



# COUNCILLORS' COMMUNITY IMPROVEMENT GRANTS REGISTRATION FORM

Provision has been made in Council's Annual Budget for each Councillor to recommend to Council the donation of funds to individuals, local service, charitable or community organisations who operate in the Shire or provide a benefit specifically to the residents of the Shire. Donations may also be made to individuals or groups in pursuit of excellence, including sporting and cultural excellence, subject to Councillors' Community Improvement Grants (CCIG) Policy. Funds may also be allocated for emergency assistance in the event of natural disasters such as bushfires, flood or drought anywhere in Australia, subject to Councillors' Community Improvement Grants (CCIG) Policy. The funds are granted subject to approval of the Council as a whole.

Requests for funding may only be made on this application form. If the application meets the criteria in Council's (CCIG) Policy and is completed satisfactorily, it will be forwarded to individual Councillors for consideration of allocation of funds from their individual fund. Should a Councillor recommend funding, the proposal will be reported to Council for final determination. If approval from the Council is forthcoming the funds will then be forwarded to the successful applicant. Failure to comply with the above will disqualify the applicant from future grants.

**If you have any enquiries or require assistance to complete this application form, please contact Council's Administration and Councillor Services Team on 4350 5761.**

**Please return application to Wyong Shire Council, PO Box 20, WYONG NSW 2259.**

**ELIGIBILITY:** Councillors' Community Improvement Grants Policy sets out certain criteria to ascertain eligibility for consideration of funding. Only one application per financial year or one application per project will be considered. There are two categories:

- 1 Community service or charitable organisations / groups / individuals
- 2 Individuals / groups in pursuit of excellence.

The criteria relates to the nature of the individual group or organisation and the purposes for which the funds will be used. The organisation must operate in or provide a benefit to the residents of Wyong Shire and the funds sought must be used to facilitate that role, the only exception to this rule being for emergency assistance in the event of natural disasters within Australia. By completing this section of the form you are providing information on behalf of yourself or the organisation which will be accepted as an official statement of that organisation.

#### **Category 1 Community / Service / Charitable Groups / Organisations or Individuals**

Applicant must be an individual, or an official representative of a group or organisation that:

- has a community, service or charitable purpose,
- provides a benefit to the residents of Wyong Shire, and
- the funding sought must be used to facilitate that role.

#### **Category 2 Pursuit of Excellence**

If the purpose of the funding is for the pursuit of excellence in any field (eg. cultural, sporting, educational pursuits, student exchange) the applicant is required to reside within Wyong Shire or participate in a group located in Wyong Shire.

#### **Category 2a Pursuit of Sporting or Cultural Excellence**

Those applicants for pursuit of sporting or cultural excellence may not apply for Councillors' Community Improvements Grants funding unless they have previously applied for funding and are deemed ineligible, in accordance with the criteria set by either the Wyong Shire Sports Committee, Sportsperson Grant Program (Regional, Country or State Representative) or the Central Coast Regional Organisation of Councils, Sporting or Cultural Sponsorship Program (National or International) representation. Written advice from either program advising that the applicant was unsuccessful is required before an application will be considered under this policy. Application forms for these bodies are available from Council.

Applicants who have previously obtained funding from Council under any of Council's Grant programs will not be eligible to apply for assistance until that previous grant has been acceptably accounted for.

**INELIGIBILITY:** Applications for the following are ineligible:

- a Retrospective funding of any activity;
- b A project, event, service or activity which would be better funded by State or Federal Government or by corporate sponsorship or a philanthropic trust;
- c Rate rebates - 355 Committees and progress associations under the care and control of Council\*
- d Water rebates - 355 Committees and progress associations under the care and control of Council\*
- e Events over \$2,000\*

\*Applications for these rebates under c, d, and e, must be made on the Community Benefit Grants form and submitted for funding through that process.

Where alternative funding options exist for any of the above exclusions, applicants will be advised accordingly.

Schools are generally ineligible for CCIG funding, being core budget items for State Government. However, some activities could qualify when a school or P & C may be running an extra curricular service or activity outside their "core business responsibilities" that helps low income, disabled or otherwise disadvantaged students, or contributes to their welfare. This would generally cover activities such as out-of-hours programs for troubled students, counselling, or drug and alcohol services. Funds will be forwarded by cheque or electronic funds transfer (EFT) in accordance with the option nominated on this form. The following are conditions regarding the use of the funding:

- Council funds may only be used as agreed with Council and may not be diverted to another purpose.
- Funds must be expended within three months of receipt and a report on the outcome together with receipts (if appropriate) are to be provided to Council immediately on completion of the project.
- Unspent funds must be returned to Council.



# TAX INVOICE / INVOICE

This form will constitute an invoice/tax invoice for GST purposes.  
This **MUST** be filled in to complete the application.

## INVOICE DETAILS

Invoice Date:	<input type="text"/>	Invoice Amount:	<input type="text"/>	*Applicant ABN:	<input type="text"/>
Applicant/Organisation:	<input type="text"/>				
Name of Invoice Recipient:	<input type="text" value="Wyong Shire Council"/>	ABN of Invoice Recipient:	<input type="text" value="47 054 613 735"/>		
Purpose of funding:	<input type="text"/>				

### PLEASE NOTE

#### \*Australian Business Number (ABN)

If you do not have an ABN or do not wish to quote your ABN, Council is required to withhold 48.5% of the total funds granted and forward it to the Australian Taxation Office (ATO) unless, you complete and endorse a **“Statement by a Supplier”** form issued by the ATO. This form is submitted to Council as part of your application for funding not to the ATO.

**A copy of this form is provided on the rear of this application form.**

**IS THE ORGANISATION REGISTERED FOR GST?** Yes  No

If the organisation is registered for GST, then the GST will be added to the total amount of the donation and this form will constitute a tax invoice.

### CONTACT DETAILS

Contact Person Name and Title:	<input type="text"/>		
Contact Numbers	Work: <input type="text"/>	Mobile: <input type="text"/>	Home: <input type="text"/>
Postal Address:	<input type="text"/>		Postcode: <input type="text"/>

### PLEASE TICK APPROPRIATE BOX

Funds to be transferred by Cheque  Electronic Funds Transfer (EFT)

If EFT provide:

Account Name:	<input type="text"/>	Account Number:	<input type="text"/>
BSB:	<input type="text"/>	Name of Financial Institution:	<input type="text"/>

### WORKS IN KIND

In some cases it may be more economically viable for Council to carry out the works that an individual or organisation is seeking funding for eg. paving, turfing, kerb and guttering. Should you elect to take this option please indicate by ticking the appropriate box.

Would you prefer Council to undertake the works? Yes  No

Should this option be elected Council will contact you to ascertain advice of the further documentation that may be required.

**Please forward this form to Council by, Fax on 4351 2098 or  
Post: The General Manager, Wyong Shire Council, PO Box 20, WYONG NSW 2259.**

<b>STAFF USE ONLY: Tax Invoice / Invoice?</b>			
Total Amount of Funds exclusive of GST: \$	<input type="text"/>	GST	\$ <input type="text"/>
<b>Total Including GST</b>			\$ <input type="text"/>

