



**TENTERFIELD SHIRE COUNCIL**  
**APPLICATION FOR COMMUNITY CONTRIBUTION/DONATION**  
**2022/2023 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 5.00pm, Friday 30<sup>th</sup> September 2022 to:-  
The Chief Executive, Tenterfield Shire Council, PO Box 214, Tenterfield NSW 2372  
or Email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)*

**TENTERFIELD SHIRE COUNCIL**

**APPLICATION FOR COMMUNITY CONTRIBUTION/DONATION**

**2022/2023 OPERATIONAL PLAN**

Council is currently inviting applications from Local Voluntary and Community Organisations seeking a contribution/donation from Council during 2022/2023. All applications will be considered by Council.

**Information**

- \* Applications are to be lodged with Council on or before 5.00pm, Friday 30<sup>th</sup> September 2022.
- \* **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](mailto: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  
Executive Assistant & Media  
Phone: (02) 6736 6000  
Email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)