

# Community Assistance Program 2023-2024



## Equipment & Facilities Application Form

- Read the Community Assistance Policy prior to completing application.
- Attach all essential additional information and supporting documentation to the application form.
- Keep a copy of the application for your records.
- Late or incomplete applications will not be accepted.
- **Applications open from 1<sup>st</sup> July 2023 to 31<sup>st</sup> August 2023**

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### 1. Applicant Details:

1.1 Name of Organisation: .....

1.2 ABN Number: ..... Are you registered for GST? Y / N

1.3 Postal Address: .....

1.4 Contact Person: .....

1.5 Position in Organisation: .....

1.6 Contact Details: Phone: .....

Email: .....

1.7 Auspice Body Required? Y/N Name of Auspice Body: .....

1.8 Contact Person for Auspice Body: ..... Phone: .....

1.9 Bank Account Details: BSB: \_ \_ \_ - \_ \_ \_

Account Number: .....

Account Name: .....

### 2. Equipment/ Facilities Project Details:

2.1 Please provide a brief description of the equipment or facilities project for which funds are sought:

.....  
.....

2.2 Describe how this equipment or facilities project will be of benefit to the community and/or your organisation:

.....

.....  
2.3 Detail how your club/group/organisation is co-operating with other organisations and/or funding sources for this equipment or facilities project:

.....  
.....

2.4 Describe how your club/group/organisation will contribute to the project/program:

(a) Cash contribution: .....

(b) In-kind (labour/materials/other): .....

.....

2.5 The following written quotes are attached:

.....  
.....

**3. Amount of funding sought from the Community Assistance Program:**

3.1 Amount of sponsorship sought: \$.....

3.2 Will the event proceed if partial funding is granted? Y / N

**4. Declaration and Undertaking by Applicant:**

*I, the person making this application, declare that:*

- *I have read and understood the Kingston District Council Community Assistance Program Policy.*
- *The information supplied in this application is accurate and complete.*

*If Council agree to offer funding assistance to the event, the organisation I represent will undertake to observe the following conditions:*

- *To use the funds only for the purpose outlined in this application.*
- *To acknowledge the contribution by Council towards the staging of the event.*
- *To complete and return the Acquittal Form by end of the financial year, in which the funding was provided.*

Name: .....

Signature .....

Work Position: .....

Date: .....

