



# Application for Financial Assistance Reduction or Waiver of Council Fees & Charges

## Applicant / Organisation Details

<b>Name:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>Email Address:</b>	

## Amount Applied for (including GST if applicable)

\$ \_\_\_\_\_

## Which Funding Stream are you applying under? (Please select below)

*Financial Assistance for Community Events and/or projects  
(See below)*

*Mayor's Discretionary Fund  
(See below)*

Please select if the request for a fee waiver or reduction:

## Funding Principles:

Funding is available under the following funding streams:

- **Financial Assistance for Community Events, Projects and Representation**  
*Financial contribution to assist with the cost of a community event and/or project or to assist individuals/groups representing their community.*

This stream is made available for:

- Funding requested by community and/or charitable organisations for events that do not satisfy the criteria under the *Event Development Funding Policy*.
- Funding requested by community and/or charitable organisations for projects that add value to the community.
- Financial support requested by members of the community to represent or participate in events (both sporting and cultural) at a national or international level.

Funding under this stream will be capped at \$10,000 and may be in the form of financial contribution, in-kind support or up to 50% fee waiver for Council venue hire.

## **Mayor's Discretionary Fund**

*Financial assistance available at the discretion of the Mayor to assist with small projects and community initiatives.*

This stream will be reserved for donations to charitable and "not for profit" organisations.

### ▪ **Reduction or Waiver of Council Fees & Charges**

*Consistent and equitable assessment of requests for the reduction or waiver of Council fees and charges for the use of Council facilities and / or services provided by Council.*

#### *Eligibility*

To be eligible for a reduction or waiver the applicant must be considered in at least one of the following categories:

- Charitable organisation
- Be a non-profit organisation and dependent upon amount requested, may be asked to provide audited financial accounts
- Pensioner groups
- Community groups
- Schools and any group/organisation as determined from time to time by Council
- Demonstrate special circumstances as determined by the Chief Executive Officer or Council's delegated staff

Council **will not** consider applications to waive fees and charges for:

- Any profit-making ventures for commercial entities
- Any activity, event or program that contravenes Council's existing policies
- The bond associated with the use of Council facilities, (only the waiver of fees for an activity, event or function will be considered)
- Retrospective applications, including refunds

(Refer to the Policy Document for further information on funding criteria)

Priority will be given to –

- Projects/events which support welfare activities
- Projects/events which support the priorities of the various plans adopted by Council
- Projects/events which have not previously received funding
- Areas where there is an obvious and documented community/local need
- Areas where the need is considered greatest

**Other Grant Funding**

Please provide details of funding received from other sources either approved or pending.

**Description of the Project, Service or Event** *(attach additional pages if space is insufficient)*

When completing this section please provide as much information as possible including details on the following where applicable:

- What identified community need does this project seek to fulfil?
- If an event, what are the benefits to the Goulburn Mulwaree area e.g. number of visitors
- Who will benefit from the project/event (include target groups and/or users & attach letters of support if applicable)

**Financial Information**

For applications seeking funding of **\$5,000** and above, the application **must** be accompanied by financial statements.

**Application checklist – Please complete before signing the Declaration**

- Have you read and understood the guidelines?
- Have you completed ALL sections of the application form?
- Have you attached all relevant supporting information?
- Have you included ALL Financial Information if applicable?
- Has the application been signed?
- Have you kept a copy of your application for your own records?

**Declaration**

**I/We certify that, to the best of my/our knowledge, the information of this application is true and correct**

<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
<b>Position</b>		<b>Position</b>	

**NOTES**

- All applications are to be returned to Goulburn Mulwaree Council, Locked Bag 22 Goulburn NSW 2580
- **Incomplete applications or applications with insufficient information will not be accepted.**

*Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. Council is required under the Privacy and Personal Information Protection Act 1998 (PPIA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA. For further information or clarification please contact Council's Governance Office or refer to Council's Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)*