moree Plains Shire Council Public Donations Policy.

I acknowledge that Moree Plains Shire Council cannot guarantee funding for any application and cannot guarantee funding to the full amount requested by any

### *For Organisations*

I have been authorised by \_\_\_\_\_ to make this application  
*Name of Organisation*

**Full Name**

**Position**

\_\_\_\_\_

\_\_\_\_\_

**Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

## Lodgement Details

You can lodge the completed application to the **General Manager** by:

**Mail:** PO Box 420, Moree NSW 2400

**In Person:** Level 2, 30 Heber Street Moree NSW 2400

**Email:** council@mpsc.nsw.gov.au

**Fax:** 02 6752 3934

**What Now:**

After your application has been received it will be processed with Council's Executive Coordinator and considered at a Council Meeting, if it is an eligible application in

**Telephone:** 02 6757 3222

### Further Information

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934