

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 Community Development (02) 6757 3268. 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

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Part C: Project Details

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

Purpose of Project:

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

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:

Desirable, Cohesive Community		
<input type="checkbox"/>	C1	Our Shire is a lifestyle and tourism destination
<input type="checkbox"/>	C2	Our community recognizes, respects and is inclusive of <u>all</u> of its members
<input type="checkbox"/>	C3	Our community is safe, healthy, and happy
Vibrant regional economy		
<input type="checkbox"/>	E1	Our Shire has a strong, sustainable, and diverse economy that leverages our prosperous agriculture sector
<input type="checkbox"/>	E2	Our Shire is connected to the world
<input type="checkbox"/>	E3	Our Shire has a growing population and a skilled workforce
Environmentally sustainable Shire		
<input type="checkbox"/>	S1	Our community respects and takes care of our natural environment
<input type="checkbox"/>	S2	Our community is resilient
Transformational leadership		
<input type="checkbox"/>	L1	Our Council is an example of best practice in local government
<input type="checkbox"/>	L2	Our community is informed, engaged, and heard
<input type="checkbox"/>	L3	Our community leaders are active, collaborative, and work together to address community issues

Further Information

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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: 25 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

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Part F: Budget Details

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

Further Information

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

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

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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 Community Development/ Liaison Officer and considered at a Council Meeting, if it is an eligible application.

Telephone: 02 6757 3222

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