

# Community Financial Assistance Grant



## General Information

PRIVACY STATEMENT: Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

### NOMINATIONS CLOSE:

Tuesday, 4 March 2025 at 11.59pm

## Applicant Details

The following questions are about the entity (applicant / organisation / club / group) applying for the grant.

Check the [Policy](#) to ensure the proposal meets the eligible activities list, and you're aware of the ineligible conditions.

### Name of the Entity Applying for the Grant Required

Refer to entity type (clause 4.1, 4.2) and ineligible entities (clause 4.7) of the CFAG Policy.

### Email Address of Entity Required This should be a generic email for your entity, not a personal email.

### Street Address of Entity Required

### Website Address or Social Media URL of Entity

### Contact Person on Behalf of Entity Required

**Phone Number of the Entity's Authorised Person** Required

**Organisational Structure of the Entity (Select 1 option)** Required

Refer to entity type (clause 4.1, 4.2) and ineligible entities (clause 4.7) of the CFAG Policy.

- A registered not-for-profit organisation
- An incorporated community group
- Unincorporated community group that has a formal structure, management committee, and bank account (clause 4.2)
- A community group that is affiliated and has a formal structure, management committee, and bank account (clause 4.2)
- Registered sporting club that has a management committee with a formal structure, and bank account (clause 4.2)
- A school P&C Committee
- Partnership arrangement between an entity and a non-eligible entity
- Not-for-profit childcare facility
- Other

**Other**

**Organisational Structure of the Entity - Evidence**

Please provide evidence of entity's organisational structure such as Incorporation Certificate, Affiliation Document, ABN, ACN or AIN, AGM Minutes, Club Constitution.



Please attach all files to the end of this form before submitting it.

**ABN of the Entity**

**GST Registration Status (Select 1 option)** Is your entity registered for GST?

- Yes
- No

**Purpose of Entity** Required

Explain the purpose of the entity.  
Include length of operation, history, entity membership (members/players/volunteers/users), how many people are involved, and services provided to the community of Narrabri Shire.

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**If the entity is partnering with another organisation to deliver the proposal, please provide the partner's details including organisational name, phone number, email address and authorised contact person.**

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**Partnership Agreement / Letter**

As a condition of the CFAG application, if the applicant is partnering with another organisation, you will need to provide an agreement/letter signed by representatives from both entities, detailing the financial and tangible inputs, along with roles and responsibilities of each entity in the delivery of the proposal



Please attach all files to the end of this form before submitting it.

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## Proposal Information

The following questions are about the proposal (project / activity / event / request / donation / program / services / equipment / infrastructure) that the entity would like Council to fund.

**Proposal Title** Required

In 20 words or less, what would you specifically want the funds for? ie: promotion and marketing costs of XYZ event, purchase of ABC equipment for youth, request for Council services (mowing, garbage disposal, road closure) to support event, musician and entertainment costs.

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**Proposal Details** Required

Provide a brief description of the proposal scope (what work is going to be done, goods and services purchased), and the deliverables (tangible and measurable outcomes) of the project.

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**Start Date**

When will the proposal begin?

Proposals must not be retrospective and must only commence after the Funding Deed has been signed by Council and the entity. Please refer to the [Funding Application Round Table](#) (clause 2.4) of the CFAG Policy.

D	D	M	M	Y	Y	Y	Y
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**End Date** Required

When will the proposal end?

Proposals must be completed within 12 months of Council's decision to support the activity. Refer to the [Funding Application Round Table](#) (clause 2.4) of the CFAG Policy.

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**Location - Venue Address** Required Provide the address of where the main activity of the proposal will take place.

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**Location - Venue Owner** Required Explain who the landowner is of the location where the main activity of the proposal will take place.

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**Land Capacity (Select 1 option)** Required In what capacity does the entity have use of the land on which the proposal will take place?

- Land is owned by Council or Crown Land
- Land is rented / leased by the entity
- Land is owned / mortgaged by the entity
- Other

**Other**

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Complete this section if you selected only 'Land is owned by Council or Crown Land' in *Proposal Information > Land Capacity*

## Council-managed Land or Council facilities

If the proposal is an event on Council managed land, or using Council facilities, the entity will require pre-approval as a condition of the CFAG Application. Allow up to 12 weeks for approvals.

For all events and temporary structures on Council land, complete an [Event Application Form](#).

For swimming pool and function room facilities, complete the [Pool Booking Form](#).

For sporting ovals, line marking, lighting and toilet facilities, complete the [Sporting Ovals and Fields Booking Form](#).

If this grant is only for the use of The Crossing Theatre and not for any other purpose, you should be lodging a [Concessional Application Form](#).

For activities on public roads, such as bike rides, public marches, or requests for road closures complete a [Section 138 Application Form](#).

**Does the proposal take place on Council managed land or use Council facilities? (Select 1 or more options)** Required

- No
- Yes - event approval is required
- Yes - swimming pool / function room approval is required
- Yes - sporting ovals and / or ancillary approval is required
- Yes - the event is at The Crossing Theatre
- Yes - section 138 approval is required for activities on public roads or reserves
- Other

**Other**



Please attach all files to the end of this form before submitting it.

Complete this section if you selected only 'Land is rented / leased by the entity' in *Proposal Information > Land Capacity*

## Land Ownership Consent

Proof of land ownership and / or consent is required for proposals that are conducted on the property.

**(Select 1 option)** Required

- The entity is the owner of the land - rates notice, water bill or other documentation provided
- Landowner consent required - documentation provided
- Not applicable
- Other

### Evidence

If the proposal requires proof of land ownership or land owner consent, the entity will need to provide evidence as a condition of the CFAG Application. Evidence includes rates notice or water bill.

Landowner consent indicates the land owner is aware the proposal will take place on their land and they approve. This can be a letter or you can download the [Land Owner's Consent Form](#).



Please attach all files to the end of this form before submitting it.

Complete this section if you selected only 'Land is owned / mortgaged by the entity' in *Proposal Information > Land Capacity*

## Development Approval

**Does the proposal involve building or development works, temporary or permanent structures, planning or environment considerations? (Select 1 option)** Required

- Yes - approval documentation provided
- No - not applicable
- Other

Other

### Development Approval

If the proposal requires development approval, the entity will need to gain consent as a condition of the CFAG Application. Allow up to 12 weeks for Development Approval.

For further information, please visit <https://www.narrabri.nsw.gov.au/Planning-Development/Planning-Environment>



Please attach all files to the end of this form before submitting it.

## Financial Information All financial information to be provided as GST inclusive amounts.

### Funding Request Required

How much is the entity seeking from Narrabri Shire Council? Whole dollars only. This must be backed with quotations and budget.

As a guide, consider asking \$500-\$4000 for general programs and equipment, and proposals for whole-of-community events and activities (participation of more than 3000 people) consider up to \$5000 per application.

Most proposals will fall under "no GST payable" on invoices unless the request is a sponsorship request. Sponsorship requests attract GST.

### Total Project Cost Required What is the overall cost of delivering the proposal? Whole dollars only.

**Co-contribution** Required

Although Council does not require co-contribution, entities are encouraged to consider financial contributions and apply for other philanthropic funding to finance the proposal.

Explain what contribution (financial and/or in-kind) the entity is making towards this proposal and what external sources of funding the entity is considering applying for, or has received.

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**Correctly Rendered Tax (CRT) invoice (Select 1 option)** Required

The entity must be able to submit a Correctly Rendered Tax (CRT) invoice to Council for payment of the CFAG.

Most invoices will be issued as a "no GST payable" unless the request is a sponsorship request.

To understand what a CRT invoice consists of, visit <https://www.smallbusiness.nsw.gov.au/get-help/faster-payment-terms/what-correctly-rendered-invoice>

- Yes - upon a successful CFAG Application, the entity will supply a CRT Invoice for payment
- Yes - upon a successful CFAG Application, the entity's partner will supply a CRT invoice for payment (under auspicing arrangement)
- Other

**Other**


**Budget** Required

As part of the application process, the entity must supply Council with a detailed budget and quotations for the proposal. In the section below, provide a list of expenses and dollar amounts for each item.

The budget should include all expenses for the project and match the amount requested for funding in Question 22.

For larger projects, use [Council's template](#).

\*The submission of a budget is a condition of the CFAG Application.

 Please attach all files to the end of this form before submitting it.

Provide the entity's bank details for which the funds will be transferred to.

Name of institution, BSB, Account Name and Number.

**Bank Details** Required Successful applicants will be required to register their financial details through Council's supplier portal (EFTsure).

**Financial Health** Required

Write a comment on the financial health of the entity including where the entity's income is sourced from, types of expenses, and what sort of cash balance is required to ensure the entity can operate.

The entity will be required to provide documentation showing its financial health such as profit and loss (income statement), financial report from AGM or bank statement showing current balance and transaction listing for upto six months.

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**Grant History** Required

Detail if the entity has received any type of funding or a grant from Narrabri Shire Council within the last five years. Include when (year), what type of funding, for what purpose and how much.

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## Public Liability Insurance

As part of the application process, entities must produce a current Certificate of Currency confirming they have public liability coverage of \$20 million and maintain coverage for the period in which the proposal takes place.

**Public Liability** Required Provide the name of the Insurance company, coverage amount and expiry date.

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**Certificate of Currency** Required



Please attach all files to the end of this form before submitting it.

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## Local and Community Benefits and Engagement



Funding made available from Narrabri Shire Council is designed to improve the lives of people across the Shire and provide significant benefits to communities to:

- Increase the range of, and access to, recreational, social, cultural, and environmental activities, programs, and services to the people of Narrabri Shire.
- Encourage a sense of community pride that allow communities to promote their towns and villages through pro- motional activities.
- Foster community partnerships and encourage cooperation between community groups, organisations, and Council to ensure that all residents and organisations benefit from common resources.
- Promote Narrabri Shire as a vibrant, diverse place to live and visit.

**Audience** Required How many people do you estimate will benefit or be involved in your proposal?

**Target Audience and Benefits** Required

Explain who is the target audience of the proposal. What benefits do they get for their involvement? Explain how the wider Narrabri Shire and communities benefit from the proposal.

Provide a statement on each of the following as they apply to the proposal:

- Target audience
- Recreational benefits
- Social benefits
- Cultural benefits
- Economic benefits
- Environmental benefits

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**Consultation** Required

Detail what consultation you have undertaken with key stakeholders and the target audience to ensure the success of the proposal.

Who have you consulted with and what evidence do you have? ie: support letters, emails, surveys or social media posts.

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**Consultation - Evidence** ie: support letters, emails, surveys or social media posts.



Please attach all files to the end of this form before submitting it.

Detail how your proposal will be sustainable after the funding has ended and for how long.

**Sustainability** Required Is the proposal repeated annually, a one-off event, require ongoing maintenance costs (and who is paying) etc?

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## Accessibility and Inclusion

Council is working to improve access and inclusion for residents and visitors. A good measure of inclusion is when residents and visitors have equal access to participate in community and civic life regardless of their disability, age (youth or aged), language, gender and sexuality, cultural observances or attitudinal barriers.

In the planning and delivery of the proposal consider accessible options for range of mobilities (ramps, pathways, amenities, floor layout and seating options), building and fostering relationships with First Nation's people including Acknowledgement of and Welcome to Country, hearing/sight issues or sensory overload (Auslan interpretation, live captioning, hearing loop, voice-activated diction and video, QR codes, microphones, quiet rooms), inclusive communications and language, and food and dietary options.

**Accessibility** Required

Explain what actions and measures your entity will put in place to eliminate barriers, improve access, and be inclusive for people with disabilities.

Disabilities include (but are not limited to) hearing, sight, mobility, intellectual, and sensory.

Please include whether the entity has consulted with, and included the above identified group/s in the planning and/or delivery phase of the proposal.

For more information, refer to [Council's Disability Inclusion Action Plan](#).

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**First Nation's and LGBTQ+ Inclusion** Required

Outline the plans the entity has to demonstrate respectful and inclusive needs of First Nation's and LGBTQ+ peoples in the delivery of the proposal.

Please include whether the entity has consulted with, and included the above-identified group/s in the planning and/or delivery phase of the proposal.

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**Inclusion** Required

In the delivery of the proposal, explain what considerations have been given to the use of inclusive communications and language, cultural awareness, and food and dietary issues.

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**Media and Promotion** All recipients of funding from Narrabri Shire Council must acknowledge Council in the delivery of their proposals.

**Media and Promotions (Select 1 or more options)** Required

Advise which methods your entity will acknowledge Council's funding of the proposal. You will need to show evidence of this in the acquittal (tick all that apply).

- Social Media
- Static posters displaying Council's logo
- Print media such as newspapers, newsletters, or other publications
- Website
- Presenting or speaking opportunity
- Invitation to the event
- Naming rights or high-level acknowledgement
- Other

**Other**

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**Declarations**

- I certify that, to the best of my knowledge, the statements made within this application are true and correct.
- I declare that the proposal outlined in this application and any associated expenditure has been endorsed by the entity and partnering groups with authority to commit to this proposal.
- Should the proposal be successful, the entity and partners in the proposal will sign a Funding Deed, abide by the Council's Policy and the Obligations of Applicants.

**(Select 1 option)** Required

- Agreed
- Other

**Other**

*Don't forget to attach all files before submitting this form*