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2 January 2018

«Position»
«Organisation»
«Address1»
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Dear Sir/Madam

ORANGE CITY COUNCIL DONATIONS, SPONSORSHIP AND FINANCIAL SUPPORT PROGRAM 2018/19

Council is now calling for applications for financial assistance for the 2018/19 financial year. You are receiving this letter as you applied for financial assistance from Council in the last few years.

Council has one process of applying for financial assistance. Categories include:

<input type="checkbox"/> rates reimbursement	<input type="checkbox"/> general donations (school annual prize giving)
<input type="checkbox"/> sports participants/representation	<input type="checkbox"/> event sponsorship
<input type="checkbox"/> sports facility partnership program	<input type="checkbox"/> heritage grants
<input type="checkbox"/> general donations (hire fees reduction, seed funding, miscellaneous)	

All requests for financial assistance from Council must be received on Council's formal application form for the related category.

Further details of Council's financial assistance, and donations and grants policies, together with the application forms, are available on Council's website at www.orange.nsw.gov.au/grants.

Submitting completed applications

Completed applications can be lodged by either:

- 1 e-mailing to council@orange.nsw.gov.au; or
- 2 posting to Orange City Council at PO Box 35 ORANGE NSW 2800.

When applications close

Applications for the 2018/19 financial year must be received by 4.00 pm on Friday, 23 February 2018.

Contact person for assistance

If you require assistance, please contact Linda McFadden on 02 6393 8000 or email council@orange.nsw.gov.au with the e-mail subject title " 2018/19 donations application".

Yours faithfully

signed

Jason Cooke

MANAGER FINANCIAL SERVICES

enc - see Page 2 for **Keys Areas of the Financial Assistance Process**

KEY AREAS OF THE FINANCIAL ASSISTANCE PROCESS

1	You must submit your request on the formal application form for the subject donations and grants category.
2	There is a limit of one approved funding application per person/entity per year.
3	Council must ensure it allocates funds that align with the strategies that Council has developed in consultation with the community. So, your application is required to identify from the Council's Community Strategic Plan the relevant strategies your project aligns with. Copies of the Community Strategic Plan are located on Council's website www.orange.nsw.gov.au or can be viewed at the Council offices and Library.
4	Council encourages the use of local businesses - if your project will use a local business to supply materials or other services, this should be noted on the application form.
5	Where an application is from a national or state-based entity, the outcomes and benefits to the local region must be clearly demonstrated.
6	Some categories of the funding program are only considered once a year. Others are considered on a quarterly basis. The guidelines identify the particular circumstances for each category.
7	As funding will not be supplied retrospectively, ensure your application is made well in advance of the time you require the funds. As a minimum, you should allow at least three months before you need the funds for those categories that are considered on a quarterly basis.
8	The <i>Local Government Act</i> requires that Council places requests for financial assistance on public exhibition for 28 days prior to awarding any funds if the applicant is acting for profit.
9	If your organisation has a not-for-profit status or is a charity, you need to supply the charter or other documentation that illustrates this. Alternatively, you should supply a statutory declaration asserting the charitable or not-for-profit status of your organisation. Charitable or not-for-profit status will be a favourable element of any application.
10	Matching the proposed donation from Council "dollar-for-dollar" from your organisation's own resources is a requirement in some of the funding categories and this is specified in the guidelines (policies and prescribed application form). Where not mandatory, showing that you will match the requested amount will significantly help your application to progress.
11	There is a limited budget for financial assistance and applications will be assessed on a comparative merit basis.
12	Some financial assistance are contingent on entering into a funding agreement.
13	In some cases, an acquittal will be required that shows how you spent the funding.
14	If you have a project that is capital in nature - any building works or the purchase of any equipment for example - you need to attach three quotations to your application.
15	Funding should be thought of as seed funding and new events/projects will be stronger candidates over ongoing projects. You should not consider that receiving an allocation in any one year will mean ongoing funding.