

Annual Grants Program 2024/2025 - Local Heritage

Form Preview

Eligibility

* indicates a required field

Incomplete applications and/or applications received after the closing date will not be considered.

Before completing this application form, you should have read the Wagga Wagga City Council Annual Grants Guidelines.

The following section **MUST** be completed by the Applicant:

Have you discussed your project with Bikash Pokharel or Emma Molloy, Local Heritage Grant Officers? *

☐ Yes ☐ No

Can you provide two (2) quotes for the goods/service? *

☐ Yes ☐ No

Can you contribute at least 50% of the total project costs? *

☐ Yes ☐ No

If you answered no to any of the above Eligibility questions you should not proceed with this application. If you have any questions in regards to this please speak to Bikash Pokharel or Emma Molloy, Local Heritage Grant Officers on 1300 292 442 or email grants@wagga.nsw.gov.au

Contact Details

* indicates a required field

Applicant Organisation Details

Applicant Name: (Organisation or Individual) *

Organisation Name

Applicant Address: *

Address

Suburb State Postcode

Annual Grants Program 2024/2025 - Local Heritage

Form Preview

Postal Address: (if different from above)

Address

Suburb State Postcode

Primary Contact Person Name: *

Title First Name Last Name

Position held in Organisation: (if applicable)

Primary Contact Person Phone Number: *

Primary Contact Person Mobile Phone Number:

Primary Contact Person Email: *

Project Details

* indicates a required field

Project Name: *

Project Start Date: *

Project End Date: *

Project must be completed by 30 June 2024

Brief project description: *

(Maximum 200 words)

Annual Grants Program 2024/2025 - Local Heritage

Form Preview

Date of discussion with Bikash Pokharel or Emma Molloy, Local Heritage Grant Officers?

It is recommended that you discuss your project with the Grants Officer specific to your category prior to beginning your application.

Please tick if your application requires any of the following Council Approvals:

- ☐ Development Application
- ☐ Plumbing or Construction Approvals
- ☐ Works on Council Owned Facilities
- ☐ Use of Council Owned Facilities
- ☐ Traffic Management Plan
- ☐ Not Applicable

Which Guiding Principle does your project relate to?

- ☐ Thriving
- ☐ Innovative
- ☐ Connected
- ☐ Inclusive

Please refer to page 5 of the Community Strategic Plan 2040 Visit <https://wagga.nsw.gov.au/the-council/planning-and-reporting/community-planning/current-community-plans/community-strategic-plan> or speak to your Grants Officer

What is the aim of your project and how will it benefit the community? *

Word count:

Please use the Local Heritage Annual Grants Program Guidelines Category Eligibility Requirements as a guide when answering this question. (Maximum 200 words)

Who will be involved in your project? *

(Maximum 200 words)

How will you acknowledge Wagga Wagga City Council's contribution toward this project? *

Word count:

(Maximum 200 words)

Financial Information

* indicates a required field

New Section

Annual Grants Program 2024/2025 - Local Heritage

Form Preview

Total Amount Requested: *

\$

What is the total amount of \$ you are requesting in this grant application?

Total Project Cost: *

\$

What is the total budget of your project? (income + in-kind \$ amount = total project cost)

If you/your organisation is offered an amount less than the amount you have requested, would you still be able to proceed with your project? *

☐ Yes

☐ No

Budget

Outline your project budget by completing the Income, In-kind and Expenditure tables. Please do not add commas to figures, eg. write \$1000 not as \$1,000

All figures are GST exclusive

The budget MUST balance TOTAL INCOME & IN-KIND = TOTAL EXPENDITURE

HERE IS AN EXAMPLE BUDGET TO ASSIST YOU WITH THE TYPE OF INFORMATION REQUIRED:

INCOME

\$

Grant funds requested amount

2000

TOTAL INCOME

\$2000

IN-KIND

\$

Financial contribution from applicant/group

1000

In-kind labour from local landscaping business x 4 hours

200

In-kind labour from volunteers x 4 hours

100

In-kind contribution – plants from local nursery business

100

TOTAL IN-KIND

\$1400

TOTAL INCOME + IN-KIND =

\$3400

EXPENDITURE

Annual Grants Program 2024/2025 - Local Heritage

Form Preview

\$

Shade sail, poles, footings and installation

1400

Bench seats x 3

1600

In-kind labour from local landscaping business x 4 hours

200

In-kind labour from volunteers x 4 hours

100

In-kind contribution – plants from local nursery business

100

TOTAL EXPENDITURE =

\$3400

BUDGET TIPS:

- In-kind contribution/donation: This includes goods provided at no cost to the applicant group.
- In-kind labour – This includes labour provided toward the project at no fee for the applicant group. If a quote/hourly rate cannot be obtained from the service provider it is suggested that unskilled labour (ie. general volunteer labour) be calculated at \$25 per hour and skilled labour at \$50 per hour.
- Please note that any monetary contributions from applicant and other external parties should be included as income.

Income

Items	\$ Amount
Outline how you have received all incoming funds for the project ie. Council grant, cash, other funding opportunities and the amount for each funding source.	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

In-kind

Items **\$ Value Amount**

Annual Grants Program 2024/2025 - Local Heritage

Form Preview

Outline any in-kind contributions ie. a donation, free of charge labour or material and the financial value of the contribution	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Expenditure

Items	\$ Amount
Outline all goods and services required to execute the project.	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Project Costs:

(TOTAL EXPENDITURE = TOTAL INCOME).

All figures are GST exclusive.

TOTAL EXPENDITURE: *

Total Expenditure = Expenditure table

TOTAL INCOME: *

Total Income = Income + In-Kind table

Supporting Documentation

* indicates a required field

Please attach two (2) x itemised quotes for goods and services: *

Attach a file:

Annual Grants Program 2024/2025 - Local Heritage

Form Preview

Maximum 25mb

Please attach a maximum of five (5) photos of project site and location: *

Attach a file:

Maximum 25mb

Declaration, Review and Submit

* indicates a required field

Declaration:

This **MUST** be completed by the applicant/organisation.

In applying for funds under Wagga Wagga City Council's Annual Grants Program, I:

- Certify to the best of my knowledge that the statements made in this application are true and correct.
- Have read the Annual Grants Program Guidelines and agree to abide by them.
- Understand that neither my application form nor any supporting material will be returned to me.
- If successful, agree to recognise Wagga Wagga City Council as a project sponsor in all media coverage and publicity and in all publications relating to the successful project.
- Consider all risk associated with the project and will implement appropriate management strategies.
- State that no other funding for the project/program has been provided from Wagga Wagga City Council in the relevant financial year.

I agree *

☐ Yes

☐ No

1. Name of primary contact person *

Title

First Name

Last Name

Position (if applicable)

Date *

Privacy Notice

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in Wagga Wagga City Council's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles Wagga Wagga City Council's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in

Annual Grants Program 2024/2025 - Local Heritage

Form Preview

these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback you may have regarding our online grants application process.

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☐ Neither ☐ Difficult ☐ Very difficult

Please provide us with any improvements and/or additions to the application process/form that you think we need to consider:

No more than 100 words.