

Community Grants Program Application Form

Please complete this form and return to the District Council of Robe by:

Post:
PO Box 1, Robe SA 5276

Email:
council@robe.sa.gov.au

In person:
3 Royal Circus, Robe SA

- Please ensure you have read and understood the Community Grants Program Policy prior to completing this application.
- Attach all essential supporting documentation.
- Keep a copy of your application for your records.

APPLICANT DETAILS			
Organisation/Applicant Name			
Postal Address		Postcode:	
Application prepared by			
Position			
Phone Number			
Email Address			
Are you based in the District Council of Robe?	Yes	☐	No ☐
Is your organisation registered for GST?	Yes	☐	No ☐
Please provide your organisation's ABN			

Are you being auspiced by another organisation?	Yes ☐ No ☐
<i>If YES, please provide details and attach letter of support</i>	
Auspice Organisation Name	
Contact Name	
Phone Number	

<i>Please tick one that best describes your organisation</i>	Not for profit organisation or sporting club	
	Unincorporated body or community group	
	Event organiser	
How many members are in your organisation?		
How many volunteers regularly assist your organisation?		
How many paid employees (if any) are in your organisation?		

Have you received funding or assistance from Council in the last two years?	Yes ☐ No ☐
<i>If yes, please detail:</i>	
Year	Amount
Purpose	

EVENT / PROJECT DETAILS			Round 1	Round 2
Which grant are you applying for? (please tick type and relevant round)	Event Sponsorship			
	Community Project			
Name of event/project				
Event/project date(s)				
Event/project venue/location				
Event/project summary/outcomes:				
Who will benefit from the outcomes of this event/project?				
What economic benefit will the event/project provide to the District Council of Robe?				

DISTRICT COUNCIL OF ROBE STRATEGIC PLAN 2024-2028	
Highlight/Circle the relevant Strategic Directions or Community Aspirations which are relevant to your event/project	
<i>Strategic Directions</i>	
1. Plan for liveability	4. Protect our natural environment & coastline
2. Grow robe's entrepreneurial spirit & economy	5. Enhance robe's appearance & function
3. Promote robe's history & heritage	6. Councils organisational response
<i>Community Aspirations</i>	
A tranquil yet dynamic coastal lifestyle	A connection to the past
A protected natural environment and coastline	A connect community
An entrepreneurial spirit	Well planned infrastructure
Explain how your event/project will support these Strategic Directions or Community Aspirations	

EVENTS	
Do you require use of Council Land or Facilities?	
Do you require use of Council Event Hire Items?	
Anticipated event attendance	
Number of anticipated attendees per day <i>(if more than one day event)</i>	
Event Budget	
Estimated total budget for event:	\$
<i>Please attach or list budget showing forecast cash income and expenditure, including a list of all in-kind contributions/voluntary labour</i>	
Sponsorship Request	
Cash amount: <i>(including road closure costs)</i>	\$ (ex GST)
Describe below how your funds will be spent:	
In-kind amount: <i>(Refer to Schedule of Fees and Charges for an estimated cost)</i>	\$
<i>Please detail any other assistance you are requesting (e.g. use of facilities, event items, supply of rubbish bins, use of bollards, etc.)</i>	

COMMUNITY PROJECTS	
Is this a new or existing project?	New ☐ Existing ☐
Expected number of local residents you anticipate your project will benefit:	
Expected number of visitors you anticipate your project will benefit:	
Project Budget	
Estimated total budget for project:	\$
<i>Please attach or list budget showing forecast cash income and expenditure, including a list of all in-kind contributions/voluntary labour, noting 50% Cash or in-kind equivalent value must be matched by applicant</i>	
Funding Request	
Cash amount: <i>*Note: Funds sought must be no more than 50% of the total project cost</i>	\$ (ex GST)
Describe below how your funds will be spent:	
In-kind amount: <i>(Refer to Schedule of Fees and Charges for an estimated cost)</i>	\$
Please detail any other assistance you are requesting (e.g. supply of rubbish bins, use of bollards, etc.)	
Is the project dependent on Council funding:	Yes ☐ No ☐

DECLARATION:			
In submitting this application, I certify that, to the best of my knowledge, the statements in this application are true and I have read and I understand the District Council of Robe's Community Grants Program Policy. I acknowledge that the District Council of Robe cannot guarantee funding approval for any application. If the grant is successful, I agree to acknowledge the contribution and support of the District Council of Robe within publicity, including all media, literature and promotional activities relating to the project/event, as well as in speeches during the course of any event. I agree that the project/event will be completed within 12 months of receiving the funding and will submit the required acquittal form with relevant supporting documentation. I also agree to submitting at least two high resolution digital photographs relating to my project/event, within 2 months of completion. I understand the information, photos and other forms of media submitted as part of the acquittal requirements may be used by, or on behalf of, the District Council of Robe for promotional purposes and publications.			
For and on behalf of			
Name			
Position			
Signature		Date	
<i>If an organisation, second certification declaration required</i>			
Name			
Position			
Signature		Date	

Before submitting your application, please ensure you have attached the following:

- ☐ Projects – Full Project Costings showing quotes and estimations.
- ☐ Events – Event Budget showing projected income and expenditure.
- ☐ Events – listing on the Australian Tourism Data Warehouse (ATDW) www.atdw.com.au
- ☐ Copy of Hire Permit/Event Permit – if applicable.
- ☐ Copy of Event Equipment Form – if applicable.
- ☐ Proof of Public Liability Insurance to the value of at least \$20 million with a location of Australia and/or worldwide.
- ☐ Letter of support if being auspiced by another organisation.

KEY DATES			
Each of the two grant funding rounds will operate as follows:			
Round 1		Round 2*	
Applications Open	July	Applications Open	January
Applications Close	August	Applications Close	February
Outcomes Advised	September	Outcomes Advised	March

**If all available funding is exhausted in Round 1, Round 2 will not proceed.*

Applications will not be considered outside of the respective grant funding rounds.