



## Community Assistance Fund

### Application Form: In-Kind Event Assistance

*This form should be used to apply for traffic management, waste management, facility hire or other internal costs incurred by the Council for a community event.*

#### SECTION A

#### ORGANISATION DETAILS

Name of Applicant Organisation

.....

Address for correspondence:.....

.....

Contact Person: ..... Signature.....

Position held within Organisation: .....

Contact Telephone Number: (BH)..... (AH).....

Are you an incorporated entity under the Associations Act (or any other Act) Y / N

If not: Are you affiliated with a parent or governing body that is incorporated? Y / N

If so the name of that parent body.....

Are you registered for GST Y / N

ABN No: .....

For assistance in completing this form contact the Council Office on 8633 9777

#### COMPLETED APPLICATIONS

should be forwarded to Council's Office at 115 Ellen Street Port Pirie 5540,  
or Bowman Street Crystal Brook 5523.

**Applications close on the second Wednesday of each month.**

**REFER TO POLICY EXTRACTS ON FINAL PAGE FOR IMPORTANT INFORMATION**



**PORT PIRIE REGIONAL COUNCIL**

**Community Assistance Fund**

**SECTION B**

**ORGANISATION INFORMATION**

1. Describe the general aims/ objectives and activities of your organisation.

.....

.....

.....

.....

2. How many subscription members in your organisation? Seniors ..... Juniors .....

3. How many volunteers (other persons) regularly assist your organisation?.....

4. How many paid employees (if any) in your organisation?.....



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**SECTION C**

**DESCRIPTION OF EVENT/PROJECT**

1. Describe the event/project for which assistance is being sought:

.....  
 .....  
 .....

2. What type of assistance is requested from the Council? (eg road closure details, waste requirements etc).....

.....  
 .....  
 .....

3. When will the event/project be undertaken?.....

4. Where will it be conducted?.....

5. What are the outcomes being sought by the event/project?

.....  
 .....

6. Who will benefit from the outcomes of the event/project? (please tick appropriate box(es))

Members  Participants  Visitors  Spectators  Community

7. What type of economic benefit (if any) will the event/project provide to the Region. (Please tick one box that best fits your project)

One-off financial  On-going financial  Non-monetary  
 Improved 'public' amenity  Improved 'club' amenity  Improved sport amenity  
 Other (specify).....

Have you received funding or assistance from Council in the last two years?

Year	Purpose	Amount \$



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**SECTION D**

**CERTIFICATION**

I certify that to the best of my knowledge, the information contained within this application is true and correct. I also declare that the applicant organisation holds a current public liability indemnity policy, or is affiliated with an organisation which holds such a policy, and the cover of that policy extends to include the applicant organisation.

**For and on behalf of:** .....

**Chairperson / President**      Name: .....

Signature: .....

**Treasurer or Secretary**      Name: .....

Signature: .....

**Date :** ...../...../.....



## PORT PIRIE REGIONAL COUNCIL

# Community Assistance Fund

### **EXTRACTS FROM THE COMMUNITY ASSISTANCE POLICY**

The Community Assistance Fund is available to eligible non-for-profit community based groups to encourage the involvement of organisations and groups and to support community initiatives, events, projects and activities that seek to make a positive contribution to the community. The full Policy can be found on Council's website: [www.pirie.sa.gov.au](http://www.pirie.sa.gov.au)

#### **Eligible Organisations**

Not for profit community organisations, based or represented within the Council area, proposing activities which will take place within the Council area are eligible to receive funding.

Individuals, commercial entities, other Councils, political parties and Government departments (where the Government department is proposing activities or programs considered to be the responsibility of State or Federal Government) are ineligible to receive funding.

#### **Ineligible Activities**

- Reimbursement of prior expenditure or support for salary.
- Continuing, operational or ongoing expenses of the organisation.
- Activities that seek to make financial gain or are of a commercial nature.
- Any activity deemed to be illegal, unsavoury, anti-social, dangerous or likely to cause nuisance or offence to the public.
- Any activity undertaken to raise funds for a third party (including charities). A proposal for a community event held to raise funds for a charity may be assessed on its own merits.
- Social functions predominantly for the benefit of its members.

#### **Assessment Criteria**

The project:

- must be conducted within the Council's region;
- must have clearly defined start and end dates and measurable quantitative outcomes.
- should provide a measurable benefit to the community, enhance a community amenity, or stimulate an economic benefit within the community.

In considering an application, Council will take into account:

- the wealth of the applicant and its ability to raise funds from other sources.
- previous allocations for similar projects, and whether it is a significant milestone event.
- whether a sporting organization applicant is a member of STARCLUB or similar program.

Council may allocate the full amount of funds requested within the application, or any part thereof, or make no allocation at its own absolute discretion. Generally, contributions will be no more than \$4,000 or 50% of the total Project Expenditure Budget, whichever is the lesser.

#### **Notification**

- All organisations will be notified in writing of the Council decision regarding their application and the amount, if any, of funds allocated.
- Successful applicants will be required to sign a Memorandum of Agreement to indicate their acceptance of their allocation, under the guidelines and requirements of the Fund.

### **IMPORTANT**

**It is the responsibility of the applicant to provide all required documentation and details – Omissions may result in an application being declined without further reference.**