



TENTERFIELD SHIRE COUNCIL
APPLICATION FOR COMMUNITY CONTRIBUTION/DONATION
2021/2022 OPERATIONAL PLAN

I/We _____ on behalf of _____
(Name) (Applicant/Club/Organisation)

hereby wish to submit the following application for a Contribution/Donation for Council's consideration.

APPLICANT'S DETAILS

NAME OF CLUB / ORGANISATION: _____

ADDRESS: _____

CONTACT PERSON: (Mr/Mrs/Ms/Miss) _____

TELEPHONE: _____
_____ (Private) _____ (Business)

REQUEST/PROPOSAL OVERVIEW: _____

INFORMATION IN SUPPORT OF REQUEST/ PROPOSAL (including the level of funding provided by your organisation):

PLEASE ATTACH ANY RELEVANT DOCUMENTATION NECESSARY TO SUPPORT YOUR APPLICATION.

AMOUNT OF CONTRIBUTION/
DONATION REQUESTED: \$ _____

I certify that this application has been authorised by the applicant organisation.

Signature Designation Date

*Application forms to be submitted no later than 5.00 p.m. Friday, 24th September 2021 to:-
The Chief Executive, Tenterfield Shire Council, PO Box 214, Tenterfield NSW 2372
or Email: council@tenterfield.nsw.gov.au*

TENTERFIELD SHIRE COUNCIL

APPLICATION FOR COMMUNITY CONTRIBUTION/DONATION

2021/2022 OPERATIONAL PLAN

Council is currently inviting applications from Local Voluntary and Community Organisations seeking a contribution/donation from Council during 2021/2022. All applications will be considered by Council.

Information

- * Applications are to be lodged with Council on or before 5.00 pm, Friday, 24 September 2021.
- * **Applications will not be considered after the closing date nor throughout the year.**
- * Applications are to be submitted on the appropriate form and should be addressed to:-

The Chief Executive
Tenterfield Shire Council
PO Box 214
Tenterfield NSW 2372
Email: council@tenterfield.nsw.gov.au

Assessment Guidelines – Community Contributions & Donations

These guidelines are to be used to assist in assessing each application. Applicants must meet all the essential criteria.

Essential

1. Financial analysis of the proposal supported by estimates/quotes.
2. Money paid on production of receipts or accounts. Only exception by Council resolution.
3. Not a business or commercial venture.
4. Is there a safety or health aspect?
5. Is it a proven attraction or community benefit?
6. Is it voluntary and is there a matching contribution (it can be in kind) equivalent to 50% (minimum)?
7. Is the project for the well being of the Shire Community?
8. Will it have continuing support from the majority of the Shire Community?
9. Current financial status of organisation applying for funding (latest statements).

Applicants to note that Clause 211 (3) of the Local Government (General) Regulation 2005 states that "all such approvals and votes lapse at the end of a Council's financial year".

Council Contact Person:

Ms Elizabeth Melling
Acting Executive Assistant & Media
Phone: (02) 6736 6000
Email: council@tenterfield.nsw.gov.au