

LORD HOWE ISLAND BOARD

Application form for Community Grants 2018/19

Due: Friday 23 November 2018

Applicant Details

Applicant: _____

Contact Details

Name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

Project Details

Amount of grant or donation sought: _____

Services and activities of the proposed project: _____

Why is the funding required (why would this project not proceed without funding)? _____

Project objective (what you plan to achieve): _____

Project outcomes (the result, impact or benefits of the project): _____

Are the services/activities of the project directed primarily towards residents of Lord Howe Island? Yes No

Does the proposed project duplicate other existing adequate services on Lord Howe Island? Yes No

An application must include a copy of the organisation's latest audited financial statement. Where an organisation is not subject to audit requirements, a statement of income and expenditure over the twelve months must be provided. Is a copy of the organisation's financial statement or statement of income and expenditure attached? Yes No

Authorisation

Provide the name of a senior office-bearer in your organisation, with appropriate delegation, who has authorised the submission of this project and has the delegation to authorise the commitment of the resources and expenditure required to deliver this project. Note: a signature is **not** required.

Name: _____

Position: _____

Date: _____

Requirements

Applications should be lodged using this form and be fully completed. The requirements for the Community Grants include:

- Applications must specify the amount of grant or donation sought.
- The services and activities of the proposed project must be directed primarily towards the residents of Lord Howe Island.
- The proposed project should not duplicate other existing adequate services on Lord Howe Island.
- Unless specifically targeted, an application should demonstrate that the applicant's services are available in the community without discrimination on the basis of race, gender or religion.
- An application must include a copy of the organisation's latest audited financial statement. Where an organisation is not subject to audit requirements, a statement of income and expenditure over the twelve months must be provided.
- Applications should be for a specific purpose and should not be intended to cover a shortfall in the organisations operational budget.
- An organisation with substantial unallocated resources will not be considered a priority for funding.
- Grants will be limited to \$10,000 total.
- The grants provided by the Board are to be expended on projects outlined in the application and should not lead to organisations or groups becoming dependent on the Board for further allocation of funds.
- Successful applicants should give appropriate acknowledgement of the Board's support for the project/service.
- If your application is successful you will need to report against these outcomes in your final report.

Non Eligibility

Grants will not be made available for:

- Individual persons
- Recurrent salary costs, contributions to salary costs and overhead costs (including rent and insurance) of existing staff or the organisation
- To an organisation with substantial unallocated resources
- Commercial enterprises
- Political purposes / Lobby groups

Applications Due Date: Friday 23 November 2018

Acquittals Due Date: Monday 30 September 2019