

Application Community Services Fund 2024/2025 R1

Form Preview

COMMUNITY SERVICES FUND 2024/25

* indicates a required field

This grant provides funding to community organisations to support projects that deliver social or environmental benefits to the Dubbo Regional Council local government area and help create, enhance or build community well-being and amenity.

Please read the [Community Services Fund Guidelines](#) carefully before commencing and submitting this application.

Please note that most fields in this form are mandatory and if not completed your form will not be able to be submitted. An error message will highlight which questions require completion.

Additionally, the [Community Strategic Plan Towards 2040](#) can be utilised to review the community's vision and aspirations for the future.

ELIGIBILITY

1. Organisations must be based and operate within the Dubbo Regional Council local government area.
2. The project must be undertaken within the Dubbo Regional local government area.
3. Only one application per organisation, per financial year.

PLEASE NOTE

Applicants with an overdue acquittal or who have failed to appropriately acquit a previous Council grant are not eligible for consideration.

- An Acquittal Report is required within two (2) months of the completion of each project, as per the date listed on each application, or twelve (12) months from date of funding payment, whichever arises first.

Applicants with outstanding projects due to extension or have not expended their prior funding within the allocated twelve (12) months of provision are not eligible for consideration.

Applicants can not apply for funding via the Community Services Fund if funding has already been provided by another funding stream within Dubbo Regional Council for the same project in the same financial year.

ELIGIBILITY

I have read and understand the Community Services Fund Guidelines *

- ☐ Yes
- ☐ No - Please read the Guidelines prior to starting an application.

Is the organisation based in the Dubbo Regional Council Local Government Area?

- * ☐ Yes

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☐ No

If your organisation has received a previous Council grant, has it been successfully acquitted? *

- ☐ Yes
☐ No
☐ N/A - not a previous grant recipient

APPLICANT DETAILS

Organisation *

Organisation Name

Please supply organisation name as registered with your banking institution.

Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia and address must be within the Dubbo LGA.

Contact Number *

Must be an Australian phone number.

Email *

Must be an email address.
Organisation emails preferred.

Website

Must be a URL.

Contact Name *

Title First Name Last Name

Position in Organisation *

Please provide a statement of your organisations purpose *

Word count:

Must be no more than 50 words.

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ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Is your organisation registered for GST? *

☐ Yes ☐ No

Please Note: Successful applications do not need to be registered for GST or have an ABN to receive a donation as the donations are classified as untied. However, should your organisation be registered for GST and/or hold an ABN, please complete the above information.

Is the organisation an incorporated not-for-profit? *

☐ Yes
☐ No

Proof of not-for-profit status

Attach a file:

E.g. certificate of incorporation or constitution.

Current Public Liability Insurance Certificate *

Attach a file:

Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Previous funding provided or the successful submission of an application does not necessarily warrant success under the current round

PROJECT DETAILS

* indicates a required field

Social outcomes specifically focus on a particular population or community and can include various aspects such as changes in knowledge, attitudes, behaviours, or living conditions. They reflect the positive effects that the project aims to achieve in society.

Environmental outcomes specifically focus on the environmental values to be protected, enhanced, conserved and maintained.

Title *

Word count:
Must be no more than 5 words.

Location *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia and address must be within the Dubbo LGA. PO boxes are not valid.

Estimated Start Date *

Must be a date and no earlier than 15/8/2024.

Estimated Finish Date *

Must be a date and no later than 30/6/2025.

Provide an overview of the project. *

Word count:
Must be no more than 200 words.
What is the purpose of your project? Why have you chosen this project? What do you hope to achieve? What components will the project require? Is the project free and accessible to all?

Detail the identified community need the project will be addressing. *

Word count:

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Must be no more than 150 words.

Is there a genuine community need for the project. Reference any supporting data, media or documentation identifying the community need.

Attach a file:

Community Outcomes *

- ☐ Social
☐ Environmental

At least 1 choice must be selected.

What social or environmental outcomes will this project achieve and how will LGA residents benefit? *

Word count:

Must be no more than 150 words.

Does your project enhance the quality of life for the residents of the LGA? Does it celebrate community traditions? How will the project achieve the desired outcomes?

Demonstrate members and/or volunteers contribution to the project. *

Word count:

Must be no more than 150 words.

How will the organisation collaborate with members and/or volunteers to facilitate and complete the proposed project.

Demonstrate your experience and ability to plan, manage and deliver the project. *

Word count:

Must be no more than 200 words.

How are you planning to facilitate and complete the proposed project. Provide a list of projects that the organisation has completed in the past. Detail any experience that members of the organisation may have in previous roles. Are you aware of any environment, conservation or heritage issues that may impact your project? If yes, what are they?

SUPPORTING DOCUMENTS

It is expected that all projects supported by Dubbo Regional Council are covered by appropriate approvals, permits, licences and insurances.

Applicants should consider conducting a risk assessment process for their proposed project to address any necessary insurance implications. Organisations should check their current insurance arrangements to determine if any extra cover is required. Applicants should

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ensure that all staff and volunteers associated with the project have the appropriate mandatory clearances.

Dubbo Regional Council will require copies of plans as part of its assessment of your application.

Please indicate below approvals, permits, licences, insurances and plans in place to cover the project: *

- | | |
|--|---|
| <input type="checkbox"/> Development Approval | <input type="checkbox"/> Additional Insurance - Please specify below. |
| <input type="checkbox"/> Assest Owner's Approval | <input type="checkbox"/> Other permits, approvals or licences - Please specify below. |
| <input type="checkbox"/> Risk Management Plan | <input type="checkbox"/> Not Applicable |
- Please upload a copy of all applicable

Details of Documents *

Word count:

Must be no more than 25 words.

Attach a file:

More than one document may be attached.

Letters or Emails of Support

Attach a file:

More than one document may be attached.

FUNDING REQUEST

* indicates a required field

Total Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Has the organisation applied for any other funding for this project from Council within the same financial year? *

- ☐ Yes
☐ No

BUDGET

Income

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Please list all income contributions specifically related to the project (Include this grant request in the income budget table).

Income items may include:

- Council grant
- Grants from other organisations
- Cash contributions from your organisation
- Sponsorship, donations
- In-kind contributions (goods or services contributed by the applicant in lieu of providing funds)

Expenditure

Please list all expenditure costs related to the project. This may include hiring and equipment fees, equipment purchase, set up costs and materials.

Quotes are required for all listed goods and services.

Income	\$	Expenditure	\$
E.g. grant requests, sponsorships, in-kind contributions		E.g. items and services	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

BUDGET TOTALS

Total Income Amount (column 1) must be equal to Total Expenditure Amount (column 2).

The Income - Expenditure (column 3) must equal \$0.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

RELEVANT QUOTATIONS

Quotations for items or services are mandatory for all expenditure items. Failure to submit all relevant quotes may result in your application being deemed ineligible or unsuccessful. Quotes may be submitted as a catalogue item or quotes from a provider and must include the supplier's details, a clear description of the goods or service and the cost.

*

Attach a file:

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More than one document may be attached.

FINANCIAL HISTORY

Has your organisation applied for financial assistance from Dubbo Regional Council or any other funding bodies over the past three (3) years? *

- ☐ Yes
☐ No

If yes, please complete the following table:

Funding Body	Date Lodged	Amount Requested	Amount Received	Did you submit an Acquittal?
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

ADDITIONAL INFORMATION

* indicates a required field

Please any additional information you consider necessary.

Word count:

Must be no more than 100 words.

Attach a file:

Project / program timelines, Gantt charts or flow charts.

How did your organisation become aware of the Community Services Fund? *

DECLARATION AND PRIVACY STATEMENT

* indicates a required field

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PRIVACY STATEMENT

Dubbo Regional Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au

DECLARATION

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the committee of my organisation.

I have read the accompanying guidelines provided.

I agree that I will contact Dubbo Regional Council immediately if any information provided in this application changes or is incorrect.

Dubbo Regional Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected is required for the delivery of the services in accordance with the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact the Community, Culture and Places Executive Support Team on 02 6801 4000.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application *

☐ Yes

Authorised Person's Name *

Title

First Name

Last Name

Position Held *

Contact Email *

Must be an email address.

Date of Declaration *