

Roper Gulf Regional Council

Community Grants Program

Minor Grant Application Form (up to \$1000)

ABN 94 746 956 090

29 Crawford Street Katherine NT 0850

PO Box 1321 Katherine NT 0851

Phone: (08) 8972 9000

Fax: (08) 8944 7003

www.ropergulf.nt.gov.au

Please ensure you have read and understood the Roper Gulf Regional Council (RGRC) Community Grants Program Guidelines prior to completing this form.

Section One - Applicant Details:

Name of organisation: _____

Postal address: _____

Physical address: _____

Contact person name: _____

Contact phone: _____

Contact email: _____

Length of Roper Gulf Region residency: _____

Are you applying on behalf of an organisation?:

Yes

No (If no, please move to Section Two).

Which category does your organisation service?

Sport

Festivals

Culture/Religion

Education

Charity

Environment

Other: please specify _____

What activities and/or services does your organisation provide? Please explain how the organisation is eligible for an RGRC Community Grant:

Type/write answer here.

Section Two – Project Details:

Name of the project: _____

Please explain what you want to use the grant for and tell us who will receive the main benefit from the grant funding (please check guidelines of eligibility):

Type/write answer here.

When are you going to run the project?: _____

Will your project help to support any of the following?:

- Local culture Local community Families Environment

Section Three – Project Details:

Please explain how the project supports the goals and outcomes of Roper Gulf Regional Council in 100 words or less. (Goals and outcomes can be found www.ropergulf.nt.gov.au)

Type/write answer here.

Please explain how the project builds knowledge, skill and/or confidence in Roper Gulf Region residents in 100 words or less.

Type/write answer here.

Please explain how the outcomes of the project provide maximum community benefit in 100 words or less:

Type/write answer here.

Section Four – Applicants Bank Account Details:

Successful grants will be paid by electronic funds transfer (EFT) to a nominal account. Please show account details for your organisation or sponsor as applicable below:

Account Name:	
BSB Number:	
Account Number:	
Bank/Financial Institution	
Bank/Financial Institution address:	

Section Five – Project Budget:

Project Income

Income items	Amount \$	Funding confirmed
Roper Gulf Regional Council Community Grant		<input type="checkbox"/> Yes <input type="checkbox"/> No
Volunteer labour contribution (Calculate @ \$20 per hour)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Your organisation's or your personal contribution		<input type="checkbox"/> Yes <input type="checkbox"/> No
Fundraising		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other government funds		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other eg. sponsorship		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Total anticipated funds: \$	Total funds confirmed: \$

Project Expenses

Expenditure items	Amount \$	Quotes supplied
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Expenditure		

Will this project still proceed with less money?

Yes No

Terms and Conditions

If a funding application is approved, your organisation (or sponsor, where applicable) agrees to the following Terms and Conditions:

1. The grant will be used for the purpose for which it was given and will be spent in accordance with the Letter of Offer unless otherwise agreed in writing.
2. Acquittal documents will be returned to the Roper Gulf Regional Council within **three (3) months**, of the event being held or project completed.
3. Unspent funds greater than ten (10) percent of the grant amount will be refunded to the Roper Gulf Regional Council within **three (3) months**, of the event being held or project completed, unless otherwise agreed in writing.
4. If there is to be any delay in spending the grant, a written request will be made seeking approval for the extension of time. This can only be done **no later than one month after the completion date originally nominated** of receiving formal notification of grant approval.
5. The project, or the part of the project relevant to this grant, will not be started before formal notification of grant approval has been received. If, for any reason, the project is to be started before notification, the organisation will contact the Council before the project starts.
6. It is the responsibility of the organisation or sponsor to ensure adequate insurance cover for the project.
7. The organisation will acknowledge the contribution of the Roper Gulf Regional Council Community Grant. Please contact Council for an electronic copy of Council's logo.
8. Any special conditions that are attached to the grant will be met.
9. All relevant records of the grant will be kept for a period of seven (7) years, and will be made available or audit at any time.
10. Roper Gulf Regional Council reserves the right to use media, photographs and other documents relevant to the project to promote the Council or the Community Grants Program.

I have read and agreed to the Terms and Conditions set out above. I certify that all the information provided is current and correct and I give permission to the Council to contact any persons or organisations relevant to the processing of this application.

Signed by the individual applicant or and on behalf of the organisation. Only the Public Officer, President or Chairperson (or another officer formally delegated such authority) of an incorporated organisation which is to receive the grant is to sign.

Signed: _____

Name: _____

Position: _____

Date: _____

Application Instructions

- Complete all details on this form.
- Attach any supporting documentation eg. any written quotations, public liability insurance, letters of support.
- Submit your application by close of business (4.36pm) on the closing date. Preferably via email, submit your application in Microsoft Word format and attach the signature page signed.

Applications may be lodged by the following means, addressed to Grants Coordinator:

E-mail (Preferred): grants.ropergulf@ropergulf.nt.gov.au

Fax: (08) 8971 2429

Post: Roper Gulf Regional Council
PO Box 1321 KATHERINE NT 0851

Hand Deliver to: 29 Crawford Street KATHERINE NT 0850

Further Information and Assistance

Should you require any further information or require assistance with completing an application, please contact the Roper Gulf Regional Council Grants Coordinator on 08 8972 9038 or grants.ropergulf@ropergulf.nt.gov.au