

Woollahra Municipal Council

Business Chambers Funding Application Form



1. About this form

This application form is for business chambers seeking Council funding for projects or programs that support the aims and objectives of the Business Chamber Funding Policy and Business Chamber Funding Guidelines.

We will use the information you provide on it to evaluate whether we will fund your business chamber. In providing the required information you may use separate documents. If you use separate documents make sure to state this on the relevant part of this form.

If you wish any information to be treated as confidential you will need to make it clear. Otherwise it will be treated as non-confidential information.

Important: Council has a [Business Chamber Funding Policy and Business Chamber Funding Guidelines](#). It is important that you read them before filling out this form.

2. Submission of funding request

Funding requests may be made on-line or by e-mail to records@woollahra.nsw.gov.au and to the attention of the Manager-Placemaking, using this application form.

Funding is based on a financial year. To assist with our budget preparation and to enable funding to be paid early in the funding period, applications must be received no later than the 31 March preceding the start of the financial year for which funding is being sought.

3. Applicant Information

3.1 Primary contact person

Name of Business Chamber	
Primary contact name	
Position held in organisation	
Phone/mobile	
Email	
Website	
Address	
Postal address, if different from street address	

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3.2 Organisational details

Name of your Business Chamber	
Articles of association*	<i>Attach a copy of your Business Chamber's Articles of Association</i>
Status as a not-for-profit organisation*	<i>Attach evidence of your Business Chamber's status as a not-for-profit organisation</i>
ABN number*	
Is your organisation registered for GST? (Y/N?)*	
Is your organisation incorporated? (Y/N?) If yes, please provide evidence.*	
Bank details*	Name of bank:
	BSB: Account number:
Your business chamber's vision statement*	
What is your organisation's purpose and what type of services/activities do you provide?*	
What are the main income sources that support the operation of your business chamber?*	

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<p>Who does your business chamber represent? Please include the number of financial members*</p>	
<p>What does your business chamber do to reduce costs and raise funds from other sources*</p>	

4. Proposed project or program information

Please outline your project/program information in the table below. In case of multiple projects/programs proposed, please create and use a separate table/ document for each project/program.

<p>Project or program title*</p>	
<p>Location/s or venue/s where the project will take place*</p>	
<p>Project summary* (max 150 words)</p>	
<p>How does your project or program relate to Council's selection criteria?* (See Woollahra Business Chamber Funding Policy Guidelines)</p> <ul style="list-style-type: none"> • Strategic Intent • Public Benefit • Community Participation • Financial Management & Sustainability • Innovation <p>(max 200 words)</p>	
<p>What is your business chamber's capacity to carry out this project without Council funding?* (max 100 words)</p>	

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<p>What are the anticipated outcomes of the project?*</p> <p>(max 150 words)</p>	
<p>How will outcomes be measured?*</p> <p>(max 100 words)</p>	
<p>Proof for Public liability insurance, i.e. name of insurance company, amount of public liability insurance (minimum \$20M required), is Council shown as an interested party? Include Certificate of Currency*</p>	<p><i>Attach your Business Chamber's Certificate of Currency</i></p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <i>minimum \$20M cover required</i> <i>Woollahra Council must be shown as an interested party</i>

5. Budget

5.1 Income & Expenditure

Please outline how Council funding is going to be used in the table below. In case of multiple projects/programs proposed, please create and use a separate table/document for each project/program.

Income & Expenditure (GST inclusive)			
Income		Expenditure	
Source	Estimated value \$	Type	Estimated value \$
Council funding (\$)		Materials	
Council funding (in-kind)		Goods	
Other funding (\$)		Consultants	
Other funding (in-kind)		Marketing/promotion	
Own funding		Administration	
Sponsorship		Any other relevant items	
Memberships			
Any other funding source			

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Total		Total	

5.2 Non-monetary (in-kind) contributions

In relation to Table 4.1 Income & Expenditure, please outline the types of non-monetary (in-kind) contributions your business chamber would conduct and/or require from Council to provide in the proposed project/program. In case of multiple projects/programs proposed, please create and use a separate table/ document for each project/program.

(if you did not include in-kind contributions above, please skip this section).

Non-monetary (in-kind) contributions			
Goods		Services	
Type	Estimated value \$	Type	Estimated value \$
Total		Total	

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5.3 Combined Projects/Programs*

In case of multiple projects/programs proposed, please provide information on the combined projects/programs in the table below.

Combined Projects/ Programs (GST inclusive)		
Project/ Program	Income	Expenditure
Total		

6. Financial statements

Please provide to Council the following documents from the past two financial years:

- Your Business Chamber's Profit & Loss Statement as at 31st March*
- Your Business Chamber's Bank Statement as at 31st March*
- Your Business Chamber's Operating Statement, Budget v Actual as at 31st March*
- Your Business Chamber's Balance Sheet as at 31st March*

If your business chamber was established less than two years ago, you must demonstrate the financial and resource capacity of your business chamber to deliver this project.

(max 150 words)

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7. Certification

As the applicant, I am confirming that:

- I have read and understand the Woollahra Municipal Council Business Chamber Funding Policy and Business Chamber Funding Guidelines.
- more than 90 per cent of the business chamber I represent is made up of members that are located within the Woollahra LGA.
- I have acquitted any previous grant funding from Woollahra Municipal Council (or have been granted a written extension).
- Hold the appropriate type and level of insurance for the projects that are the subject of this funding.
- I am not seeking retrospective funding for wages, liability insurance or projects that are already completed.
- The business chamber I represent is not a political party.

Further:

- I certify that, to the best of my knowledge, the statements in this application are true.
- I acknowledge that Woollahra Council cannot guarantee funding for any application.

If the grant is successful:

- I agree to acknowledge the contribution and support of Woollahra Council in our publicity, including media, literature and promotional activities relating to the project, as well as in speeches during the course of any event.
- I agree to providing, at a minimum, five (5) digital photographs relating to my project that can be used by Woollahra Council for promotional purposes.
- I agree to provide Council with an acquittal within 30 days after the completion of projects, which includes an evaluation of the project and the provision of evidence of expenditure of funds including receipts.
- I agree to reimburse Council the full amount of funding received if I fail to provide Council with an acquittal within 30 days after the completion of a funded project, including receipts or evaluation information.

Name _____

Position _____

Signature _____

Date _____

The form must be signed by a person who is a Director or holder of an Office Bearer position within your business or organisation.