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# Donation/Waiver Application Form

(Refer Council's Donation's Policy)

Date of application:

## Successful applicants will agree to:

- Abide by the signed Declaration
- Expend the donation monies only in accordance with the successful project/event application and Council's Donations Policy.
- Complete a donation acquittal form (if relevant) within three months of the conclusion of the project/event (receipts and brief report on outcomes).

## Section A: Applicant Details

Organisation:

Contact person:

Position:

Email:

Postal Address:

Suburb:

Postcode:

Phone: (W)

Phone: (H)

Is your organisation incorporated

Yes

No

ABN Number (if applicable)

## Section B: About your Organisation

Is your organization based within the City of Victor Harbor Council area

Yes

No

Does your organisation provide services and/or activities within or for the City of Victor Harbor area

Yes

No

Is your organization a Non Profit Community Group or Community organisation

Yes

No

Has your organization previously received donations or in kind support from the City of Victor Harbor	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If 'Yes' please provide details:

**Section C: Details of request**

What is the project/event/proposal you are seeking a donation for:

Date/time

	Start date and time:
	End date and time:

Venue:

Brief overview of the project/proposal (including details such as no. of participants; target audience; whether it will draw competitors from outside the Council area; if the project has been undertaken previously)

Details of whether an admission, service or other fee will be charged in connection with the project/activity

How will this project/proposal provide local benefits to the City of Victor Harbor community and/or Communities of Interest (eg meets an identified community or cultural need; contributes to the local economy)?

Is your organisation contributing funding to the project (eg cash, in-kind, other)? Please provide a clearly defined plan and budget.

Is your organisation seeking funding from other sources for this project/request

How does your organisation intend to expend the funds you are seeking from Council (if successful)

Do you envisage you will require ongoing support from Council to continue the project (annually/in the future?)

Are you requesting the use of any Council venue/facility and/or equipment as part of your funding request for your project?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes please advise:

*Note: Only one in-kind support, donation, sponsorship or funding grant will be made by Council under any program, per financial year, per recipient/organisation.  
Applications for donations will generally not be accepted for the purpose of covering operational costs.*

### Section D: Funding Details

Cash Donation  
*(Max allowable donation is \$500)*

Amount: \$

In kind Support (Max donation per event is \$500)  
*For Council to provide contribution of staff time, equipment a financial value is still required to be placed on in-kind support*

Details:  
Amount \$

Contribution to an emergency or disaster appeal:

Details  
Amount \$

Grant of fee reductions for use of Council controlled property and facilities.  
*Fee reduction Max 100% per hire;  
Max value of fee waiver of \$500 per annum per organization.*

Fee Name:  
Amount \$

Reduce or waive fees and charges  
*(For Council to reduce or waive a fee - as outlined in the Council's Fees and Charges)*

Fee Name:  
Amount \$

Reimbursement or exemption of Development Application Fees

Fee Name:  
Amount \$

**Section E: Additional Information**

Provide additional comments that support your request for a donation from Council (i.e. details of event risk management plan, marketing plan

**Declaration**

I certify that, to the best of my knowledge, all the details supplied in this Donation Application Form and in any of the attached/supporting documents are true and correct and that the application has been submitted with the full knowledge and agreement of the organisation as detailed in Section A.

I have read and understand the City of Victor Harbor Donations Policy.

I hereby undertake that any and all funds granted to the organisation (as detailed in Section A) by the City of Victor Harbor will be expended on the project for which the donation was sought and applied for in this Application and agree to complete the donation acquittal form (if required) within three months of the conclusion of the project/event (receipts and brief report on outcomes).

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only		
<b>Approval</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <span style="float: right;">Part approved <input type="checkbox"/></span>
<b>Comment/Donation Policy reference</b>		

Signature \_\_\_\_\_

Position: \_\_\_\_\_