



GUIDELINES FOR FINANCIAL ASSISTANCE

Please read the following guidelines carefully before completing the application form.

When you have completed the application form please return it by **4.30 pm Friday 4 March 2016** to:

The General Manager
Young Shire Council
Locked Bag 5
YOUNG NSW 2594

GUIDELINES

Introduction

In the past, Young Shire Council has made donations to community groups and non-profit organisations based upon individual requests received by Council.

In order to streamline this approach, and ensure an equitable means of providing assistance, Council has adopted a "Contributions and Donations Policy" whereby it will be necessary for community groups and non-profit organisations to complete an application form and return it **by Friday 4 March 2016**.

Application forms received by this date will be assessed by the Section 356 Donations Sub-Committee who will make recommendations to Council in the Draft Estimates of Income and Expenditure.

Funding Categories

- (i) Council Rates
- (ii) Community/Charity (Local)
- (iii) Charity (Region/Branch)
- (iv) Sporting
- (v) Cultural
- (vi) Special Need



GUIDELINES FOR FINANCIAL ASSISTANCE

Guidelines

1. Evidence should be produced that the group/organisation is community based and non-profit.
2. Organisations applying for assistance should be based within the boundaries of Young Shire Council and/or principally serve residents of the Council and provide a community or cultural benefit.
3. An application should include a copy of the group's/organisation's latest audited financial statement and balance sheet. (A statement of income and expenditure should be provided where an organisation is not subject to audit requirements).
4. Organisations should provide details of local support and activities provided.
5. Organisations are to provide public recognition of financial support.

CRITERIA

Sample Definitions

- (a) **Not for Profit** - Organisation must be structured so all proceeds are directed back into the core operations.

No dividend or financial benefit must accrue for members.
- (b) **Legal Entity** - Incorporation, affiliation, formal recognition.
- (c) **Financial Accountability** - Balance sheet, auditors report, annual report and/or financial details.
- (d) **Community Benefit** - Operations must provide some clear advantage to residents.
- (e) **Cultural Benefit** - As above.
- (f) **Completed Application** - With supportive material, submissions, signatures, etc.
- (g) **Extent of Support** - Duplication of requests from the same body but changed circumstances, financial reserves held by applicant organisation.
- (h) **Duplication** - Requests for assistance for some cause by different organisation.



FINANCIAL ASSISTANCE APPLICATION FORM
(Under Section 356 Local Government Act 1993)

Organisation Name: _____

Organisation Status (incorporated body/registered charity/other): _____

Address of Organisation: _____

Contact Person: _____ Telephone no: _____

Is Organisation affiliated with a parent body? Yes/No

If Yes, who? _____

Purpose of Organisation: _____

Purpose of Financial Assistance: _____

Category of Financial Assistance (please tick one):

- .. Council Rates
- .. Community/Charity (Local)
- .. Charity (Region/Branch)
- .. Sporting
- .. Cultural
- .. Special Need - Please describe: _____

Amount Requested: \$

Who will benefit directly from this assistance? _____

How will the benefit be provided? _____

Any further information that may assist with this application? (Please attach if insufficient space):



FINANCIAL ASSISTANCE APPLICATION FORM
(Under Section 356 Local Government Act 1993)

Background Information about your Organisation

1. Please attach:-

Ø Your Organisation's latest audited statement and balance sheet;

OR

Ø A statement of income and expenditure for organisations not subject to audit requirements.

AND...

2. Full list of office bearers for the current year - ie; President, Secretary, Treasurer, etc.

3. What is your Organisation's main source of funding? _____

4. What are your Organisation's regular fund raising activities?

Table with 2 columns: Frequency, Participants. Rows: (a) Meetings, (b) Seminars, (c) Other

Please describe:

Three horizontal lines for describing fund raising activities.

5. What public recognition of Council's assistance will be made if your application is successful?

I declare that the information provided in this application is correct, and that the application is lodged with the consent of the Organisation represented therein and in full knowledge that lodgement of such application does not guarantee the extension of assistance.

.....
Signed

.....
Signed

.....
(Please print name)

.....
(Please print name)

.....
Position in Organisation

.....
Position in Organisation

Date:

Date:

