

Eco Dev Sponsorship Form

Form Preview

Eligibility

* indicates a required field

The objectives of the Latrobe City Council Economic Development Sponsorship & Membership are to:

- Recognise, protect and promote the region's competitive advantages;
- Support existing industries;
- Demonstrate innovative approaches to diversification of the economy and the creation of new jobs; and
- Identify and Encourage new economic opportunities.

The grant programs provide an opportunity for applicants to develop projects that complement the key objectives. The Latrobe City Council Plan is available online and applicants are encouraged to review the relevant document/s prior to developing or submitting an application. Council Plan 2017 - 2021

Latrobe City Economic Development Fund

Both are available on the [Latrobe City Council website](#).

This section of the application form is designed to help you, and us, understand if you are eligible for this grant.

If you have any questions in regards to these eligibility criteria, please contact the Business Development Officer:

- Phone: 0427 833 817
- Email: busdev@latrobe.vic.gov.au

Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- Applicants are eligible to receive sponsorship funding once per financial year.
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).
- All previous Sponsorships from Latrobe City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted sponsorship funding will deem the current application ineligible.
- A project may be open to the whole community or target participation from different community demographics. Successful projects will either have broad community benefit, or achieve deep and meaningful outcomes with particular community members.
- Sponsorship must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a project will be funded in the future.
- Council strongly encourages groups to undertake joint grant submissions. Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs.

Supporting Documents

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You will be asked to upload the following attachments when completing your application:

Mandatory:

- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation, you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project.

You will also be given the opportunity to upload any additional documents you would like included with the application.

General Guidelines

Who is eligible to apply?

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspicied by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be an education institution, industry association or training organisation;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council sponsorship applications;
- Hold appropriate Public Liability Insurance; and
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community.

If you answered no to any of the above criteria, you are ineligible to receive funding.

Who is not eligible to apply?

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- Groups who have received Community Grant funding from Latrobe City Council in the same application round; and
- For profit private businesses and commercial organisations.

What will not be funded?

- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects or events at venues where there are gaming machine; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans; # General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- The purchase of land;

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- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance;
- A project that is not open to the whole community or fails to target participation from different community demographics; and
- Applications for projects that engage in activities which promote discrimination, violence or antisocial behaviour

Sponsorship Conditions

Successful applicants will be required to:

- Enter into a Sponsorship Agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment;
- Expend the funds within 6 months of signing a Sponsorship Agreement, unless written approval has been given for an extension;
- Acquit the funds within 3 months of identified project completion, unless written approval has been given for an extension;
- Applicants who have an outstanding Acquittal form will not be able to apply for further funding; # Return any underspent and excess funding to Latrobe City Council when submitting the Acquittal Form;
- Notify Latrobe City Council of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;
- Seek the appropriate permits and approvals to deliver the project. Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project;
- Provide Latrobe City Council with any additional information requested to assist in assessing your application;
- Acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.

Does your organisation meet the eligibility criteria? *

☐ Yes

You must confirm that all statements above are true and correct. If you do not meet the eligibility criteria you will be considered ineligible to apply.

Privacy Notice

The personal information requested on this form is being collected by Latrobe City Council for the purpose of administering your application. The personal information will be used solely by Latrobe City Council for that primary purpose or directly related purposes.

If you choose not to provide this information, then we will be unable to process your application. The applicant understands that the personal information provided is for the reasons outlined above and that he or she may apply to Latrobe City Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer at Latrobe City Council on 1300 367 700.

Contact Details

* indicates a required field

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Applicant Organisation:

Applicant organisation name: *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address: *

Address

Suburb State Postcode

Applicant website:

Must be a URL

Primary contact person: *

Title First Name Last Name

This is the person we will correspond with about this grant

Position held in organisation: *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number: *

Must be a primary source involved with the project and Organisation

Contact person's email address: *

This email address will be used for all correspondence.

Organisation Details

Organisation Type:

Applicant's organisation must be a not-for-profit, properly constituted legal entity, or be auspiced by such a body, which is able to accept legal and financial responsibility for the project.

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Please select an option type below that best represents the status of your organisation:

- ☐ Our organisation has an ABN and is incorporated
- ☐ Our organisation has an ABN and is not incorporated
- ☐ Our organisation is incorporated and does not have an ABN
- ☐ We are a not for profit entity type without an ABN
- ☐ We are not a legal entity and we have an auspice organisation for this project

ABN:

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Please provide your incorporation number:

You can search for your incorporation number here: <https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/search-for-an-incorporated-association>

Please provide evidence to demonstrate that your organisation is a not for profit legal entity:

Attach a file:

This could include a certificate of registrations, official correspondence, reporting documentation etc.

Project Details

* indicates a required field

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Council Objectives

Which of Council's objectives does your project align with? *

- ☐ Recognise, protect and promote the region's competitive advantages;
- ☐ Support existing industries
- ☐ Demonstrate innovative approaches to diversification of the economy and the creation of new jobs
- ☐ Identify and Encourage new economic opportunities

Project title: *

Must be no more than 5 words.

Your title should be short but descriptive. This title will be used by Latrobe City Council when promoting successful applicants.

Please provide a short summary of your project: *

Word count:

Must be no more than 200 words.

Be descriptive, but succinct. This description will be used by Latrobe City Council when promoting successful applicants,

Where is the primary venue where your project will be completed: *

e.g. Ted Summerton Reserve, Morwell Recreation Reserve, Kernot Hall. If your venue does not have a name, please write N/A in this space

Is your project being undertaken at more than one location? *

- ☐ Yes ☐ No

Project Timeline

Anticipated start date: *

Project start date must be after 1 November 2020

Anticipated end date: *

Funds must be expended within 6 months of signing the Funding Agreement and Acquitted within 3 months of your identified project completion, unless written approval has been given for an extension.

Project Marketing and Promotion

How will you market your project to the community and acknowledge Latrobe City Council's support?

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Successful applicants will be required to complete an Acquittal form, providing evidence of how Latrobe City Council's support for the project will be recognised. This can include logo recognition on marketing material, announcements at launch events and logo recognition on applicants social media, newsletter or website.

Budget

* indicates a required field

Total Amount Requested: *

\$

Must be a dollar amount and no more than 2000.
What is the total financial support you are requesting in this application?

Total Project Cost: *

\$

What is the total budgeted cost (dollars) of your project?

Budget

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns,

- Your budget must balance. The total income must equal the total expenditure.
- Please do not add commas to figures.
- You can add and remove rows.

Income Source	Confirmed Funding?	Income Amount (\$)
		Must be a dollar amount
Latrobe City Council Grant		\$
Your organisations \$ contribution		
Your organisations in-kind contribution		
Federal/State Government Grants		
Partnering organisations		
Sponsorship		
Ticket Sales		
Philanthropic Grants		

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Expenditure Item	Expenditure Amount (\$)
	Must be a dollar amount
	\$

Assessment

* indicates a required field

Assessment

All applications will be assessed in accordance with Latrobe City Council's Grant Governance Policy and program objectives and weighted out of 100 against the following criteria:

Assessment Criteria Weighting

- The applicant's capacity of delivering the project. This includes any quotes, budget information and plans in support of the application. 30%
- The application address how the region will benefit from the project/activity. 30%
- The application demonstrates other contributions e.g. monetary, voluntary services or in-kind support as part of the proposal. 25%
- The application is consistent with the Council Plan, Economic Development Strategy and other strategic documents 15%

List the key messages your project will deliver to the region or target audience: *

Word count:

Must be no more than 250 words.

What will the benefits of your project be to the region or target audience? *

Word count:

Must be no more than 250 words.

What experience does your organisation have in delivering a project of this nature? *

Word count:

Must be no more than 100 words.

You will be given the chance to upload relevant information e.g. action plan with timelines and quotes.

Supporting Documents

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* indicates a required field

Mandatory Attachments:

Please provide a current copy of your Public Liability Insurance that will be used to cover your project: *

Attach a file:

Optional Attachments:

You are welcome to attach any additional information to support your application:

Attach a file:

This could include financial statements, marketing information, annual reports, strategic plans, evidence of expenditure items, letters of support and any additional information that will support your application.

What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.
2. All applications are assessed by Latrobe City Council Subject Matter Experts and weighted out of 100. Applications are assessed against the following criteria: Assessment Criteria Weighting

The applicant's capacity of delivering the project - This includes any quotes, budget information and plans in support of the application -30%

The application describes how the region will benefit from the project/activity- 30%

The application demonstrates other contributions e.g. monetary, voluntary services or in-kind support as part of the proposal - 25%

The application is consistent with the Council Plan, Economic Development Strategy and other strategic documents - 15% 3. Recommendations will be developed by an internal panel and provided to Council for approval at an Ordinary Council Meeting.

4. Applicants will receive an email notifying them of the outcome of their application.
5. Successful applicants are required to complete a funding agreement and provide any further information requested.
6. For other sponsorship funding, on receipt of your funding agreement and any further information requested, funding will be deposited into your nominated bank account within 6 weeks.

NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your funding.

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Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council.

Declaration

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the Outcome Notification email, grant program guidelines and Funding Agreement.

I agree: *

☐ Yes

Name of authorised person: *

Title First Name Last Name

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Must be a senior staff member, board member or appropriately authorised volunteer

Position: *

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Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number: *

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We may contact you to verify that this application is authorised by the applicant organisation

Contact Email: *

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Date: *

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