

IMPORTANT: Prior to submitting this form, please contact Elizabeth Hadley, Community and Development Administration Officer at Dorset Council to discuss project eligibility and feasibility.

Project Name:

Group/Organisation Name:

Contact Name:

Position within Group/Organisation:.....

Postal Address:.....

Phone Number:.....

Email Address:

Is your organisation not-for-profit? YES/NO

Is your organisation registered for GST? YES/NO

Does your organisation have an ABN? YES/NO

ABN Number:

Does your organisation have Public Liability Insurance? YES/NO

If YES, Insurance Details (if relevant):

.....

Is your organisation incorporated? YES/NO

Has your organisation received a grant from Dorset Council in the past? YES/NO

If yes, when was the most recent grant funding received? Approximate Date:

What was the grant funding amount?

Was an Evaluation Form on the project returned to Dorset Council? YES/NO

Have you applied for funding for this project from another source? YES/NO

If yes, please provide the details below.

1. Name of Source (or Grant Name):

Amount Requested: \$

Status:

2. Name of Source (or Grant Name):

Amount Requested: \$

Status:

Proposed Project

Please provide an overview of the project, including aims/objectives. How will the project be managed? *(Demonstrate management capacity, and how your project will be administered within agreed timeframes and within budget.)*

Please tell us who will directly benefit from the project and how? *(How many people are likely to benefit, and what will they gain?)*

Will your project require volunteer support? *YES/NO*

If yes, how many volunteers have committed to assisting with the project: _____

Estimated total volunteer hours: _____

Will your project be supported by additional in-kind support and/or financial input? *YES/NO*

If yes, please describe what additional support will be provided:

Project Financial Details (excluding GST) *Grant applications that do not include project financial details will not be considered. Please attach copies of quotes and other calculations (e.g. volunteer hours per task, if not already detailed previously) that contribute to the total amounts provided below.*

Applicant Contributions

CASH (if any): \$ _____

VOLUNTEER LABOUR (if any): \$ _____ *(calculated at \$27 per hour)*

MATERIALS OR SUPPLIES (if any): \$ _____ *(make sure details are provided with application)*

OTHER (if any): \$ _____ *(make sure details are provided with application)*

Requested Contribution from Dorset Council: \$ _____ *(maximum \$2,000 excluding GST)*

TOTAL PROJECT COST (excl. GST): \$ _____ *(please do not include GST in the project cost)*

Final Checklist

Before submitting your Grant Application, please ensure you have undertaken the following:

- Contacted the Community and Development Administration Officer at Dorset Council to discuss project eligibility and feasibility.
- Read and understood the *Dorset Small Grants Guidelines*
- Read and understood the Declaration on the following page
- Completed all sections of this Application Form, including signed the Declaration on the following page
- Attached a copy of work plan/timelines for the project to demonstrate planned completion within the current financial year*
- Obtained and attached project costings, valid quotes, and other related financial documentation^

* *Projects may negotiate extending into the following financial year only if specifically necessary and on a case-by-case basis.*

^ *Grant submissions without current financial information and costings will not be considered. Copies of valid quotes and other financial information must be supplied with your application.*

DECLARATION

I, the undersigned, certify that I have been authorised by my organisation to submit this application.

I have read, understood, and agree to the terms and conditions of this grant, including those listed in the *Dorset Small Grants Guidelines*.

I acknowledge that if Dorset Council approves this application, I will be required to abide by the rules laid down by Dorset Council for the *Dorset Small Grants*.

I acknowledge that Dorset Council treats all information provided by an individual in support of an application in accordance with the *Personal Information and Protection Act 2004*.

I acknowledge that Dorset Council may vary the level of funding provided for *Dorset Small Grants* at its sole discretion.

I have completed all sections of the application and, to the best of my knowledge, all the information I have given is true and correct.

I, the undersigned, agree to the above terms and conditions.

Please print the completed form and sign below.

Signed:

Name:

Date:

Grant submissions may be posted to Dorset Council at PO Box 21, Scottsdale 7260, personally handed in at 3 Ellenor Street Scottsdale, faxed to 03 6352 6509, or scanned and emailed to development@dorset.tas.gov.au.

If you have any queries regarding the grant application process, please contact Elizabeth Hadley, Community and Development Administration Officer at Dorset Council on 03 6352 6500 or development@dorset.tas.gov.au.