

# Financial Assistance Program Request Form

Wentworth Shire Council is accountable to the Community for the management and disbursement of its funds and is compelled to ensure that this is done in a manner that maximises benefits to the Community.

For the 2024/2025 financial year, Council has allocated \$200,000.00 to be distributed back to the community through donations, fee waivers and exemptions, grants, and rate reductions.

For a more detailed explanation of Council's Financial Assistance Program, please refer to Council's Financial Assistance Policy on our website.

For any fee waiver requests for the amount of \$2,000 and under, please complete the Fee Waiver Request Form (Up to \$2,000) available on Council's website.

Any other Grant requests under the Financial Assistance Program will be referred to Council for a resolution. It is important to note that the decisions about whether to grant an application requests rests totally with Council and cannot be delegated to Council staff. Council only considers applications under this program four times per financial year. Therefore, to avoid disappointment, applicants are urged to provide a complete application and submit within the timelines provided.

## 2024/2025 FINANCIAL ASSISTANCE APPLICATION TIMELINE \$2,000 AND OVER (UP TO \$5,000)

APPLY BY	→	CONSIDERED AT ORDINARY COUNCIL MEETING	→	NOTIFIED BY
31 JULY 2024	→	AUGUST 2024	→	31 AUGUST 2024
31 OCTOBER 2024	→	NOVEMBER 2024	→	30 NOVEMBER 2024
31 JANUARY 2025	→	FEBRUARY 2025	→	28 FEBRUARY 2025
24 APRIL 2025	→	MAY 2024	→	31 MAY 2025

The following Donations, Contribution & Grants Contribution categories are part of the **Financial Assistance Program 2024/25** and will be referred to Council for a resolution.

1. **Fee Rebates** – are defined as being where an individual or group requests that a fee is reduced or waived or refunded. Please note, should a fee waiver be approved, only the hire fees will be waived. Bonds (where applicable), will not be reduced or waived.
2. **Donations** – are defined as being a request for Council to make a small, one-off cash contribution to a cause, organisation or person. Donations are capped at \$250.
3. **Grants (Cash Sponsorship)** - are defined as being a request for Council to make a cash contribution to a specific item or event. Grants are capped at \$5,000.
4. **Rate Reductions** – are defined as being a request for a reduction in one of Council's standard rates. Rate reductions are capped at a maximum refund of 25% and is only available for charitable organisations.

For a more detailed explanation of the category limitations, please refer to Table 1 below.

Table 1 - Wentworth Shire Council - Donations, Contributions & Grants Category Limitations for 2024/25						
NB: - This table should be read in conjunction with the information provided in table 2.		Fee Waiver	Donation	Grant	In-kind support	Rate reduction
A	<b>Government Funded Organisations/Activities</b>	x	Max. \$250	x	x	x
B	<b>Pre-schools &amp; Charitable organisations</b>		Max. \$250	Max. \$5,000		Max. 25% refund
C	<b>Community Service organisations, not for profit or special interest groups</b>		Max. \$250	Max. \$5,000		x

### Eligibility Criteria

To be eligible for a grant under this program, the applicant must be in at least one of the following categories:

- Charitable organisations;
- Not for profit organisations;
- Community groups;
- School groups; or
- Be able to demonstrate special circumstances as determined by the General Manager or Council's delegated staff

For a more detailed explanation of the categories, please refer to Table 2 below.

**Table 2 – Wentworth Shire Council - Donations, Contribution & Grants  
Eligibility Criteria 2024/25**

<b>Criteria 1 – Location</b>		<b>Criteria 2 – Alignment with Community</b>
Requests of Council can only be made by individuals that reside in, or organisations whose operations are based within, the Wentworth Shire Council. In the case of events, the event must be predominately staged within the Wentworth Shire.		Objectives Council will give priority to applications that support one or more of the identified community objectives within the Community Strategic Plan.  (Refer to Table 3 for the Community Strategic Plan Objective numbers).
<b>Criteria 3</b>	<b>Category of the Organisation who is making the request</b>	<b>Examples</b>
Ineligible	<b>Commercial Business/Operation, Political Organisations</b> This category applies to private and family functions, trade fairs, product launches, meetings of registered political groups/parties, conventions and all income generating activities for personal or corporate profit.	<ul style="list-style-type: none"> <li>Registered political parties.</li> <li>Private businesses, business owners or corporations.</li> </ul>
A	<b>Government Funded Organisations/Activities</b> This category applies to organisations that are substantially funded from Federal and/or State Government sources, regardless of whether they are run by an incorporated body, not for profit organisation, or government department. These organisations will generally receive substantial operational funding from one or a combination of Local, State or Federal government bodies, or through other revenue raising activities such as the collection of fees and charges.  NB: Only small donations for non-operational items will be considered for these organisations	<ul style="list-style-type: none"> <li>State &amp; Federal Government Departments and agencies.</li> <li>Police</li> <li>Community Service Agencies.</li> <li>Schools &amp; TAFE</li> <li>Vocational. education &amp; training providers.</li> <li>Aged care facilities.</li> </ul>
B	<b>Pre-schools and Charitable Organisations</b> This category applies to pre-schools and organisations that are set up for charitable, social, philanthropic, or other similar purpose and who have DGR status with the ATO. These organisations will generally have the capacity to raise funds and/or apply for operational funding from one or a combination of Local, State or Federal government grants programs or through the charging of fees.  NB: Pre-schools may make application for a 25% refund on public liability insurance, garbage, water and sewerage charges. Council will also meet the cost of building insurance on pre-schools. Applications for Grants under this program must be accompanied by your organisations Audited Financial Statements.	<ul style="list-style-type: none"> <li>Welfare groups.</li> <li>Registered charities.</li> <li>Pre-schools.</li> </ul>
C	<b>Community Service Organisations, Not for Profit groups and Special Interest Groups</b> This category applies to organisations that provide services, representation, advocacy and activities in the community. They are established for social and community purposes, and are not conducted for profit or gain of individual members.  These organisations will generally have limited capacity to raise funds from a variety of sources including membership, sponsorship, project focused grant funding.  Applications for Grants under this program must be accompanied by your organisations Audited Financial Statements.	<ul style="list-style-type: none"> <li>Not for profit play groups or day care organisations.</li> <li>Sporting &amp; recreational clubs.</li> <li>Rotary &amp; Lions Clubs.</li> <li>Aged &amp; pensioner groups.</li> <li>Men-in-a-shed.</li> </ul>

#### Alignment with the Community Strategic Plan

As part of the general criteria for evaluating requests for financial assistance, groups and organisations must identify how the request links to the strategies and objectives in the Community Strategic Plan.

Objective Number	Table 3: Community Strategic Plan
1.1	Promote the Shire as an ideal location for investment and the establishment of innovative, sustainable and diversified industries.
1.2	Promote the Wentworth Region as a desirable visitor and tourism destination.
1.3	High quality connectivity across the region.
1.4	Encourage lifelong learning opportunities.
1.5	Encourage and support initiatives that improve local employment opportunities.
2.1	Continue to create opportunities for inclusion where all people feel welcome and participate in community life.
2.2	Work together to solve a range of social and health issues that impact community wellbeing and vulnerable people.
2.3	To have a safe community.
2.4	A well informed, supported and engaged community.
2.5	To have a strong sense of place.
3.1	Ensure our planning decisions and controls enable the community to benefit from development.
3.2	Ensure that community assets and public infrastructure are well maintained.
3.3	Minimise the impact on the natural environment.
3.4	Use and manage our resources wisely.
3.5	Infrastructure meets the needs of our growing Shire.
4.1	Consistently engage and consult the whole community to ensure that feedback is captured and considered as part of decision-making and advocating processes.
4.2	A strong, responsible and representative government.
4.3	An effective and efficient organisation.
4.4	Provide strong leadership and work in partnership to strategically plan for the future.
4.5	Adopt practices of prudent asset, financial and human resource management across Council to ensure long-term sustainability and efficiency.

APPLICANT INFORMATION
<b>Name of Group/Organisation:</b>
Please indicate the category of the group/organisation who is making the request. <input type="checkbox"/> Government Funded Organisations/Activities <input type="checkbox"/> Pre-schools and Charitable Organisations <input type="checkbox"/> Community Service organisations, Not for profit or special interest groups
Please indicate the category of financial assistance you are requesting. <input type="checkbox"/> Fee Rebate (\$2000 and over) <input type="checkbox"/> Donation (Max of \$250) <input type="checkbox"/> Grants (Max of \$5000) <input type="checkbox"/> Rate Reduction (Up to maximum of 25% refund)
Please specify the amount you are requesting from Council.  \$ .....
<b>Postal Address:</b>
<b>Contact Person:</b>
<b>Position in Organisation:</b>
<b>Daytime Phone:</b>
<b>Email:</b>
<b>Website:</b>
<b>Is your Group/Organisation Incorporated:</b>
Does your Group/Organisation have an ABN? <input type="checkbox"/> Yes <input type="checkbox"/> No  If <u>yes</u> , please provide:
Has your Group/Organisation previously received funding from Wentworth Shire Council? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in which financial year was the funding received?

BANK ACCOUNT DETAILS – Council's preferred method of payment is EFTPOS.
Funds will only be made to organisations not individuals. Please provide bank account details for direct deposit if funding is approved.
<b>Name of Bank Account:</b>
<b>BSB:</b>
<b>Account Number:</b>

GRANT REQUEST	
Please describe the event/project or activity you are asking Council to support.	
Location:	
Date:	
Start Time:	End Time:
If this relates to an event or hire from council, have you lodged a Venue Lodgement / Hire Booking Form?	
What is the estimated number of attendees?	
How will this event/activity benefit the Wentworth Shire Council Community?	
How will you promote and market your project to the community?	
Have you sought and been granted funding for this project from other sources? If <u>yes</u> , please provide the following details:	
Funding body: .....	
Amounted granted: \$ .....	
Please provide a Summary Budget that includes the following: <ul style="list-style-type: none"><li>- Cash Contribution by your group/organisation</li><li>- In-Kind Contribution by your organisation (volunteer hours x \$25ph)</li><li>- Other In—Kind – Please detail.</li></ul>	
Important: Alignment with the Community Strategic Plan ( <a href="#">Please refer to Table 3</a> )	
As part of the general criteria for evaluating requests for financial assistance, groups and organisations must identify how the request links to the strategies and objectives in the Community Strategic Plan.	
Which of the Community Strategic Plan objective(s) best fits the outcomes of the Event/Activity that this application is being lodged?	
Objective Number(s): .....	
Applications for Grants under this program must be accompanied by your organisation’s Audited Financial Statements (your application will not be considered without this statement).	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

#### CONFIRMATION OF INFORMATION

- I have read Council's Financial Assistance Policy.
- I have attached the organisation's Audited Financial Statements.
- I have completed all questions on this Application Form and provided all relevant supporting documentation.

#### DECLARATION

I declare I have read the guidelines relating to the Grant Request and certify to the best of my knowledge the information provided in this submission is true and correct and that the application has been submitted with the full knowledge and agreement of the Group/Organisation applying.

**Name:**

**Signature:**

**Date:**

#### Privacy and Personal Information Protection Notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary and it will not be used for any other purpose without seeking your consent. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our Privacy Management Plan sets out how you can access or correct your personal information. Please visit [www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au) for a copy of the plan.

#### FORWARD YOUR APPLICATION TO

Wentworth Shire Council  
PO Box 81  
WENTWORTH NSW 2648

Email: [council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au)

Or in person at Council Customer Service Centres:  
26 Adelaide Street, Wentworth NSW  
6 Midway Drive, Buronga NSW