

## 2011 COMMUNITY ARTS GRANTS

## APPLICATION FORM

Sutherland Shire  
COUNCIL



### CLOSING DATE: FRIDAY 1 OCTOBER 2010

Submissions are invited by community organisations for visual arts, craft, music, performing arts and other cultural activities, services and programs in the Sutherland Shire.

### ALL QUESTIONS IN THIS APPLICATION FORM MUST BE ANSWERED OR YOUR APPLICATION WILL NOT BE PROCESSED

NAME OF ORGANISATION: \_\_\_\_\_

ADDRESS OF ORGANISATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1st contact person: \_\_\_\_\_ Daytime Ph: \_\_\_\_\_

Email: \_\_\_\_\_

2nd contact person: \_\_\_\_\_ Daytime Ph: \_\_\_\_\_

Email: \_\_\_\_\_

NAME OF PROJECT/EVENT: \_\_\_\_\_

Commencement date of your project: \_\_\_\_\_ Completion date of your project: \_\_\_\_\_

#### THIS SECTION MUST BE COMPLETED

- |  |          |
|--|----------|
| A. Current financial position of your organisation:                    | \$ _____ |
| B. Funds in your organisation's budget that will not be spent in 2011: | \$ _____ |
| C. Allocated funds from your budget for this project:                  | \$ _____ |
| D. Other sources of funding for this project (NOT including Council).  | \$ _____ |
| E. Amount requested from Council for this project:                     | \$ _____ |
| F. Total estimated project budget (C+D+E=F)                            | \$ _____ |

USE THIS PAGE AS THE COVER SHEET FOR YOUR APPLICATION

# 2011 COMMUNITY ARTS GRANTS

Sutherland Shire  
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## PROJECT BUDGET

### Q1. EXPENDITURE

ITEM	Column A	– Column B	+ Column C
	Total	How much of this total will be covered by council's Community Arts Grant?	How much of this total will be covered by other funding sources including your own budget?
<b>Salaries and on-costs</b>			
Tutor @ \$ _____ p/h			
Clerical			
<b>Project co-ordination</b>			
Other (specify)			
On-costs			
Staff training			
<b>Office Expenses</b>			
Rent			
Electricity			
Stationery			
Telephone, fax and internet			
Equipment and maintenance			
<b>Project expenses</b>			
Travel/Transport			
Mileage allowance @ _____ p/h			
Materials			
Equipment (itemise)			
<b>Other Expenses</b>			
Accounting and audit fees			
Insurance			
Promotion and advertising			
Other (eg miscellaneous costs)			
<b>Total Expenses:</b>		<hr/> This amount to equal 'Funding sought from Sutherland Shire Council' in Q2. below.	

### Q2. REVENUE

Funding sought from Sutherland Shire Council	\$
	(This amount should equal the total of Column B above)
Organisation's contribution	\$
Other funding (specify)	\$
<b>Total Income:</b>	\$
	(This amount should equal Total Expenses (Column A of Question 1))

THIS PAGE MUST BE FILLED OUT IN ITS ENTIRETY

## 2011 COMMUNITY ARTS GRANTS

## YOUR ORGANISATION

Sutherland Shire  
COUNCIL



**Q3.** Is your organisation incorporated ?.....  Yes  No

If yes, please attach a copy of your certificate of incorporation.

If no, your project must be supported (auspice) by another organisation that is incorporated. Please provide this organisation's name & contact details. You must and attach a copy of their certificate of incorporation before continuing with this application.

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**Q4.** Does your organisation have a constitution ?.....  Yes  No

If yes, you must attach a copy to this application.

If no, please provide a satisfactory explanation before continuing.

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**Q5.** Your organisation or your auspicng organisation **MUST** have an ABN.

Please provide this ABN \_\_\_\_\_

**Q6.** Is your organisation registered for GST purposes ?.....  Yes  No

**Q7.** Does your organisation have a publicly elected management committee ?.....  Yes  No

If no, how are decisions made ? \_\_\_\_\_

If yes, please list your current executive committee members or auspicng group:

President \_\_\_\_\_ Vice President \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

Other \_\_\_\_\_

**Q8.** Number of members in your organisation ? 2010 \_\_\_\_\_ 2009 \_\_\_\_\_ 2008 \_\_\_\_\_

**Q9.** Number of cultural projects your organisation coordinates in the Shire ? \_\_\_\_\_

Please list a few examples below:

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**Q10.** Is your organisation a sub-committee/branch of a larger organisation ?.....  Yes  No

If yes, please provide the name of this organisation \_\_\_\_\_

**Q11.** Can anyone join your organisation ? .....  Yes  No

If no, please provide an explanation:

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**2011 COMMUNITY ARTS GRANTS**

**YOUR PROJECT**

**Sutherland Shire  
COUNCIL**



**Q12.** Please provide a brief description of your proposed community cultural event.

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**Q13.** Is your project innovative/unique? Explain why your project should be considered for funding:

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**Q14.** What is the main objective of your community cultural event ?

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**Q15.** Please provide details of how you consulted the local community.

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**Q16.** Is your cultural project similar to other projects in the Shire ?.....  Yes  No  
If no, please provide more details:

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If yes, why do you consider your project to be important to the community?

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**Q17.** Are you charging an admission to participate in your project?.....  Yes  No  
If Yes, What is the amount? \$\_\_\_\_\_

**Q18.** List the number of individuals that can participate in your project: \_\_\_\_\_

**Q19.** Has your organisation run this particular project previously in the last 2 years?..  Yes  No

If yes, did your organisation receive Council funding for this project ? .....  Yes  No

*Please note: recurrent funding of the same project is not a high priority  
e.g.. If you are building a table you cannot seek funding for the legs in one year and the table top the following year.*

If yes, please explain why you are seeking this funding again:

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**YOUR PROJECT**

**Q20.** Where will your project be located? \_\_\_\_\_

**Q21.** Does your project require approval from Council?  
(e.g. Event Application Form)?.....  Yes  No

**Q22.** Please list other community organisations involved in your project.

\_\_\_\_\_

**Q23.** Are you seeking assistance with the rental of a facility?.....  Yes  No

If No, go to Question 24.

If Yes, please provide the name and details of the facility which rental assistance is required.

\_\_\_\_\_

Can your organisation's general budget cover the amount requested  
for the rental ?.....  Yes  No

If Yes, why are you seeking these funds from Council?.....

**Sutherland Entertainment Centre Rental:**

Local voluntary groups are eligible for discounted hire fees when using the Sutherland Entertainment Centre. Some restrictions apply. Please inquire at the Centre when making a booking.

Under very special circumstances, community groups may also apply for additional rental funding as well as a Section 356 Rental Subsidy for the Sutherland Entertainment Centre. Groups intending to apply for this funding must contact the Manager - Cultural Planning & Events on 9710 0991

**Q24.** Are you seeking funding for the purchase of equipment?.....  Yes  No  
If No, go to Question 25. If Yes, please describe this equipment:

\_\_\_\_\_

If this equipment is not purchased, are your activities still able to proceed?  Yes  No

If No, explain why:

\_\_\_\_\_

Please explain why your organisation's general budget cannot cover the amount requested?

\_\_\_\_\_

Please explain why this equipment cannot be borrowed from another organisation or rented at a much lower cost?

\_\_\_\_\_

**\*\*You must attach at least two written quotes for the purchase of the equipment.**

## 2011 COMMUNITY ARTS GRANTS

### DECLARATION AND FUNDING AGREEMENT

Sutherland Shire  
COUNCIL



#### YOUR PROJECT *continued*

**Q25.** Will any of your members receive any income from this project ? .....  Yes  No  
If yes, please provide further information:

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**Q26.** Please provide any supporting comments regarding your project.

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**Q27.** Does your organisation receive any other grants/subsidies from Council ?  Yes  No  
If yes, please complete the following for January 2010 to present.

Name of activity	Amount received	Name of grant	Description
_____	_____	_____	_____
_____	_____	_____	_____

#### **Q28. DECLARATION**

On behalf of \_\_\_\_\_ (name of the organisation), I declare that the information provided is complete and correct.

\_\_\_\_\_ (signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (date)

#### **Q29. FUNDING AGREEMENT**

This part must be signed by two members of your management committee.

We, as duly authorised members of the management committee of the organisation have read and accept on behalf of the organisation the guidelines for funding. If our organisation is successful in receiving a 2011 Community Arts Grant, our organisation will provide a report on the expenditure of the grant by Friday, 1 October 2011.

\_\_\_\_\_ (signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (office held)

\_\_\_\_\_ (signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (office held)



ATTACHMENTS

Q31. Please tick  (items 1 – 4 are compulsory and must be attached to the application)

- 1. Certificate of incorporation.....
- 2. Organisation’s constitution.....
- 3. Audited financial statement .....
- 4. Copy of your ABN (or auspicng group’s) (if applicable).....
- 5. Copy of your GST registration (if applicable) .....
- 6. Planning / building approvals (if applicable).....
- 7. Quotes for equipment (if applicable).....

Other attachments. Please list: \_\_\_\_\_

**FINAL STEP BEFORE SUBMITTING YOUR APPLICATION**

(Must be completed by ALL applicants—please tick  )

I have provided all information requested on Page 1

I have completed the budget section on Page 2 and any quotes required are attached

An ABN number has been supplied, Questions 3—11 have been completed, our constitution is attached and a certificate of incorporation is also attached.

I have answered Questions 12—19.

Any further approvals required by Council are attached. If you do not require further approvals insert N/A

I have answered Questions 20—24

I have answered Questions 25—27

I have signed the Declaration and two of members of our management committee have signed the Funding Agreement

*Please send the completed application form and attachments to:*

Community Arts Grants  
Cultural Planning & Events Unit  
Sutherland Shire Council  
Locked Bag 17, Sutherland 1499

**Closing Date: 4pm, Friday 1 October 2010**

*For further information, please contact:  
Manager – Cultural Planning & Events Unit on 9710 0991*