

Please read the Cultural Fund Guidelines before completing this form. It includes important information about eligible and ineligible projects and applicants.

CLOSING DATE: Wednesday 7th March, 2018

Late or incomplete applications will not be accepted.

Applicant:			
Organisation / Auspicing Body:			
Address			
Eligibility:	<input type="checkbox"/> An incorporated community group; <input type="checkbox"/> A not-for-profit organisation limited by guarantee;	<input type="checkbox"/> An unincorporated group auspiced by an incorporated association; <input type="checkbox"/> Professional artist with ABN	
Contact person			
Position in org			
Phone / Mob			
Email			
Project name			
Amount requested (max \$4,000)		Total cost of project	
Have you received a grant from Council before?	YES	NO	Would you accept partial funding? YES NO

PROJECT SUMMARY – 60 words or less

This will be used in Council communication regarding the Cultural Fund Program.

YOUR PROJECT

1. Please describe your project in more detail. Include the following as relevant: planning, timelines, target audiences, promotion, venues, expected attendance, intended outcomes.

2. How does your project demonstrate one or more of the following priority strategies?

- City streets and open spaces alive with arts and culture
- a stimulating place that inspires artists
- greater appreciation of Boandik art, culture and heritage
- cultural events and festivals make the City an attractive destination

3. Where will the project take place? _____

4. How will your project provide Mount Gambier residents with opportunities for community participation, engagement or skills development?

5. Describe your/your organisation's ability to effectively manage and deliver community or cultural services/activities.

6. How will your activity or project become independent of ongoing financial assistance from Council?

7. How will you evaluate this project?

YOUR PROJECT BUDGET (GST INCLUSIVE)

PROJECT INCOME	AMOUNT \$	CASH \$	IN KIND \$
Support income – list the name of any organisation contributing toward the project.			
Earned income – if applicable, list source, e.g. cost to participants.			
Amount requested from the City of Mount Gambier			
TOTAL INCOME	\$		

PROJECT COSTS Please provide a breakdown of expenses under each category.	TOTAL COSTS \$	AMOUNT FROM COUNCIL \$
Administration		
Service providers – tutors, trainers, artists costs and number of days (note: does not include salaried employees).		
Production		
Freight		
Equipment/materials – list components.		
Marketing and promotion – list components.		
Insurance costs – check with your insurer whether your existing coverage extends to the activities of this project.		
Other – please specify.		
TOTAL EXPENDITURE	\$	\$

Explain the importance of the items requested above for the success of your project:

YOU/YOUR ORGANISATION

1. What are the aims and objectives of your organisation?

3. Is your organisation incorporated? Please tick. YES NO

Please note the Guidelines if your group is not incorporated.

4. Do you have public liability insurance? Please tick. YES NO

5. ABN _____

6. Are you registered for GST? YES NO

If you are successful in receiving a grant and you are registered for GST the additional 10% in the cheque will need to be forwarded to the ATO.

CHECKLIST – SUPPORTING DOCUMENTS

- Proof of your organisation's legal/corporate status (e.g. certificate of incorporation)
 - The most recent Annual Report (if applicable)
 - Two written quotes for items over \$1,000
 - Your organisation's most recent audited statement and balance sheet (a statement of income and expenditure should be provided)
 - Relevant CV's
 - Visual Documentation (drawings, images, previous projects, moving images) if applicable
 - Relevant permissions / authorisations (if applicable)
 - Letters of support (max.2) relevant to proposal
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I certify that, to the best of my knowledge, the statements in this application are true. I have read and I understand the City of Mount Gambier Cultural Fund Program Guidelines.

I acknowledge that the City of Mount Gambier cannot guarantee funding for any application.

If the grant is successful, I agree to acknowledge the contribution and support of the City of Mount Gambier in our publicity, including all media, literature and promotional activities relating to the project, as well as in speeches during the course of any event. I also agree to submit the required acquittal form, as well as two digital photographs relating to my project, that can be used by the City of Mount Gambier for promotional purposes, by the due date.

Name _____ Position _____

Signature _____ Date _____

The form must be signed by a person holding an Office Bearer position within your organisation.