



**Financial Assistance Grants for
Community Organisations, Sporting Groups & Individuals
2009 / 2010**

Closing Date For Applications – Friday 6 March 2009

Applicant Information

Name Of Organisation: _____

Postal Address: _____

Street Address From Where Your Organisation Operates: _____

Contact Person

Name: _____ Signature: _____

Position: _____

Telephone: _____ Facsimile: _____

I, being the contact person listed above, acknowledge that the above organisation accepts the terms & conditions of the grant, as outlined on page 4.

Is Your Organisation An Incorporated Body? Yes No

Are You Registered For GST Purposes? Yes No

If Yes, Please Provide Your ABN: _____

Financial Request

Does This Request For Financial Assistance Relate To A Capital Project Or An Operating Contribution?

Capital

Operating

Please Provide A Description Of The Project For Which Financial Assistance Is Being Requested. (ie: What Is Required, What Are The Benefits Of The Project Going Ahead & The Disadvantages If It Does Not Go Ahead, How Does This Project Relate To Your Organisation?)

If You Are Requesting A Grant For Works To A Building Or Premises, Please Indicate Who Owns The Building Or Premises And The Land That It Is Situated On.

Estimated Project Costs & Funding Sources (Capital Applications Only)

Please Specify And Name Source Of Funding, And Attach Full Details Of Expenditure, With Supporting Quotes If Applicable.

<u>Income</u>	\$	<u>Expenditure</u> *	\$
Grants			
Contributions			
Sponsorship			
Fundraising			
Other Income			
Amount Of Funding (Grant) Sought From Shire Of Plantagenet			
Total Income		Total Expenditure	

* (Please List Key Components Of Your Project, Eg: Materials, Promotions, Value Of In-Kind Contributions, Fees, Etc).

Who Will Benefit From This Financial Assistance & How?

Has The Shire Of Plantagenet Previously Assisted Your Organisation? Yes No

If Yes, Please Advise:

The Date Of Last Grant: _____

The Amount Of Last Grant: _____

Office Use Only

Capital Grant Request

Is Grant 33.3% Of Cost? Yes No

Has Proof Of Co-contribution Been Provided? Yes No

Are Plans & Materials Available To Complete Job? Yes No

Land Vested / Owned By The Council? Yes No

Operating Grant Request

Is Organisation Based Within The Shire? Yes No

Is Grant Of Benefit To Shire Residents? Yes No

Do Members Actively Meet? Yes No

Does Grant Improve Financial Viability & Independence? Yes No

Does Grant Promote The District? Yes No

Does This Application Meet Council Policy? Yes No

General Information About Your Organisation

Describe The Main Purpose And Character Of Your Organisation And The Service(S) It Provides.

Please Provide Membership Numbers For Your Organisation Over The Past Three Years.

2008 / 2009 - _____ 2007 / 2008 - _____ 2006 / 2007 - _____

Please Describe How Your Organisation Operates ie: volunteers, paid staff or a combination.

What Geographical Area Does Your Organisation Cover?

Please Describe Eligibility Requirements For Membership Or Access To Your Service(S).

Do You Have Any Comments That You Would Like To Make?

Please Attach The Following To This Application:

- Any Additional Information That You Believe Will Assist This Application;
- A Copy Of The Audited Financial Statements For Your Organisation For The Last Financial Year;
- Quotes Etc That Support Dollar Amounts Of The Project; And
- Plans Or Diagrams That Easily Illustrate Your Request.

GST & Grants Of Financial Assistance

The Australian Taxation Office (ATO) has issued the GSTR 1999/d13 'Goods & Services Tax: Grants Of Financial Assistance' which provides their rulings on grants of financial assistance and funding. A copy of this ruling may be found at <http://www.taxreform.ato.gov.au>.

Grants made to community organisations will be subject to GST where they represent consideration for a taxable supply. This means that grants which are subject to GST will need to be 'grossed up' by 10%, otherwise the grantee will have an effective reduction in funding. The grantee will be required to remit 1/11th of the grant to the ATO as GST and should be entitled to claim the input tax credits related to expenditure incurred. If a grantee is not registered, or not required to be registered, then no GST will be payable on the supply, however withholding tax may apply which would reduce the available amount of the grant.

Applicants are encouraged to obtain an ABN to avoid withholding tax difficulties

Terms & Conditions Upon Acceptance Of A Grant

1. The grantee is required to complete and submit an acquittal to the Shire of Plantagenet of the grant funding provided. (ie: a financial statement identifying all revenue and expenditure incurred on the project certified by the president of the applicant or any other form, information or supporting original documentation as required by the Council).
2. Acknowledgment of the Shire's contribution must be made in an appropriate manner in a form acceptable to the Shire. (ie: the Shire of Plantagenet expects to be noted as sponsor in any advertising or promotional material in relation to the funded project, if the project is a building or other similar physical structure a plaque to be mounted in recognition of the shire's contribution, signs erected in relation to the project to note the Shire of Plantagenet as sponsor, etc).
3. The grantee must use the grant funds within the relevant grant application financial year.
4. The grantee will provide to the Shire of Plantagenet the required tax invoice, if the grantee organisation is registered for GST purposes.