



**NORTHERN  
MIDLANDS  
COUNCIL**

**APPLICATION FOR  
SPECIAL PROJECT ASSISTANCE  
FOR CAPITAL IMPROVEMENTS TO FACILITIES  
OR EQUIPMENT FOR NEW PROJECTS  
SPORTING, COMMUNITY &  
NON-PROFIT ORGANISATIONS**

**Section A Organisational Information**

1. Name of organisation: .....

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2. Postal address of organisation:

.....

..... Postcode: .....

3. Contact person: .....

Contact address: .....

.....

..... Postcode: .....

Contact phone number: Home: ..... Work: .....

Contact e-mail address: .....

4. Is your organisation registered for GST? Yes  No

If yes, please advise your ABN number .....

## Section B Description of Project

1. Project title:

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2. Amount applied for:

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3. Description of project:

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4. How did you decide this project was needed:

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5. How does your project encourage the involvement of volunteers:

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## Section D Management and Marketing

1. What procedures are/will be used by your organisation to ensure your income and expenditure is fully and accurately accounted for?

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2. How will your organisation acknowledge the contribution of funding by the Northern Midlands Council for this project?

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3. Please add any further information relevant to your application:

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Signature: .....

Position: .....

Date: .....

**ACKNOWLEDGEMENT OF APPLICATION FOR  
NORTHERN MIDLANDS COUNCIL ASSISTANCE**

**SPECIAL PROJECT ASSISTANCE FOR CAPITAL IMPROVEMENTS TO FACILITIES OR  
EQUIPMENT FOR NEW PROJECTS**

Project:

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Your application for assistance will be reviewed at the next Council Meeting after the closing date and you will be notified of the outcome of your application in writing shortly after that

Signed .....

Date: .....

# SPECIAL PROJECT

## FUNDING GUIDELINES

### General

- (a) Assistance be made available from the General Rate for the year following the year of application for assistance in the construction or redevelopment of assets associated with community/sporting and non-profit organisations
- (b) Assistance may be “in kind”, a grant, or a combination of these methods. Assistance is generally up to \$5,000 for improvements of council owned or controlled assets and \$1,000 for non-council projects, and total annual budget allocation is approximately 0.5 percent of rate revenue.
- (c) Council to give public notice for applications by advertisements in at least the Examiner and on website, and by issuing notice to Council facility Management committees within the municipal area of opening and closing dates.
- (d) Applications shall provide such information as Council requires, but including:
  - (i) Project budget, where applicable, and copies of appropriate insurance policies
  - (ii) Copy of Organisational Balance Sheet as at 30 June in preceding year
  - (iii) ABN number if the organisation is registered for the Goods & Services Tax (GST) system
- (e) Once applications have been received an acknowledgement will be sent.
- (f) Council will determine which projects will be funded and to what amount.
- (g) Only one application per club / organization per financial year accepted

### Outcomes

The outcomes of this policy will be to:

- meet a clearly demonstrated need
- compliment but not duplicate other locally available services
- encourage projects that are accessible to individuals living within the municipal area
- encourage the involvement of volunteers

### Assessment Criteria

The assessment criteria for funding under this policy will include:

- the demonstration of a benefit to the community
- the attempt to meet an unmet community need
- involvement of volunteers to assist with funding of project.

### Eligibility

Any community group, sporting organisation or non-profit organisation whose capital works

or equipment project satisfies the guidelines outlined is eligible to apply for assistance.

Grants are not normally given for projects or equipment for which there is a more appropriate funding source.

### **Guidelines**

- The project must have a clearly stated purpose and a practical plan for achieving this purpose.
- The project must be in response to a clearly demonstrated need and must be appropriate to that need.
- The project may complement but not duplicate other locally available services.
- The project should be accessible/applicable to all individuals living in the municipality.
- The project should encourage the involvement of volunteers where appropriate.
- A written quote must accompany each application.
- It is expected that some efforts will have been made towards fund-raising activities to offset the costs of the project.

Assistance may be given to eligible applicants for:

- Material costs for minor capital works.
- Equipment costs for establishing new projects.

Assistance will not be given for money already spent.

**Funds are to be expended within 12 months of allocation**, extension may be granted if requested in writing before the 12 months expiry date.

### **Priorities**

With the limited funds available priority will be given to projects that:

- Demonstrate benefit to the community, particularly to a range of age groups and those who may be disadvantaged.
- Attempt to meet an unmet community need.
- Have no other sources for funding.
- The amount requested does not exceed half the total project cost.
- Improve Council-owned/controlled assets.

### **Applications**

Applicants are requested to fill out the application form attached and return to:

The General Manager  
Northern Midlands Council  
PO Box 156  
LONGFORD TAS 7301

If applicants require assistance in preparing the application for funding, please contact Council's Customer Service Team on telephone number 6397 7303 or [council@nmc.tas.gov.au](mailto:council@nmc.tas.gov.au).