

Major Community Events Grants - Application

Community Benefit Fund

Application Form and Details

Applicants should read the guidelines carefully before completing this form

Organisation Details

Organisation legal name: _____

ABN: _____ GST registered: Yes No

If no ABN, please supply a copy of the 'Statement by a Supplier' form, obtained from the Australian Tax Office website

Number of members in organisation: _____

Postal Address: _____ Postcode: _____

Street Address: _____ Postcode: _____

Telephone: _____ Mobile: _____

Incorporated association Unincorporated Associations Act (NT)

Not for Profit company Office of the Registrar of Indigenous Corporations

Other (please state :) _____

Contact Officer Details

Mr Mrs Ms Miss Other _____

Full Name: _____

Mobile: _____ Position in organisation: _____

Email address: _____

Regional Location

Please indicate the region in the Territory where your organisation conducts its main activities (you may select more than one region if applicable)

- Northern (Darwin & Darwin regional)
- Arnhem (incl. Tiwi Islands, Jabiru, Maningrida)
- Katherine
- Barkly
- Central



Please indicate which regional location that will benefit from the grant (you may select more than one region if applicable).

- Northern (Darwin & Darwin regional)
- Arnhem (incl. Tiwi Islands, Jabiru, Maningrida)
- Katherine
- Barkly
- Central

Activities of the Applicant Organisation

Please briefly describe the activities and services provided by your organisation to the community. (If more space is required please attached it separately)

Summary of Grant – Detailed overview of projects should be attached separately

Event Title: _____

Event Summary (you may attach further supporting documentation to the back of your application: _____

What date/s is the event being held? _____

Where is the event being held? _____

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For how many years has this event been held? _____

What is the expected attendance of the event? _____

What was the attendance previously (if applicable)? _____

Is there a charge to attend the event? If so how much? _____

What promotional activity is planned for the event?

How will the community benefit from the event?

Does this event support the Territory beyond the attendance of community members?

What capacity does your organisation have to deliver the project?

What community support and / or involvement does your project have?

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Are you aware of any other events being held at the same time as your proposed event that may have competing attendance?

Has your organisation consulted with other organisations who are likely to hold a similar event or sought to partner with any other organisations? Explain?

What plans do you have in place to ensure your event can continue without CBF funding when your requested CBF grant runs out?

What contingency plans do you have if funding is not approved?

Please indicate the target group for your project you may tick more than one:

- | | | | | | | | |
|-------------------------------|--------------------------|----------|--------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|
| Indigenous people | <input type="checkbox"/> | Carers | <input type="checkbox"/> | Families | <input type="checkbox"/> | Community - general | <input type="checkbox"/> |
| Isolated people | <input type="checkbox"/> | Children | <input type="checkbox"/> | Men | <input type="checkbox"/> | People with disabilities | <input type="checkbox"/> |
| Older people | <input type="checkbox"/> | Women | <input type="checkbox"/> | Young people | <input type="checkbox"/> | Unemployed people | <input type="checkbox"/> |
| Families in crisis situations | <input type="checkbox"/> | | | Members of ethnic communities | <input type="checkbox"/> | | |

Performance Indicators

What are the expected outcome?	How will you know if these outcomes have been achieved?
For example, Attendance numbers, number of stalls etc.	<ul style="list-style-type: none"> • Number of tickets sold • Number of stalls

Proposed Budget for this Application

Please summarise your budget: A detailed budget **must** be attached to your application as supporting documentation. Please ensure your budget clearly identifies where CBF money will be allocated and how much of the money will be allocated to administrative or operational expenses (no more than 30% of the requested amount).

Other supporting documentation that should be attached to your application is an event plan and any quotes you have that support your proposed expenditure.

If your organisation is GST registered, please use GST exclusive figures. If your organisation is not GST registered, please use GST inclusive figures.

Description	Year 1	Year 2	Year 3
Total event cost:			
Less organisation's contribution to project (if applicable)			
Less funds to be raised (if applicable)			
Total Community Event Grant Sought			

If full funding is not available would you like your application considered? Yes No

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The Committee prefer to see quotes from the Northern Territory, if you are unable to obtain Northern Territory quotes please explain why?

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Other Funding

Does your organisation currently receive funding from Commonwealth, Territory or local government sources? (including non-government sources) If Yes, please specify:

Program	Amount \$

Have you applied or are you going to apply for any other funding in relation to any of your proposed projects?

Yes No If Yes, please specify:

Agreement and declaration

I certify that the statements in this application are true. I have read and understand the Community Grants Program Guidelines.

I acknowledge that if the CBF approves this application for a grant, I will be required to meet the eligibility criteria as outlined in the Community Grants Program Guidelines.

I acknowledge that the CBF will not accept late applications.

I acknowledge that the CBF may vary the level of funding provided through the program at its sole discretion.

The CBF cannot guarantee funding for any application, and cannot guarantee funding to the full amount requested by any applicant.

I have been authorised by _____ to make this application.
(name of organisation)

Full Name: _____

Position in organisation: _____

Signature: _____

Date: _____

Grant application checklist:

Before submitting your application, please use this checklist to ensure your application is accurately completed. Incomplete applications will not be considered.

Have you confirmed that your organisation is eligible to apply? (i.e. Not for Profit)

Have you provided your organisation's details including your ABN and GST information?

Have you indicated the region where the funding will be utilised?

Have you completed the project description and given details of your budget?

Have you included quotes for all the budget items listed in your application?

Have you advised us of other sources of funding your organisation may receive?

Have you indicated the target group for your project?

Have you provided the name of your Accountable Officer and have they signed the application form?

Have you kept a copy of your application for your organisation's internal records?

Submitting your Application

Please send completed applications via email (preferred method), post and fax or delivered to the Community Benefit Fund Secretariat at:

Email

cbf.ntg@nt.gov.au

Fax:

(08) 8923 7616

Post:

GPO BOX 1154
DARWIN NT 0801

Delivery:

3rd Floor, NAB House
71 Smith Street
DARWIN NT 0800

Community Benefit Fund Contact Details

Telephone: (08) 8935 7447

Fax: (08) 8923 7616

Email: cbf.ntg@nt.gov.au

Web: www.nt.gov.au/cbf