

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**19 August 2014**

|                        |   |            |
|------------------------|---|------------|
| <b>Agenda Item 9.1</b> | <b>Small Town Festive Grants Update</b>   |            |
| <b>Attachment 1</b>    | <b>Small Town Festive Program 2014 - Photos of each successful towns decorations.....</b> | <b>245</b> |
| <b>Attachment 2</b>    | <b>Small Town Festive Grant Program Guidelines and Application Form 2013 .....</b>        | <b>246</b> |
| <b>Attachment 3</b>    | <b>Small Town Festive Grant Program Guidelines and Application Form 2014 .....</b>        | <b>254</b> |



WOOROOPIA



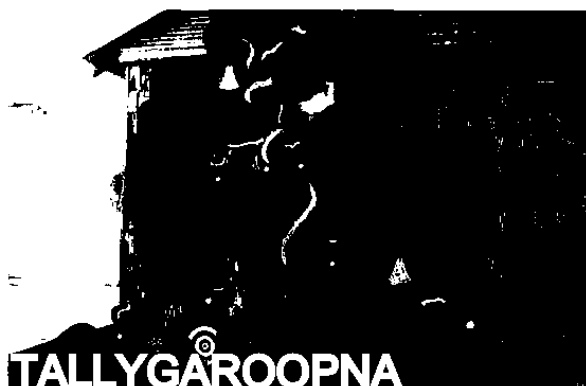
Tatura Christmas Decoration Project



DOOKIE



TATURA



TALLYGAROPNA

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## Small Town Festive Grants 2013 Guidelines and Application Form

The Small Township Festive Grants Program provides grants for up to ten small towns in Greater Shepparton to enable local community organisations to purchase and install festive decorations such as lighting, Christmas trees, signage and banners. Applications for funding under this scheme must be submitted before 5pm on June 28<sup>th</sup>, 2013.

The funding is available to a population centre in Greater Shepparton with less than 10,000 people. This includes the following small towns, however other localities may also apply.

- Dookie
- Mooroopna
- Tallygaroopna
- Merrigum
- Katandra West
- Murchison
- Tatura
- Undera
- Toolamba
- Congupna

A limit of \$2,000 applies to each grant from each area. Only one grant application per area/township will be accepted.

### Eligibility

- Grants will not be made to individuals
- Groups should be not-for-profit and will generally be an incorporated body, although not having a certificate of incorporation does not make a group ineligible to apply. In this situation, the group applying for the grant will need to nominate another incorporated not-for-profit Community Group, Organisation or Club in Greater Shepparton willing to manage the grant funds (or “auspice the grant”) on their behalf. If you are considering making an application as an unincorporated body, please contact Council prior to making your application.
- Funding is not available for festive installations where installation contravenes Council policy.
- Funding is only available for festive installations. Events or activities cannot be funded by this program. The purchase of festive items can include the hire of contractors or equipment used to install the purchased items, however majority of the funds are to be allocated to the purchase of items and not to installation costs.

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Successful applicants agree to attend a morning tea on Wednesday 25<sup>th</sup> September, 2013 for the announcement of recipients of the Small Towns Festive Grants with Councillors in attendance. If persons directly involved with the application are unable to attend another representative from the community are welcome in their place.

Upon completion of a project funded by the Small Towns Festive Grant recipients will provide Council with a written acquittal report by 31 January 2013 including supporting documentation such as photographs of installations and a financial statement supported by copies of invoices or receipts.

#### **How to Apply**

Applications for Small Township Festive Grants Program Guidelines may be either emailed to [grants@shepparton.vic.gov.au](mailto:grants@shepparton.vic.gov.au), or mailed to Festive Grant Program, Greater Shepparton City Council, Locked Bag 1000, Shepparton VIC 3632. To assist with the approval of your application please provide attachments relevant to support your groups vision for the festive decorations detailed in your report. Pictures of materials or products you have sourced together with photographs of potential sites for these decorations to be placed will assist the committee in assessing the viability of your application. All applications for funding under this scheme must be received by 5pm on June 28<sup>th</sup> 2013.

Successful applicants will be notified Mid-September, 2013.

Prior to submitting your application, it is strongly advised that you discuss your application with a Council representative. Please contact Karli Sutherland, Acting CBD & Township Development Officer on 03 5832 9532 or email [karli.sutherland@shepparton.vic.gov.au](mailto:karli.sutherland@shepparton.vic.gov.au).

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## Small Towns Festive Grant Program 2013

### 1. Your Group

1. Name of Group \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Position within Group \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_  
 Email address \_\_\_\_\_

2. Is your group registered for GST (please circle)?    YES    NO

3. Is your group an Incorporated Body (please circle, and see text in box below)?

YES    NO

If "YES", please enter your incorporation number here \_\_\_\_\_

If "NO", you will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or "auspice the grant") on your behalf. Should you wish to submit an application but have been unsuccessful in securing an organisation to auspice your grant please contact Council to discuss. Please complete the details below if you have arranged for an organisation to manage the grant on your behalf:

Name of Auspice organisation \_\_\_\_\_

Authorised Person's Name \_\_\_\_\_

Position within Auspice Organisation \_\_\_\_\_

Auspice Organisation's Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address \_\_\_\_\_

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*Please note that if this application is being auspiced, the authorised person is also required to sign this application in section 4, acknowledging that their organisation has agreed to auspice this application.*

**2. Your project**

Please complete the following questions:

- (a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

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- (b) Who will own the installations once they are purchased, and where they will be stored?

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- (c) Will the installations be utilised in coming years?

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**3. Your budget**

*(see next page for an example of how to complete the budget)*

| Income Source                                      | Amount |
|--|--------|
| Greater Shepparton City Council (this application) |        |
|  |        |
|  |        |
| <b>TOTAL</b>                                       |        |

| Expenditure Items | Amount |
|-------------------|--------|
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |
| <b>TOTAL</b>      |        |

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**Example budget**

Provide detail here on the sources of income for your project

| Income Source                                      | Amount       |
|--|--------------|
| Greater Shepparton City Council (this application) | 2,500        |
| <i>Our Club</i>                                    | 500          |
| <i>Donation</i>                                    | 100          |
| <b>TOTAL</b>                                       | <b>3,100</b> |

Provide detail here on the items you want to buy

| Expenditure Items                                | Amount       |
|--|--------------|
| <i>Potted Christmas trees (20 at \$110 each)</i> | 2,200        |
| <i>Strings of lights (20 at \$20 each)</i>       | 400          |
| <i>Extension cords</i>                           | 200          |
| <i>Decorations</i>                               | 300          |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
| <b>TOTAL</b>                                     | <b>3,100</b> |

If you have quotes for any of the items you will be purchasing, please include them with your application

Income and expenditure must be equal

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**4. Declaration**

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

***If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:***

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## Small Town Festive Grants ~~2013~~ (Year will change)

### Guidelines and Application Form

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- “Funding is available for festive installations and also festive related events.
  - The festive related events must be held in a public place which complies with Greater Shepparton City Council’s regulations. It is prohibited to use the funding for the purchase of alcoholic beverages. Council takes no responsibility for the occurrences at the event.
  - The purchase of festive items can include the hire of contractors or equipment used to install the purchased items, however majority of the funds are to be allocated to the purchase of items and not to installation costs.”

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