

# Donations for Charitable Purposes Application

## Form Preview

### Donations For Charitable Purposes Program

#### About The Program

The Donations for Charitable Purposes Program provides up to \$1,000 in monetary and in-kind donations and project support to individuals, groups and organisations within the Camden Local Government Area.

The program operates under Camden Council's Community Financial Assistance Policy and provides a clear and consistent process for considering one-off requests for charitable purposes. Funding may be allocated through monetary or in-kind support and applications are accepted year-round on an ad hoc basis.

**Please note that processing time may be at least six weeks due to the volume of applications and the number of signatures required.**

#### Eligibility Criteria

Applications will be accepted from individuals, groups or organisations within the Camden Local Government Area, or where the request will provide direct community benefit to residents of the Camden Local Government Area.

Applications are to be for one-off donations or project support. Requests of up to \$1,000 will be considered on an individual basis, with assessment and recommendation provided by Council Officers in accordance with the Community Financial Assistance Policy. Applications for recurrent funding, including operating expenses, refundable bonds or insurance, will not usually be considered.

Primary and secondary schools in the Camden Local Government Area are eligible to apply for the Mayoral Citizenship Prize under this program. This prize consists of a certificate and book prize for one student at each school who is nominated by their school, with prizes awarded at the end of each school year. Please contact Camden Council's Executive Services department on 4645 5157 for further information.

#### Ineligibility

Council does not usually provide funding through this program for recurrent funding, operating expenses, refundable bonds, insurance, political parties or political groups, or requests that do not demonstrate community benefit or charitable purpose.

#### Criteria for Funding

Applications will be assessed on the purpose of the donation, the amount requested, demonstrated community benefit to residents of the Camden Local Government Area, value for money, previous Council support or acquittal status, and the availability of Council budget.

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### Supporting Documentation

Written applications should provide information required to meet the eligibility criteria. The following information needs to be provided:

- Name and address of the individual, group or organisation applicant;
- Name and contact details of office bearer or authorised contact person;
- Amount requested;
- Purpose of the donation;
- Benefit to residents of Camden Local Government Area;
- Copy of an accepted Authority to Fundraise through the Office of Charities, NSW Department of Gaming and Racing; or, for individuals, completion of a statutory declaration stating that the funds are to be solely used for charitable purposes; or relevant incorporation details and copy of incorporation documentation;
- Evidence of funds requested, such as invoices; and
- Bank account details.

### Assessment Process

Requests of up to \$1,000 will be assessed by Council Officers against the eligibility criteria and program intent, with approvals managed in accordance with Council's Community Financial Assistance Policy and relevant delegations.

Approval is subject to available budget and Council's discretion. A detailed summary of all funds allocated through the program will be reported in Council's Annual Report.

### Managing the Donation

Successful applicants must use the donation only for the approved charitable purpose and notify Council if there are any changes to the purpose or delivery of the request.

### Further Information

For more information please contact Community Project Officer - Grants 13 22 63 or email [communitygrants@camden.nsw.gov.au](mailto:communitygrants@camden.nsw.gov.au).

### Before you begin

**IMPORTANT: Please read information below to assist you in completing your application online.**

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You may begin anywhere in this application form. Please ensure you save as you go. You can save and log out of your application and come back to it, but once it is submitted you can make no further changes.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

For queries about the guidelines, or questions in the form, please contact Community Project Officer - Grants on 13 22 63 or email [communitygrants@camden.nsw.gov.au](mailto:communitygrants@camden.nsw.gov.au) and quote your submission number.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

### **SUBMITTING YOUR APPLICATION**

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached.

**If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.**

### **ATTACHMENTS AND SUPPORT DOCUMENTS**

You will need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time.

## Applicant Details

\* indicates a required field

### **Applicant \***

Individual       Organisation

Organisation Name

First Name

Last Name

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## Applicant ABN

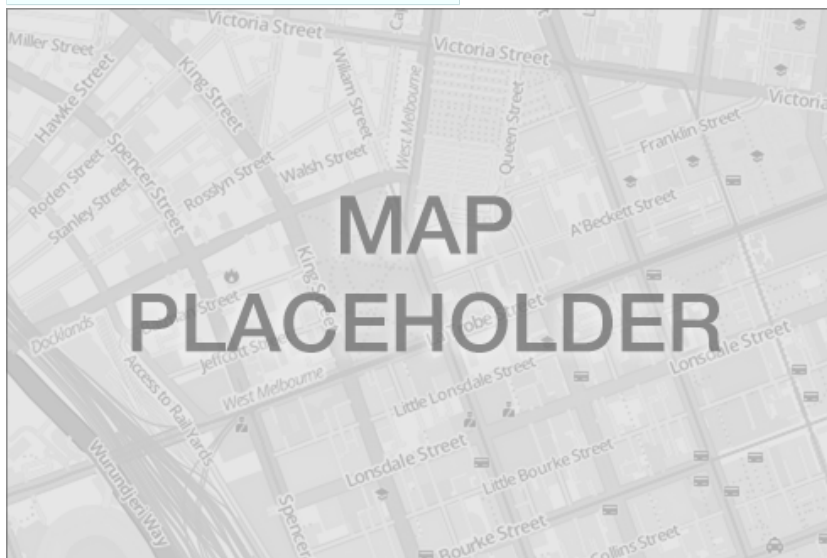
The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Applicant Primary Address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

## Phone Number \*

Must be an Australian phone number.

## Email \*

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Must be an email address.

### Applicant Website

Must be a URL.

### Applicant Bank Account \*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Details of Request

\* indicates a required field

### Name of donation project/activity \*

### Purpose of the Donation/Project \*

### How will this donation/Project provide a direct benefit to residents of the Camden LGA? \*

### Anticipated Start Date \*

Must be a date.

### Anticipated End Date \*

Must be a date.

## Other/Prior Funding

\* indicates a required field

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**Have you ever been previously funded by Camden Council under this program? \***

- Yes  
 No

**If yes, when were you funded?**

Must be a date.

**If your answer is yes, please provide brief details of the project.**

**Have you sought other funding for this project, event or purpose? \***

- Yes  
 No

**If yes, please provide details and amount sought**

## Budget Breakdown

\* indicates a required field

### Budget Details

Please provide details of the total cost of the project or activity e.g. materials and equipment, labour, venue hire etc. If a registered charity or incorporated association please provide proof that you are authorised to obtain funding on behalf of your organisation. You will need to provide evidence of proposed budget (invoices etc).

**How much funding are you requesting? \***

\$

Must be a dollar amount.

### Budget

Please note here how your funding will be spent eg. resources/materials, room hire, catering etc.

#### Expenditure

	\$
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

### Budget Totals

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### Total Expenditure Amount

\$

This number/amount is calculated.

**Please provide invoices/quotes for proposed budget expenditure for the amount of up to \$1000 of the request \***

Attach a file:

## Supporting Documentation and Declaration

\* indicates a required field

### Supporting Documentation

**Copy of an accepted Authority to Fundraise through the Office of Charities, NSW Department of Gaming and Racing; or for individuals, completion of a Statutory Declaration stating that the funds are to be solely used for charitable purposes; or relevant incorporation details \***

Attach a file:

**Any other documentation relating to the donation request.**

Attach a file:

### Declaration

I have read and understood the information on the Donations for Charitable Purposes Program, including the eligibility criteria and to the best of my knowledge, the information provided in this application is true and correct. If I am applying on behalf of an organisation I have full authorisation to do so.

**I agree \***  
 Yes

**Name: \***

Title

First Name

Last Name

**Position \***

Position/title within organisation