



DONATIONS APPLICATION FORM

Donation requests should be made before the advertised date for funding in the next financial year. Priority is given to new initiatives which enhance the lifestyle of those living within the area. Previously successful applicants should not assume that funding will always be granted. Other sponsorship priorities and eligibilities are listed on an attached sheet. This information form is designed to assist you in making your application for donation and to enable us to efficiently deal with your request.

**Please return to: Chief Executive Officer
Shire of Jerramungup
PO Box 92
JERRAMUNGUP WA 6337
council@jerramungup.wa.gov.au
Closing date for applications 31 May 2019**

Name of Organisation: _____

Postal Address: _____

Contact & Position: _____

Telephone (W): _____ (H): _____

Aims of Organisation: _____

When was your organisation established? _____

Is your group a non-profit organisation? YES / NO

Is your group a registered association? YES / NO

Does your group have an ABN? YES / NO If yes, ABN: _____

(Please note the Council can only make grants to organisations with a bank account)

Has the Shire of Jerramungup previously assisted your organisation by either direct donation or by waiving service costs? YES / NO

If YES, date of previous assistance: _____

If YES, amount of previous assistance: \$ _____

Purpose of previous assistance: _____

PRESENTATION APPLICATION

Amount requested from the Shire of Jerramungup: \$ _____

Date when donation requested is required: _____

PROJECT DETAILS

If you have any further info you would like to include with your application form please attach.

PROJECT DESCRIPTION

How will the event/project benefit the Shire of Jerramungup community?

Is this a regular project or a one-off event? Please provide details.

Please detail how the sponsorship from the Shire of Jerramungup will be used.

Will there be a cost involved for the Shire of Jerramungup community for participation in your event or project e.g. Entry fee YES / NO

If YES please provide details: _____

What acknowledgement will the Shire of Jerramungup receive for its donation?

BUDGET SUMMARY

Please attach a detailed budget for the project if appropriate.

| | | |
|--------------------|-------|----------|
| EXPENDITURE | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |

| | | |
|-----------------------------|--|----------|
| A. TOTAL EXPENDITURE | | \$ _____ |
|-----------------------------|--|----------|

| | | |
|---------------------------------|-------|----------|
| INCOME Your Contribution | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |

| | | |
|--|--|----------|
| Box office/entry fees/sales estimates (if appropriate) | | \$ _____ |
|--|--|----------|

| | | |
|--|--|----------|
| Amount requested from the Shire of Jerramungup | | \$ _____ |
|--|--|----------|

B. TOTAL INCOME

\$ _____

DONATION AGREEMENT

If donation is approved I agree:

- To provide the Shire of Jerramungup with a tax invoice for the amount granted
- To present the Shire of Jerramungup with a report on the event including a financial report of the sponsorship expenditure, copies of material which feature the Shire's logo and a brief assessment of the project's success (Donations over \$500 only)
- To notify Council immediately if the donation amount granted is to be used for a different purpose than that listed in this application form.

SIGNED: _____

DATED: _____

Applicants should note that donations will be made at the absolute discretion of Council and that Council may use the following criteria when addressing applications.

Donation requests will not be considered where:

- The applicant is a private and for profit organisation or association
- The applicant is an individual person
- The applicant is in relation to general fundraising
- The application is for funding for conferences and conventions

Priority will be given where:

- The applicant is a registered not for profit organisation and has a base or visible presence in the Shire of Jerramungup
- The applicant is a community group based in the Shire of Jerramungup, or has visible presence within the Shire of Jerramungup, or has a significant impact on residents of the Shire of Jerramungup
- The applicant can demonstrate that the funds will provide some benefit to the Shire of Jerramungup residents
- The funds are required for a new initiative or significant once off project
- The applicant has not received a donation from Council within the previous two years
- If the donation is for an event, entry to the event is free of charge to Shire of Jerramungup residents to attend and participate
- The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations

Office use only

Is this donation request out of budget Yes No

Once approved please hand form to Executive Assistant to record on the Delegations Register