



Council Grant Programs HELP SHEET

This help sheet is designed to provide step by step guidance to help you complete and submit your application for the Council Grants Program.

Note: Elected council members, council staff and their immediate family (parent, spouse, partner or children) are **ineligible** to apply for funds.

How do you apply?

1. Download and read the relevant grant guidelines for your application.
2. Download the application form at <http://www.portstephens.nsw.gov.au/live/community/financial-assistance> and complete this form using the application guide.
Please Note: For the application to be valid, the electronic form must be completed. The hard copies (pdf) are available for reference use only.
3. Submit all attachments to council@portstephens.nsw.gov.au. Please refer to the grant guidelines as to the attachments required eg: Public Liability Insurance, Before photo's, site maps etc. **Note:** When forwarding your Certificate of Currency, it is essential you reference your applicable grant program, the project title and the organisation you represent.
4. An acknowledgement receipt of your application will be forwarded within a week of the grant program closing. If you have not received notification of your application, it is your responsibility to contact the appropriate officer to ensure your application has been received.
5. If you require any addition information or wish to seek clarification on the eligibility of your project, please contact the responsible officer at council@portstephens.nsw.gov.au or by phone on **4980 0255**

Application Form

The application form is split into seven (7) sections:

- Funding Program
- Applicant Details
- Project Details
- Authorisations and Approvals
- Budget
- Acquittal of the Grant
- Acceptance of the Grant Conditions and Acknowledgement of Assistance

Section 1: Funding Program

To check the eligibility of your project, please refer to the applicable funding grant guidelines.

Please be aware that an organisation can only apply for **one** project per grant program funding source. **Note:** For Environmental Projects funding, please refer to Grant Guidelines more than one grant fund however, separate applications will need to be completed.

Section 2: Applicant Details

Please add your required details to the document.

If you do not have an ABN/ACN, N/A should be added to the text box.

A copy of your Certificate of Currency (Public Liability Insurance) should be forwarded to council@portstephens.nsw.gov.au . You are also required to ensure the policy remains active over the full duration of the project.

When forwarding your Certificate of Currency, it is essential you reference your applicable grant program, the project title and the organisation you represent. **Note:** Council 355C Committees are not required to forward through a Certificate of Currency.

Section 3: Project Details

Provide a title for your project as well as a short description of the project (50 words maximum). The title should be self-explanatory and, where possible, include the location name.

If your application is successful, this project name and short description will be used on all grant documentation and for promotional purposes.

Section 4: Authorisations and Approvals

Asset/land owners details and approvals are essential for work and activities that are undertaken on private and public land.

A letter of consent is required from the asset/land owner or should be an authorised senior manager or senior office bearer of your organisation, that can attest to the accuracy of the information.

In the letter of consent, it should state that "I/We, the undersigned, being the asset/land owner/s land nominated in the grant application grant permission for the land to be used for the purpose outlined in this application".

For projects that are undertaken on public land or on/in Port Stephens Council facilities, discussion with the appropriate Council officer and a letter of consent from them, should be sought.

Section 5: Budget

Your budget should support the project objectives and the viability of the project overall. It should also reflect the benefit of the proposal relative to the amount of grant funds applied for and whether the budget items are reasonable.

Your project should have structure and the expected budget should be itemised to give the assessment panel an overview of where the allocation will be spent. A detailed break-down of your anticipated project costs (materials, labour etc:) should be documented in your application.

For some Council grant programs, in-kind support maybe utilised as part of the budget break-down. Please refer to the funding guidelines, or contact the appropriate Council Officer for clarification.

Section 6: Acquittal of the Grant

Please refer to the grant funding guidelines for the acquittal requirements of your application.

Section 7: Acceptance of the Grant Conditions

It is essential that the applicant accepts the grant conditions outlined in the Grant Program Guidelines, prior to submitting the application.

It is essential that the applicant accepts that acknowledgement of this assistance is to be attached to promotional material, media releases and in public engagements (eg: speeches, forums etc.) where appropriate.

The Council Logo is available and should be utilised where appropriate for acknowledgement of grant. Please contact Communications Section on (02) 4980 0255.

Good luck with your application.



Council Grant Programs APPLICATION CHECKLIST

ALL COUNCIL GRANT PROGRAMS		Attached?
i)	All sections of the application have been completed	Y/N
ii)	Certificate of Currency (Public Liability Insurance) are forwarded to council@portstephens.nsw.gov.au	Y/N
i)	Letter of Consent from asset/land owner are forwarded to council@portstephens.nsw.gov.au	Y/N
ii)	Grant Conditions have been accepted and applicant agrees to the acknowledgement of assistance	Y/N

ENVIRONMENTAL PROJECTS FUND – 355C and Schools Attachments to be forwarded to council@portstephens.nsw.gov.au		Attached?
i)	Site map of the complete project	Y/N
ii)	Before photographs of the site where the project is to be undertaken	Y/N

HERITAGE PROJECTS Attachments to be forwarded to council@portstephens.nsw.gov.au		Attached?
i)	Historical background of the property	Y/N
ii)	Plans/Sketches of the proposed works	Y/N
iii)	Photographs of the existing structure	Y/N
iv)	Tradesmen qualifications	Y/N
v)	Development Application (if applicable)	Y/N