

Round 1, 2007-08

Dalby Town Council

2007-08 COMMUNITY GROUP

IN-KIND ASSISTANCE

INFORMATION PACKAGE AND APPLICATION FORM



July 2007

INTRODUCTION

- Council's In-Kind Assistance scheme provides assistance for non-profit organisations working in the Dalby community.
- Applicants are urged to be reasonable in their requests for in-kind assistance and to provide all supporting information requested on the application form.
- In-kind assistance may be requested at any time during the year
- The level of assistance available through the program is limited by council's budget decisions and its strategic priorities.
- No applicant can be guaranteed of assistance to the full amount requested.
- It is important that each applicant consider these limitations when preparing the request for assistance.
- Special consideration will be given to projects that display a continuing benefit to the community.
- A copy of the organisations Certificate of Incorporation must be enclosed with the application.
- Organisations must be based in the Dalby Town Area.

APPLICATION REQUIREMENTS

1. Copy of applicants Certificate of Incorporation; and
2. Completed application form.

GRANT POLICY

In recognition of the efforts of residents of the Town of Dalby, Council has formulated an In-Kind Assistance policy to provide assistance through which Council will develop, strengthen and enhance the capacity of individuals and organisations to provide services and activities of benefit to the Dalby community.

Council will allocate operational resources in each annual budget in order to be able to provide in-kind assistance to community groups throughout the year.

In-kind assistance is described as provision of service/s from Council's human and/or plant resources – NOT financial resources. Financial support for incorporated not-for-profit community groups may be accessible through Council's Minor Grants Program. For more information, visit www.dalby.qld.gov.au.

Applications must be received at least two (2) weeks prior to the in-kind assistance project date in order for Council to schedule works.

ELIGIBILITY CRITERIA

- (A) Organisations or individuals must be community based and provide services and activities of benefit to Dalby and surrounding community.
- (B) The objective of the organisation must be solely non - profit making.
- (C) Organisations operating a licensed premise and or gaming machines will not be eligible for financial assistance.
- (D) State and Commonwealth government agencies will not be eligible for in-kind assistance.
- (E) Applicants shall have no outstanding debit with Council.
- (F) Council's in-kind support must be appropriately acknowledged with opportunities provided for Council publicity and participation at key activities.

SELECTION CRITERIA

Applications for funding will be assessed against the following criteria:

- Proof of eligibility and viability of applicant organisation;
- Delivery of project within the Dalby Town Council boundaries;
- Evidence of positive outcomes that will be of long term benefit to the Dalby community;
- Demonstrated community need for the project; and
- Demonstrated community support and involvement in the project

ASSESSMENT PROCESS

Applications are to be submitted to Dalby Town Council Cultural and Administration Centre in Drayton Street.

Council's Community Services section will assess applications based on their level of community benefit and how they meet the Selection Criteria. Applicants will be notified of outcome by mail.

LEVEL OF FUNDING AVAILABLE

At Council's discretion, in-kind assistance may be made available to eligible organisations to a value not exceeding **\$1,000**.

DALBY TOWN COUNCIL

COMMUNITY GROUP

IN-KIND ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION (S)

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2. ADDRESS FOR CORRESPONDENCE

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3. CONTACT PERSON / RESPONSIBLE OFFICER

NAME:

☎ HOME ☎ WORK

☎ MOBILE FAX

4. IS THE ORGANISATION CURRENTLY INCORPORATED?

Yes No

(Please attach a copy of your Incorporation Certificate)

5. PROJECT DETAILS

♦ Describe the in-kind assistance that you are requesting:

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When do you require the in-kind work to be completed?

Date: / /

- ♦ Describe the project that this in-kind assistance is associated with:

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- ♦ What community benefit will be gained from your project/approximately how many people will benefit from your project?

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- ♦ Are other organisations involved in your project?

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- ♦ How will you publicly acknowledge Dalby Town Council's in-kind assistance to your project?

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6. CERTIFICATION

This Application is to be signed by two executive officers of the incorporated organisation accepting legal and financial responsibility for the project.

I certify that:

- ♦ The information provided in this application is true and correct;
- ♦ All conditions set out in the guidelines will be complied with should this request be approved;
- ♦ This application is consistent with the aims and objectives of the incorporated body as set out in its Constitution; and
- ♦ There will be appropriate insurance cover for the project.

Name: Name:

Signature: Signature:

Position: Position:

Date: Date:

OFFICE USE ONLY:

Date of Application: / /

Project Support: Recommended Not Recommended

In-Kind Assistance: Approved Not Approved

CHECKLIST



Before posting your application, please use this checklist to ensure your application is accurately completed. Incomplete applications are returned to you for completion.

- Section 1** Have you provided your organisation's details?
- Section 3** Have you provided the name of your responsible officer?
- Section 4** Have you confirmed that your organisation is eligible to apply?
- Section 4** Have you provided a copy of your Certification of Incorporation?
- Section 5** Have you described the purpose of the grant?

- Section 6** Have the Responsible officer and office bearer signed the application form?

Please ensure the signatures are original, not photocopied