

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**17 September 2013**

**Agenda Item 9.1      Small Town Festive Grant Program**

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Small Town Festive Grant Program – Funds allocation

Applicant	Township	Application amount	Amount approved
Mooroopna Mens Shed	Mooroopna	\$1,999.00	\$1,999.00
Transition Tatura	Tatura	\$2,000.00	\$2,000.00
Congupna/Tallygaroopna Landcare Group	Congupna	\$2,000.00	\$2,000.00
Congupna/Tallygaroopna Landcare Group	Tallygaroopna	\$2,000.00	\$2,000.00
Lifestyle Dookie	Dookie	\$1,945.00	\$1,945.00
Toolamba Fire Brigade	Toolamba	\$2,000.00	\$2,000.00
Total		\$11,944.00	\$11,944.00

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### Small Towns Festive Grant Program 2013

#### 1. Your Group

1. Name of Group CONGUPNA TALLYARROOPNA LANDSCAPE GROUP  
 Contact Person DAVID DOYLE  
 Position within Group TREASURER  
 Address 5 BOSCHETTI RD. TALLYARROOPNA 3634  
 Telephone number 58298416 Fax number                       
 Email address dwoyle1@optusnet.com.au

2. Is your group registered for GST (please circle)?    YES    NO

3. Is your group an Incorporated Body (please circle, and see text in box below)?  
YES    NO

If "YES", please enter your incorporation number here A00119368

If "NO", you will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or "auspice the grant") on your behalf. Should you wish to submit an application but have been unsuccessful in securing an organisation to auspice your grant please contact Council to discuss. Please complete the details below if you have arranged for an organisation to manage the grant on your behalf:

Name of Auspice organisation \_\_\_\_\_

Authorised Person's Name \_\_\_\_\_

Position within Auspice Organisation \_\_\_\_\_

Auspice Organisation's Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address \_\_\_\_\_

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Please note that if this application is being auspiced, the authorised person is also required to sign this application in section 4, acknowledging that their organisation has agreed to auspice this application.

2. Your project

Please complete the following questions:

(a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

Decorations are to be 2D cutouts from marine grade ply timber, sealed, undercoated and decorated in bright colours. Waterproof polyurethane glue used. Tree decorations to be chained & bolted to tree. Some units may be fixed to ground using star posts etc.

(b) Who will own the installations once they are purchased, and where they will be stored?

To be owned by CONGUPNA-TALLYGAROPNA LANDSCAPE GROUP  
Stored at the CONGUPNA COMMUNITY CENTRE

(c) Will the installations be utilised in coming years?

Installations will be maintained and installed ~~at~~ annually by members of the landscape group. We hope to add to them next year & future years.

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Please note that if this application is being auspiced, the authorised person is also required to sign this application in section 4, acknowledging that their organisation has agreed to auspice this application.

2. Your project

Please complete the following questions:

(a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

Decorations are to be 2D cutouts from marine grade ply timber, sealed, undercoated and decorated in bright colours. Waterproof polyurethane glue used.  
Tree decorations to be chained & bolted to tree.  
Some units may be fixed to ground using star posts etc.

(b) Who will own the installations once they are purchased, and where they will be stored?

To be owned by CONGUPNA-TALLYGAROPNA LANDCARE GROUP  
Stored at the CONGUPNA COMMUNITY CENTRE

(c) Will the installations be utilised in coming years?

Installations will be maintained and installed ~~to~~ annually by members of the landcare group.  
We hope to add to them next year & future years.

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### 3. Your budget

(see next page for an example of how to complete the budget)

Income Source	Amount
Greater Shepparton City Council (this application)	\$ 2000.00
C.T.L.C. GROUP INSTALLATION COSTS	\$ 130.00
DONATION - D & W DOYLE	\$ 271.50
TOTAL	\$ 2401.50
TOTAL	

Expenditure Items	Amount
Christmas Gum Tree 2400 x 1200mm	495.00
" Tree decorations 1 x Star, 5 x Baubles, 5 x Balls	176.00
Pack of presents x 2	330.00
Festive Koala 500 x 400mm	154.00
" Possum 500 x 400mm	154.00
" GALAH 400 x 250mm	121.00
" COCKATOON 450 x 300	126.50
" GOANNA 600 x 400	143.00
" EMU 900 x 600	286.00
" KANGAROO	286.00
INSTALLATION HARDWARE	130.00
TOTAL	\$ 2401.50

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**4. Declaration**

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: David Doyle  
Name: David Doyle  
Title: TREASURER  
Date: 26-6-2013

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

***If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:***

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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**Example budget**

Provide detail here on the sources of income for your project

Income Source	Amount
Greater Shepparton City Council (this application)	2,500
<i>Our Club</i>	500
<i>Donation</i>	100
<b>TOTAL</b>	<b>3,100</b>

Provide detail here on the items you want to buy

Expenditure Items	Amount
<i>Potted Christmas trees (20 at \$110 each)</i>	2,200
<i>Strings of lights (20 at \$20 each)</i>	400
<i>Extension cords</i>	200
<i>Decorations</i>	300
<b>TOTAL</b>	<b>3,100</b>

If you have quotes for any of the items you will be purchasing, please include them with your application

Income and expenditure must be equal

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**"DAWEANNAH" WOODWORKS**

**D & W DOYLE**

SALES & SERVICE  
5 BOSCHETTI RD.  
TALLYGAROPNA 3634



A.B.N. 48 542 267 290  
PH. 03 58 298416  
M. 0439621385

Email: [dwdoyl1@opusnet.com.au](mailto:dwdoyl1@opusnet.com.au)

~~TAX INVOICE~~ No. 02.26613... DATE... 26/6/2013

**QUOTE**

CONSUPNA TALLYGAROPNA  
LANDCARE GROUP

Qty.	Details	@	Amount
	<b>FESTIVE DECORATIONS FOR CONSUPNA TOWN</b>		
1	CHRISTMAS GUM TREE 2400x1200		450.
11	TREE DECORATIONS (STAR, BELLS, BOMBS)		160.
2	PACK OF PRESENTS	150	300.
1	FESTIVE KOALA		140.
1	" POSSUM		140.
1	" GALAH		110.
1	" COCKATOO		115.
1	" GOANNA		130.
1	" EMU		260.
1	" KANGAROO		260.
		Subtotal	2065.00
		GST	206.50
		Total	<b>2271.50</b>



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### Small Towns Festive Grant Program 2013

#### 1. Your Group

1. Name of Group LIFESTYLE DOOKIE  
 Contact Person KIM BVSSELL  
 Position within Group COMMITTEE MEMBER  
 Address 45 MCDONALD STREET DOOKIE 3546  
 Telephone number 0428546287 Fax number \_\_\_\_\_  
 Email address chriskim23@bigford.com

2. Is your group registered for GST (please circle)? YES  NO

3. Is your group an Incorporated Body (please circle, and see text in box below)?  
 YES  NO

If "YES", please enter your incorporation number here A0046523J

If "NO", you will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or "auspice the grant") on your behalf. Should you wish to submit an application but have been unsuccessful in securing an organisation to auspice your grant please contact Council to discuss. Please complete the details below if you have arranged for an organisation to manage the grant on your behalf.

Name of Auspice organisation \_\_\_\_\_  
 Authorised Person's Name \_\_\_\_\_  
 Position within Auspice Organisation \_\_\_\_\_  
 Auspice Organisation's Address \_\_\_\_\_  
 Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_  
 Email address \_\_\_\_\_

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Please note that if this application is being auspiced, the authorised person is also required to sign this application in section 4, acknowledging that their organisation has agreed to auspice this application.

## 2. Your project

Please complete the following questions:

- (a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

A 168CM FIBREGLASS PRESENT STACK TO BE LOCATED BETWEEN CWA GARDENS & THE FIRE STATION OR ON ONE ENTRANCE, EAST OR WEST - TO THE TOWN (HOPING TO PURCHASE 2 IN TIME SO THEY CAN BE LOCATED @ THE ENTRANCES TO THE TOWN)

- (b) Who will own the installations once they are purchased, and where they will be stored?

\* LIFESTYLE DOOKIE  
\* STORED IN A WEATHER PROOF SHIPPING CONTAINER LOCATED AT THE DOOKIE RECREATION RESERVE

- (c) Will the installations be utilised in coming years?

LIFESTYLE DOOKIE SET UP CHRISTMAS DECORATIONS IN THE CWA GARDENS & FAIRY LIGHTS ON ALL THE BUILDINGS IN THE MAIN ST EVERY X-MAS, SO YES THE INSTALLATION WILL BE ANNUALLY IT WILL COMPLIMENT WHAT WE DO EACH YEAR & WE HOPE IT WILL ATTRACT VISITORS TO UTILISE THE SERVICES OF OUR LOCAL BUSINESSES

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**Your budget**

(see next page for an example of how to complete the budget)

Income Source	Amount
Greater Shepparton City Council (this application)	\$1945-
<b>TOTAL</b>	<b>\$1945-</b>

Expenditure Items	Amount
QUOTATION AS ATTACHED	\$1945
- PRESENT STACK - FIBREGLASS & DELIVERY	
(PRESENT STACK OPTIONS ALSO ATTACHED)	
<b>TOTAL</b>	<b>\$1945</b>

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**3. Declaration**

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: Kim Buswell  
Name: KIM BUSSELL  
Title: COMMITTEE MEMBER  
Date: 28 JUNE 2013

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

***If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:***

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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ABN 91 668 478 292

**QUOTATION**

Reference No: SQ01959  
 Date: 27/06/2013  
 Page No: 1  
 Quote Issued By: Sally

<p><b>To: ***MAIL ORDER CUSTOMER***</b>                  KIM                  DELIVERY TO DOOKIE                  VIC 3646                  PH - 0428 546 287</p>	<p><b>Delivery Instructions:</b>                  KIM                  DELIVERY TO DOOKIE                  VIC 3646                  PH - 0428 546 287</p>
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Account No: MAILOR      Your reference: PRESENT STACK      Telephone No:      Fax No:

Item Code	Item Description	Qty	Units	Price (In)	Disc %	GST	Total (Incl)
GP08PRST189OP	PRESENT STACK OPTION D 189 TALL	1.00		1,595.00		145.00	1,595.00
DELIVERY	DELIVERY ON PALLET TO DOOKIE	1.00		350.00		31.82	350.00

<b>GST Total:</b>	<b>176.82</b>	<b>Tax Invoice Total:</b>	<b>\$1,945.00</b>
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**CHAS CLARKSON WOULD LIKE TO THANK YOU FOR THE OPPORTUNITY TO QUOTE ON THIS OCCASION.**

Please carefully review all items, product and billing details specified to ensure a full understanding of our offer.

**TO PROCEED WITH OR ALTER THIS ORDER PLEASE CALL US ON 1300 300 195**

**PAYMENT TERMS:**

Prepayment required unless arrangement for an account has been made prior. Please use one of the following methods:

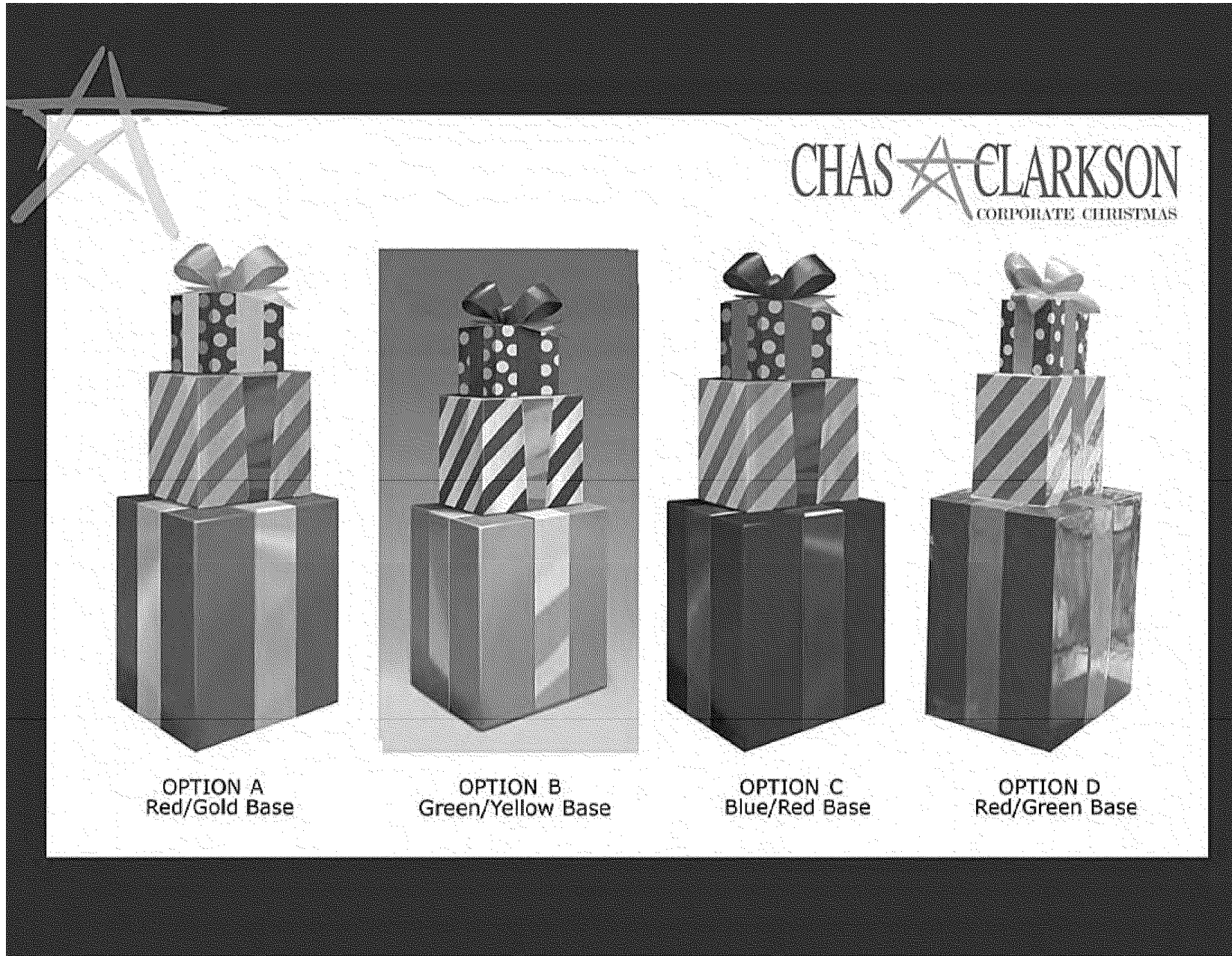
- **Credit card by telephone on toll free no. 1300 300 195**  
 (Visa, Mastercard or Bankcard. American Express cards accepted with 3% surcharge applicable). If order value exceeds \$500.00 authorised signature required by fax to 02 9557 8099.
- **Cheque by post to PO Box 248, Mascot NSW 1460**
- **Direct Deposit to BSB: 032 014, Account: 251 405**  
 (Westpac, Sydney) Please fax your remittance to speed allocation and processing of your order. Include the relevant quotation no. in your payment reference.

**OTHER CONDITIONS:**

Prices quoted are valid for 30 DAYS. Should this quotation lapse please request a revision before making payment to avoid error and/or disappointment.

Stock is not held for un-confirmed quotations. Returns after receipt of goods must be within seven days and are at the discretion of Chas Clarkson. Custom items cannot be returned except where flaws or damage are reported.

**Unless specified the costs shown do not include freight charges or display installation expenses. GST is shown on quotations for your reference.**



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## Small Towns Festive Grant Program 2013

### 1. Your Group

1. Name of Group Toolamba Fire Brigade

Contact Person Leeanne Button

Position within Group 2<sup>nd</sup> Lieutenant

Address 4 Evelyn Crt, Toolamba Vic 3614

Telephone number 0419 578 271 Fax number \_\_\_\_\_

Email address lee.button@bigpond.com

2. Is your group registered for GST (please circle)? **YES**

3. Is your group an Incorporated Body (please circle, and see text in box below)?

NO

If "YES", please enter your incorporation number here \_\_\_\_\_

If "NO", you will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or "auspice the grant") on your behalf. Should you wish to submit an application but have been unsuccessful in securing an organisation to auspice your grant please contact Council to discuss. Please complete the details below if you have arranged for an organisation to manage the grant on your behalf:

Name of Auspice organisation TOOLAMBA LIONS CLUB

Authorised Person's Name WILLIAM McDONALD

Position within Auspice Organisation PRESIDENT

Auspice Organisation's Address C10 9 EDITH CRT, TOOLAMBA VIC 3614

Telephone number 58265182 Fax number \_\_\_\_\_

Email address \_\_\_\_\_

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*Please note that if this application is being auspiced, the authorised person is also required to sign this application in section 4, acknowledging that their organisation has agreed to auspice this application.*

## **2. Your project**

**Please complete the following questions:**

- (a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

**The festive lights will be erected at 20 Wren Street at the CFA building. Toolamba has a new Fire Station and is a vital community service. Our building has a new meeting room which is utilised by many community groups including the Toolamba Steering Committee, Toolamba Kindergarten committee, Turaton, Toolamba Junior Soccer and Toolamba Lions Club.**

- (b) Who will own the installations once they are purchased, and where they will be stored?

**Toolamba CFA will own the lights and will be stored on site at the CFA building**

- (c) Will the installations be utilised in coming years?

**Yes, the lights will be erected annually and support the Lions Club Christmas Town Lights exhibition as part of the "Lions Bush Christmas festivities" which is an annual event. The town runs a Christmas lights competition as part of these festivities and event.**

**The Toolamba CFA members will be responsible for putting up the lights.**

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**3. Your budget**

*(see next page for an example of how to complete the budget)*

<b>Income Source</b>	<b>Amount</b>
Greater Shepparton City Council (this application)	\$2 000
<b>TOTAL</b>	

<b>Expenditure Items</b>	<b>Amount</b>
Assorted Christmas lights – LED Christmas decorations and fairy lights (sourced on line and locally where possible)	\$2000
<b>TOTAL</b>	<b>\$2 000</b>

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**Example budget**

Provide detail here on the sources of income for your project

<b>Income Source</b>	<b>Amount</b>
Greater Shepparton City Council (this application)	2,500
<i>Our Club</i>	500
<i>Donation</i>	100
<b>TOTAL</b>	<b>3,100</b>

Provide detail here on the items you want to buy

<b>Expenditure Items</b>	<b>Amount</b>
<i>Potted Christmas trees (20 at \$110 each)</i>	2,200
<i>Strings of lights (20 at \$20 each)</i>	400
<i>Extension cords</i>	200
<i>Decorations</i>	300
<b>TOTAL</b>	<b>3,100</b>

If you have quotes for any of the items you will be purchasing, please include them with your application

Income and expenditure must be equal

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**4. Declaration**

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: [Handwritten Signature]

Name: Leeane Button

Title: 2<sup>nd</sup> Lieutenant- Toolamba Fire Brigade

Date: 3/7/2013

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

***If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:***

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: [Handwritten Signature]

Name: [Handwritten Name]

Organisation: TOOLAMBA LIONS CLUB

Title: PRESIDENT

Date: 3/7/2013

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G R E A T E R S H E P P A R T O N  
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### Small Towns Festive Grant Program 2013

#### 1. Your Group

1. Name of Group CONAUPNA TALLYGARROOPNA LANDCARE GROUP  
 Contact Person DAVID DOYLE  
 Position within Group TREASURER  
 Address 5 BOSCHETTI Rd. TALLYGARROOPNA.  
 Telephone number 58298416 Fax number —  
 Email address dwdoyle1@optusnet.com.au

2. Is your group registered for GST (please circle)? YES  NO

3. Is your group an Incorporated Body (please circle, and see text in box below)?  
 YES  NO

If "YES", please enter your incorporation number here A00119363

If "NO", you will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or "auspice the grant") on your behalf. Should you wish to submit an application but have been unsuccessful in securing an organisation to auspice your grant please contact Council to discuss. Please complete the details below if you have arranged for an organisation to manage the grant on your behalf:

Name of Auspice organisation \_\_\_\_\_

Authorised Person's Name \_\_\_\_\_

Position within Auspice Organisation \_\_\_\_\_

Auspice Organisation's Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address \_\_\_\_\_

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2. Your project

Please complete the following questions:

(a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

Installations are to be made as 2D cutouts from marine quality ply timber, sealed, undercoated and decorated in bright colours. Waterproof polyurethane glue used.

Tree decorations to be chained & bolted to tree.

Some units may need to be fixed to ground using star posts etc.

(b) Who will own the installations once they are purchased, and where they will be stored?

To be owned by the C.T.L.C.S. Stored at the Tallygaroopna Hall

(c) Will the installations be utilised in coming years?

To be maintained & installed annually by members of the Landcare Group.

We hope to add to them in subsequent years.

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Some units may need to be fixed to ground using star posts etc.

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To be owned by the C.T.L.C.S. Stored at the Tallygaroopna Hall

(c) Will the installations be utilised in coming years?

To be maintained & installed annually by members of the Landcare Group.  
We hope to add to them in subsequent years.

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### 3. Your budget

(see next page for an example of how to complete the budget)

Income Source	Amount
Greater Shepparton City Council (this application)	\$ 2000.00
C.T. L.C.C. Installation hardware etc.	\$ 130.00
Donation - Drew Doyle	\$ 271.50
<b>TOTAL</b>	<b>\$ 2401.50</b>

Expenditure Items	Amount
Christmas Gum Tree 2.4m x 1.5m.	\$ 495.00
" Tree decorations Star, Bubles & Bells	176.00
Pile of Presents x 2	330.00
Festive Koala 500 x 400	154.00
" Possum	154.00
" Galah	121.00
" Cockatoo	126.50
" Quanna	143.00
" Emu	286.00
" Kangaroo	286.00
Installation Hardware	130.00
<b>TOTAL</b>	<b>\$ 2401.50</b>

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**4. Declaration**

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: David Doyle  
Name: David Doyle  
Title: TREASURER.  
Date: 26.6.13

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

***If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:***

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Organisation: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

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**Example budget**

Provide detail here on the sources of income for your project

Income Source	Amount
Greater Shepparton City Council (this application)	2,500
<i>Our Club</i>	500
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Provide detail here on the items you want to buy

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<b>TOTAL</b>	<b>3,100</b>

If you have quotes for any of the items you will be purchasing, please include them with your application

Income and expenditure must be equal

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**"DAWEANNAH" WOODWORKS**

D &amp; W DOYLE

SALES & SERVICE  
5 BOSCHETTI RD.  
TALLYGAROPNA 3634



A.B.N. 48 542 267 290

PH. 03 58 298416

M. 0439621385

Email: [dwdoyle1@opusnet.com.au](mailto:dwdoyle1@opusnet.com.au)

~~TAX INVOICE~~ No. 0226614..... DATE 26/6/13

~~QUOTE~~

..... CONQUINA TALLYGAROPNA LANDSCAPE GROUP .....

..... FESTIVE DECORATIONS FOR TALLYGAROPNA TOWN .....

Qty.	Details	@	Amount
1	CHRISTMAS GUM TREE 2.4m x 1.2m		450.
11	TREE DECORATIONS (1x STAR. 5 BELL. 5x BOMBS)		160.
2	Pack of presents	150	300.
1	Festive KOALA		140.
1	" ROSSUM		140.
1	" GALAH		110.
1	" COCKATOO		115.
1	" GOANNA		130.
1	" EMU		260.
1	" KANGAROO		260.
		Subtotal	2065.00
		GST	206.50
		Total	\$ 2271.50



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## Small Town Festive Grants 2013

### Guidelines and Application Form

The Small Township Festive Grants Program provides grants for up to ten small towns in Greater Shepparton to enable local community organisations to purchase and install festive decorations such as lighting, Christmas trees, signage and banners. Applications for funding under this scheme must be submitted before 5pm on June 28<sup>th</sup>, 2013.

The funding is available to a population centre in Greater Shepparton with less than 10,000 people. This includes the following small towns, however other localities may also apply.

- Dookie
- Mooroopna
- Tallygaroopna
- Merrigum
- Katandra West
- Murchison
- Tatura
- Undera
- Toolamba
- Congupna

A limit of \$2,000 applies to each grant from each area. Only one grant application per area/township will be accepted.

#### Eligibility

- Grants will not be made to individuals
- Groups should be not-for-profit and will generally be an incorporated body, although not having a certificate of incorporation does not make a group ineligible to apply. In this situation, the group applying for the grant will need to nominate another incorporated not-for-profit Community Group, Organisation or Club in Greater Shepparton willing to manage the grant funds (or “auspice the grant”) on their behalf. If you are considering making an application as an unincorporated body, please contact Council prior to making your application.
- Funding is not available for festive installations where installation contravenes Council policy.
- Funding is only available for festive installations. Events or activities cannot be funded by this program. The purchase of festive items can include the hire of contractors or equipment used to install the purchased items, however majority of the funds are to be allocated to the purchase of items and not to installation costs.

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Successful applicants agree to attend a morning tea on Wednesday 25<sup>th</sup> September, 2013 for the announcement of recipients of the Small Towns Festive Grants with Councillors in attendance. If persons directly involved with the application are unable to attend another representative from the community are welcome in their place.

Upon completion of a project funded by the Small Towns Festive Grant recipients will provide Council with a written acquittal report by 31 January 2013 including supporting documentation such as photographs of installations and a financial statement supported by copies of invoices or receipts.

#### **How to Apply**

Applications for Small Township Festive Grants Program Guidelines may be either emailed to [grants@shepparton.vic.gov.au](mailto:grants@shepparton.vic.gov.au), or mailed to Festive Grant Program, Greater Shepparton City Council, Locked Bag 1000, Shepparton VIC 3632. To assist with the approval of your application please provide attachments relevant to support your groups vision for the festive decorations detailed in your report. Pictures of materials or products you have sourced together with photographs of potential sites for these decorations to be placed will assist the committee in assessing the viability of your application. All applications for funding under this scheme must be received by 5pm on June 28<sup>th</sup> 2013.

Successful applicants will be notified Mid-September, 2013.

Prior to submitting your application, it is strongly advised that you discuss your application with a Council representative. Please contact Karli Sutherland, Acting CBD & Township Development Officer on 03 5832 9532 or email [karli.sutherland@shepparton.vic.gov.au](mailto:karli.sutherland@shepparton.vic.gov.au).

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## Small Towns Festive Grant Program 2013

### 1. Your Group

1. Name of Group: Transition Tatura

Contact Person: Ross Musolino

Position within Group: Facilitator

Address: 2 Thomson Street, Tatura, 3616

Telephone number : 58241038      Fax number : 58241008

Email address: [sandalino@iinet.net.au](mailto:sandalino@iinet.net.au)

2. Is your group registered for GST (please circle)?    ~~YES~~     NO

3. Is your group an Incorporated Body (please circle, and see text in box below)?

~~YES~~     NO

If "YES", please enter your incorporation number here \_\_\_\_\_

If "NO", you will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or "auspice the grant") on your behalf. Should you wish to submit an application but have been unsuccessful in securing an organisation to auspice your grant please contact Council to discuss. Please complete the details below if you have arranged for an organisation to manage the grant on your behalf:

Name of Auspice organisation: Dhurringile & District Landcare Group

Authorised Person's Name: John Laing

Position within Auspice Organisation: President

Auspice Organisation's Address: 1085 Downer Road, TOOLAMBA, 3614

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address: [johnlaing@iinet.net.au](mailto:johnlaing@iinet.net.au)

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***Please note that if this application is being auspiced, the authorised person is also required to sign this application in section 4, acknowledging that their organisation has agreed to auspice this application.***

## **2. Your project**

**Please complete the following questions:**

- (a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

This project will be a joint undertaking by Transition Tatura, Tatura Men's Shed, Tatura Art Group, Tatura Community House and Tatura Community Plan Committee and any other interested members of the community (we will have articles or promotions in local press {Tatura Guardian and Tatura Community Bulletin} and ask for *any* persons interested to join us). It is our hope that we will also be able to get the local schools involved too, and after informal discussions with a couple of parents and teachers, there is a very high chance of this happening.

Our festive plan is to make Christmas decorations unique to Tatura in the Greater Shepparton region... from recycled items and objects (see photos on page 9 and 10 for some examples).

Firstly, we hope to involve the town's traders and businesses and make a number of small Christmas trees for shop windows. We will then run a competition for best decorated tree (once again, from recycled goods). We will supply battery-operated lights for these trees.

Second, we will make larger decorations to line Hogan Street (tree planters, benches) and, hopefully, construct a large Christmas tree to have in Stuart Mock Place over the Christmas period (see photos; old bike wheels or drink cans?!).

If popular, in future years, we will invite members of the community to create their own recycled Christmas decorations and run various competitions within the community.

Amongst all of this, there will be gentle lessons in recycling and waste, misuse of the world's (dwindling) resources and fostering of community spirit.

- (b) Who will own the installations once they are purchased, and where they will be stored?

Transition Tatura will be caretakers of the decorations and at this point in time, they will be stored in Terry Court's shed (Tatura). The location of the storage of the decorations is open to change however.

- (c) Will the installations be utilised in coming years?

Without a shadow of a doubt!

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### 3. Your ESTIMATED budget

*(see next page for an example of how to complete the budget)*

<b>Income Source</b>	<b>Amount</b>
Greater Shepparton City Council (this application)	\$2,000.00
Donations from local community groups (TBA)	\$2,000.00
<b>TOTAL</b>	<b>\$4,000.00</b>

<b>Expenditure Items</b>	<b>Amount</b>
Materials (solder, paint, brushes, paper...)	\$ 500.00
Equipment (saws, files, tools...)	\$ 500.00
Christmas fairy lights (20 at \$20.00)	\$ 400.00
Advertising and Promotion	\$1,000.00
Storage boxes and containers	\$ 600.00
Miscellaneous / sundry items	\$1,000.00
<b>TOTAL</b>	<b>\$4,000.00</b>

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**Example budget**

Provide detail here on the sources of income for your project

<b>Income Source</b>	<b>Amount</b>
Greater Shepparton City Council (this application)	2,500
<i>Our Club</i>	500
<i>Donation</i>	100
<b>TOTAL</b>	<b>3,100</b>

Provide detail here on the items you want to buy

<b>Expenditure Items</b>	<b>Amount</b>
<i>Potted Christmas trees (20 at \$110 each)</i>	2,200
<i>Strings of lights (20 at \$20 each)</i>	400
<i>Extension cords</i>	200
<i>Decorations</i>	300
<b>TOTAL</b>	<b>3,100</b>

If you have quotes for any of the items you will be purchasing, please include them with your application

Income and expenditure must be equal

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#### 4. Declaration

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: **See Next Page**

Name: Ross Musolino

Title: Supreme Commander of Operations

Date: 18 / 06 / 2013

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

***If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:***

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: **See next page**

Name: John Laing

Organisation: Dhurringile & District Landcare Group

Title:

Date: \_\_\_\_\_

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Signature: 

Name: JOHN LAING

Organisation: DHURRINGALE & DISTRICT LANDCARE GROUP

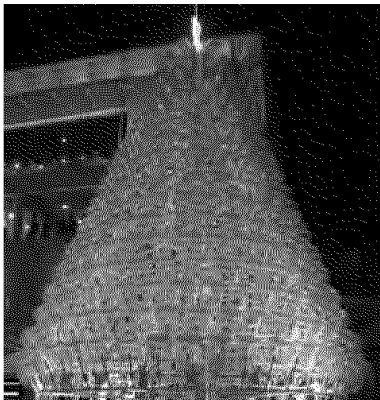
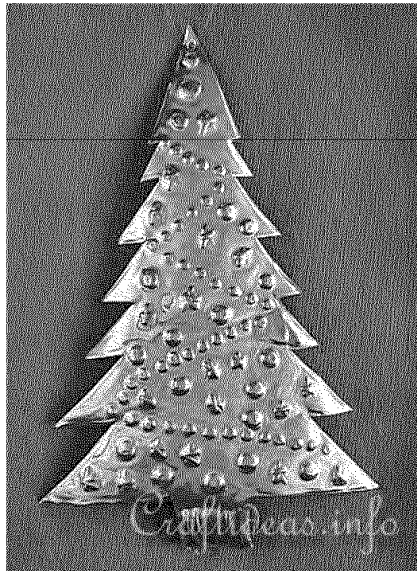
Title: PRESIDENT

Date: 26-6-13

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## Small Town Festive Grants 2013 Guidelines and Application Form

The Small Township Festive Grants Program provides grants for up to ten small towns in Greater Shepparton to enable local community organisations to purchase and install festive decorations such as lighting, Christmas trees, signage and banners. Applications for funding under this scheme must be submitted before 5pm on June 28<sup>th</sup>, 2013.

The funding is available to a population centre in Greater Shepparton with less than 10,000 people. This includes the following small towns, however other localities may also apply.

- Dookie
- Mooroopna
- Tallygaroopna
- Merrigum
- Katandra West
- Murchison
- Tatura
- Undera
- Toolamba
- Congupna

A limit of \$2,000 applies to each grant from each area. Only one grant application per area/township will be accepted.

### Eligibility

- Grants will not be made to individuals
- Groups should be not-for-profit and will generally be an incorporated body, although not having a certificate of incorporation does not make a group ineligible to apply. In this situation, the group applying for the grant will need to nominate another incorporated not-for-profit Community Group, Organisation or Club in Greater Shepparton willing to manage the grant funds (or “auspice the grant”) on their behalf. If you are considering making an application as an unincorporated body, please contact Council prior to making your application.
- Funding is not available for festive installations where installation contravenes Council policy.
- Funding is only available for festive installations. Events or activities cannot be funded by this program. The purchase of festive items can include the hire of contractors or equipment used to install the purchased items, however majority of the funds are to be allocated to the purchase of items and not to installation costs.

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Successful applicants agree to attend a morning tea on Wednesday 25<sup>th</sup> September, 2013 for the announcement of recipients of the Small Towns Festive Grants with Councillors in attendance. If persons directly involved with the application are unable to attend another representative from the community are welcome in their place.

Upon completion of a project funded by the Small Towns Festive Grant recipients will provide Council with a written acquittal report by 31 January 2013 including supporting documentation such as photographs of installations and a financial statement supported by copies of invoices or receipts.

#### **How to Apply**

Applications for Small Township Festive Grants Program Guidelines may be either emailed to [grants@shepparton.vic.gov.au](mailto:grants@shepparton.vic.gov.au), or mailed to Festive Grant Program, Greater Shepparton City Council, Locked Bag 1000, Shepparton VIC 3632. To assist with the approval of your application please provide attachments relevant to support your groups vision for the festive decorations detailed in your report. Pictures of materials or products you have sourced together with photographs of potential sites for these decorations to be placed will assist the committee in assessing the viability of your application. All applications for funding under this scheme must be received by 5pm on June 28<sup>th</sup> 2013.

Successful applicants will be notified Mid-September, 2013.

Prior to submitting your application, it is strongly advised that you discuss your application with a Council representative. Please contact Karli Sutherland, Acting CBD & Township Development Officer on 03 5832 9532 or email [karli.sutherland@shepparton.vic.gov.au](mailto:karli.sutherland@shepparton.vic.gov.au).

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## Small Towns Festive Grant Program 2013

### 1. Your Group

1. Name of Group: Mooroopna Men's Shed
- Contact Person: Allan Parker
- Position within Group: Secretary
- Address: 25 Alexandra Street, Mooroopna Vic 3629
- Telephone number: 0498 713 769 Fax number: 5825 1183
- Email address: mooropnamensshed@hotmail.com

2. Is your group registered for GST (please circle)? NO

3. Is your group an Incorporated Body (please circle, and see text in box below)?

NO

If "YES", please enter your incorporation number here \_\_\_\_\_

If "NO", you will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or "auspice the grant") on your behalf. Should you wish to submit an application but have been unsuccessful in securing an organisation to auspice your grant please contact Council to discuss. Please complete the details below if you have arranged for an organisation to manage the grant on your behalf:

Name of Auspice organisation: Mooroopna Education & Activity Centre

Authorised Person's Name: Liz Meloury

Position within Auspice Organisation: Manager

Auspice Organisation's Address: 23 Alexandra Street, Mooroopna, Vic. 3629

Telephone number: 03 5825 1774 Fax number: 5825 1183

Email address: manager@mcginc.com.au

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*Please note that if this application is being auspiced, the authorised person is also required to sign this application in section 4, acknowledging that their organisation has agreed to auspice this application.*

## 2. Your project

**Please complete the following questions:**

- (a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

The Mooroopna men's Shed is obtaining a quantity (over 50) of life sized wooden Christmas decorations from the Shepparton Apex Club. They will require some refurbishment including repairing, sanding painting where necessary. Some will be used as templates to construct others. Timber, bolts, nuts, screws and brackets will be needed to affix these at various locations within the Mooroopna CBD, schools, kindergartens etc. (see list of proposed locations & photos).

Where necessary the Mooroopna Men's Shed will be seeking permission to install these decorations once the outcome of this application is known. The Men's shed has verbal support from the Recreation and Parks Department (Mark Lambourn) regarding installation in park areas.

---

- (b) Who will own the installations once they are purchased, and where they will be stored?

The Mooroopna Men's Shed will own all of the purchased items although some will be consumed. All non-consumables will be stored at the Mooroopna Men's Shed.

- (c) Will the installations be utilised in coming years?

Yes. The Mooroopna Men's Shed will store the wooden decorations. The equipment purchased will enable the men's shed to refurbish, repair, maintain and create decorations into the future.

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### 3. Your budget

*(see next page for an example of how to complete the budget)*

<b>Income Source</b>	<b>Amount</b>
Greater Shepparton City Council (this application)	\$1,999.00
Men's Shed labour input 50units x 3 hours x \$25	\$3,750.00
Erection of 50 life size wooden decorations x 2 x \$25	\$2,500.00
Donation of Wooden Christmas Decorations (Shepparton Apex)	\$1,500.00 *
<b>TOTAL</b>	<b>\$9,7249.00</b>

<b>Expenditure Items</b>	<b>Amount</b>
Timber, 90 x 45; 200 metres @ \$3.50/metre	\$700.00
Screws, 500 x 75mm (\$80); 500 x 30mm (\$64)	\$144.00
Brackets, 200 x \$1.50	\$300.00
Paint, 4 x 4lt @ \$84 ea; 2 x 1lt @ \$30ea	\$396.00
Sandpaper	\$30.00
Rollers, 2 sets	\$30.00
Paint Brushes x 4	\$40.00
Orbital Sander	\$159.00
Mouse Sander	\$100.00
Jigsaw	\$100.00
<b>TOTAL</b>	<b>\$1,999.00</b>

**\*Note:** the cost of a raw sheet of marine ply to make each of these life size decorations is \$65.00 if purchased new, therefore 50 sheets would cost \$3,500. A \$ amount is put in to reflect the second hand nature of these decorations.

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**Example budget**

Provide detail here on the sources of income for your project

Income Source	Amount
Greater Shepparton City Council (this application)	2,500
<i>Our Club</i>	500
<i>Donation</i>	100
<b>TOTAL</b>	<b>3,100</b>

Provide detail here on the items you want to buy

Expenditure Items	Amount
<i>Potted Christmas trees (20 at \$110 each)</i>	2,200
<i>Strings of lights (20 at \$20 each)</i>	400
<i>Extension cords</i>	200
<i>Decorations</i>	300
<b>TOTAL</b>	<b>3,100</b>

If you have quotes for any of the items you will be purchasing, please include them with your application

Income and expenditure must be equal

M13/25269

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**4. Declaration**

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

***If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:***

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

M13/25269

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**4. Declaration**

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: AG Parker

Name: ALLEN PARKER

Title: SECRETARY MOOROOPA NEWS SHED

Date: 25/6/13

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

**If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:**

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: LD Melby

Name: LD Melby

Organisation: MOOROOPA EDUCATION & ACTIVITY CENTRE

Title: MANAGER

Date: 25/6/13

M2012/57894



***Mooroopna Men's Shed*****Christmas Decorations - Potential Sites**

1	Alexandra Street - Kindergarten
2	McLennan Street looking West
3	McLennan Street - Opposite newsagency
4	McLennan Street - OppositeRidleys/Bus stop
5	McLennan/O'Brien Streets - near cows
6	O'Brien Street - Mooroopna Primary School
7	O'Brien Street - Save The Children Kinder
8	Morrell Street - Swimming pool
9	Morrell Street - Kinder
10	Alexandra Street - HUB Alexandra Street - Men's
11	Shed
12	McLennan Street West - Trotting Track
13	Ferrari Park- Western end
14	McLennan Street/Echuca Road - opposite Police station Ferrari Park - Memorial
15	Gates
16	Echuca Road - Kinder
17	Mooroopna Bowls Club
18	Echuca Road North - Kinder

Mooroopna



**Grant Assessment Form – Small Town Festive Grant Program**

Thank you for your time in assessing applications for a Small Town Festive Grant.

The applications you will assess have already passed a pre-eligibility check that deems them of sufficient quality and relevance to the program.

This part of the assessment process is to assess applications across a range of criteria specific to the program.

This program seeks to fund festive projects for small communities by:

- Enabling local community organisations to be actively involved in creating a festive atmosphere in their local community.
- Increase the communities stock of Christmas decorations each year
- Encourage the small towns where possible to involve numerous community organisations and community members with sourcing, purchasing and installing of festive decorations.

Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

5 = Excellent

4 = Good

3 = Satisfactory

2 = Weak

1 = Not Satisfactory

Please also provide written information to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes  No

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5  
*or creation*

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

~~3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5~~

~~4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5~~

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  Highly recommended  
 Recommended  
 Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

Great to see such a good application from Moorospna. Well set out and realistic. Moorospna has missed out in the last 3 years and will do well with this grant.

Tallygaroopna

**Grant Assessment Form – Small Town Festive Grant Program**

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**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

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I declare that:

- Conflict of Interest**       I DO NOT have a conflict of interest  
     I DO have a conflict of interest

- I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**       Yes       No

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5  
*creation*

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

~~3. Evidence of effective consultation, networking and partnering with Community Organisations.~~  1  2  3  4  5

~~4. Extent to which the Community Organisation has contributed in kind support to deliver the project.~~  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  
 Highly recommended  
 Recommended  
 Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

*Information about location is missing.  
 Detailed info on product to be purchased. Good storage location.*

Congupna

**Grant Assessment Form – Small Town Festive Grant Program**

Thank you for your time in assessing applications for a Small Town Festive Grant.

The applications you will assess have already passed a pre-eligibility check that deems them of sufficient quality and relevance to the program.

This part of the assessment process is to assess applications across a range of criteria specific to the program.

This program seeks to fund festive projects for small communities by:

- Enabling local community organisations to be actively involved in creating a festive atmosphere in their local community.
- Increase the communities stock of Christmas decorations each year
- Encourage the small towns where possible to involve numerous community organisations and community members with sourcing, purchasing and installing of festive decorations.

Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

**Conflict of Interest**       I DO NOT have a conflict of interest  
     I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**       Yes       No

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase */creation* of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

~~3. Evidence of effective consultation, networking and partnering with Community Organisations.~~  1  2  3  4  5

~~4. Extent to which the Community Organisation has contributed in kind support to deliver the project.~~  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  
 Highly recommended  
 Recommended  
 Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

*Information about location is missing.  
 Good storage location.  
 Detailed information on product to be purchased.*

Toolamba

**Grant Assessment Form – Small Town Festive Grant Program**

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A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

- Conflict of Interest**       I DO NOT have a conflict of interest  
 I DO have a conflict of interest

- I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**
- Yes       No



Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5  
*create*

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

~~3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5~~

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  
 Highly recommended  
 Recommended  
 Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

*This application does not provide much detail in relation to their process, however it is a sufficient application.*

Tatura

**Grant Assessment Form – Small Town Festive Grant Program**

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- Encourage the small towns where possible to involve numerous community organisations and community members with sourcing, purchasing and installing of festive decorations.

Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

- Conflict of Interest**       I DO NOT have a conflict of interest  
     I DO have a conflict of interest

- I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**       Yes       No

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5 *creation*
- 2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5
- 3. ~~Evidence of effective consultation, networking and partnering with Community Organisations.~~  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

*Happy to fund items for christmas decoration & material but not for advertising & promotion.*

Dookie

**Grant Assessment Form – Small Town Festive Grant Program**

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- Encourage the small towns where possible to involve numerous community organisations and community members with sourcing, purchasing and installing of festive decorations.

Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

- Conflict of Interest**
- I DO NOT have a conflict of interest
- I DO have a conflict of interest

- I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**
- Yes     No

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5  
*/creation*

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

~~3. Evidence of effective consultation, networking and partnering with Community Organisations.~~  1  2  3  4  5

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  
 Highly recommended  
 Recommended  
 Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

*No in-kind provided. Good application which include quotes.  
Location excellent.*

**Grant Assessment Form – Small Town Festive Grant Program**

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Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

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I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes

No

Dookie

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5
- 2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5
- 3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?
 

<input checked="" type="checkbox"/>	Highly recommended
<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not recommended

Amount recommended:

\$1,945

Please justify your recommendation & provide any further comments:

Dookie have in the past demonstrated their ability to erect Christmas decorations according to our requirements.

### **Grant Assessment Form – Small Town Festive Grant Program**

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Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

#### **Conflict of Interest**

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I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes

No



Tollygarroopna.

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?   
  Highly recommended   
  Recommended   
  Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

Happy to approve subject to further information such as location and confirmation of other landcaire members knowledge of project.

**Grant Assessment Form – Small Town Festive Grant Program**

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**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

**Conflict of Interest**  I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes  No

Congupna

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5
- 2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5
- 3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?
 

<input checked="" type="checkbox"/>	Highly recommended
<input checked="" type="checkbox"/>	Recommended
<input type="checkbox"/>	Not recommended

Amount recommended:

2,000.

Please justify your recommendation & provide any further comments:

Approved under the condition further information is gained concerning locations / groups knowledge of project.

**Grant Assessment Form – Small Town Festive Grant Program**

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Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

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I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes

No

Toolamba

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

3. Evidence of effective consultation, networking and partnering with Community Organisations.  ~~1  2  3  4  5~~

4. Extent to which the Community Organisation has contributed inkind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

conversation regarding detail of inkind and budget needed.

**Grant Assessment Form – Small Town Festive Grant Program**

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Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

**Conflict of Interest**       I DO NOT have a conflict of interest  
 I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes       No

Tatura

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended:

Please justify your recommendation & provide any further comments:

Great project - community capacity at its best.

**Grant Assessment Form – Small Town Festive Grant Program**

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Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

**Conflict of Interest**       I DO NOT have a conflict of interest  
 I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes       No



Mooroopna

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended: \$1,999.00

Please justify your recommendation & provide any further comments:

Satisfies criteria for grant. Town has not put in application in last two rounds.

Congypna

**Grant Assessment Form – Small Town Festive Grant Program**

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Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

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I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes  No

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase/ *Create* of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended:  *Tina Zappone*

Please justify your recommendation & provide any further comments:

*Subject to locations being specified & confirmations with other Members of the Congrega/Tolly L'care Group Members*

Toolamba.

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- Increase the communities stock of Christmas decorations each year
- Encourage the small towns where possible to involve numerous community organisations and community members with sourcing, purchasing and installing of festive decorations.

Applications should be strong on one or more of these objectives.

A score of 1 to 5 must be provided for each criterion where:

**5 = Excellent**

**4 = Good**

**3 = Satisfactory**

**2 = Weak**

**1 = Not Satisfactory**

Please also provide **written information** to justify your score.

**Conflict of Interest**

All assessors must declare if they have, or could be perceived to have a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application, instead please notify the Grants Team.

I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes

No

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5
- 2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5
- 3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?
 

<input type="checkbox"/>	Highly recommended
<input checked="" type="checkbox"/>	Recommended
<input type="checkbox"/>	Not recommended

Amount recommended:

*Tina Zappala*

Please justify your recommendation & provide any further comments:

*Further discussion to be held in relation to the budget + the cost of the figures.*

Tatura

**Grant Assessment Form – Small Town Festive Grant Program**

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I declare that:

**Conflict of Interest**

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I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes  No

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended:

Tina Zappala

Please justify your recommendation & provide any further comments:

Not for advertising & promotion  
Need to clarify equipment to be purchased

Moaropna

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Please also provide **written information** to justify your score.

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I declare that:

**Conflict of Interest**

- I DO NOT have a conflict of interest  
 I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

- Yes     No



**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase *creation* of festive decorations.  1  2  3  4  5
- 2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5
- 3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?
 

<input checked="" type="checkbox"/>	Highly recommended
<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not recommended

Amount recommended:

\$1,999.

Tina Z.

Please justify your recommendation & provide any further comments:

*Fits all criteria.  
 & Miment agreed to purchase of equipment for the creation of item.  
 Excellent engagement with MPNA community.*

Tallygaropna.

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I declare that:

**Conflict of Interest**

- I DO NOT have a conflict of interest  
 I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

- Yes  No

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

1. The extent to which the application has outlined a proposal for purchase */create* of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  
 Highly recommended  
 Recommended  
 Not recommended

Amount recommended:

*Tina Zappala*

Please justify your recommendation & provide any further comments:

*Subject to locations being specified. & Confirmation with other members of the Congregns/Tolly Landcare Group Mbers.*

Doddie

**Grant Assessment Form – Small Town Festive Grant Program**

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**4 = Good**

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Please also provide **written information** to justify your score.

**Conflict of Interest**

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I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes  No

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5
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- 7. What is your final recommendation overall application score for funding of this application?  
 Highly recommended  
 Recommended  
 Not recommended

Amount recommended:

Tina Zappala

Please justify your recommendation & provide any further comments:

Location to be confirmed -

**Grant Assessment Form – Small Town Festive Grant Program**

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I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes  No

Tahra

Assessment

A score of 1 to 5 must be provided for each criterion where:

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1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended:

\$ 2000-

Please justify your recommendation & provide any further comments:

Must note in the letter of offer for materials only not Advertising etc. Fantastic networking with numerous community groups

**Grant Assessment Form – Small Town Festive Grant Program**

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I declare that:

**Conflict of Interest**

- I DO NOT have a conflict of interest  
 I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

- Yes  No



Talugansona

Assessment

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase or *creation* of festive decorations.  1  2  3  4  5
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- 3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed inkind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended:

\$2000

Please justify your recommendation & provide any further comments:

Once again does all the members know that the application has been put in. Needs to be verified.  
 Also maybe best to note in kind donation of time for install + removal.

**Grant Assessment Form – Small Town Festive Grant Program**

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Please also provide **written information** to justify your score.

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I declare that:

**Conflict of Interest**

- I DO NOT have a conflict of interest  
 I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

- Yes  No

*Coopra*

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5
- 2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5
- 3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed inkind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?
 

<input type="checkbox"/>	Highly recommended
<input checked="" type="checkbox"/>	Recommended
<input type="checkbox"/>	Not recommended

Amount recommended:

*\$2000*

Please justify your recommendation & provide any further comments:

*3. Is everyone aware that the application has been put in. (from Landcare)*

*4. What about inkind work to install + remove*

Monroepia

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I declare that:

**Conflict of Interest**

- I DO NOT have a conflict of interest  
 I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

- Yes     No

Mpna

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase *or* *creation* of festive decorations.  1  2  3  4  5
- 2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5
- 3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?
 

<input checked="" type="checkbox"/>	Highly recommended
<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not recommended

Amount recommended:

\$1999

Please justify your recommendation & provide any further comments:

Cristina Jansfield

**Grant Assessment Form – Small Town Festive Grant Program**

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I declare that:

**Conflict of Interest**

- I DO NOT have a conflict of interest  
 I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

- Yes  No

Toolumba

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

Creation

1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5

2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5

~~3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5~~

4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5

5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5

6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5

7. What is your final recommendation overall application score for funding of this application?  Highly recommended  Recommended  Not recommended

Amount recommended:

\$2000

Please justify your recommendation & provide any further comments:

Needs consult with Applicant to improve Budget. Needs clarity, more detail - discussion about in kind.

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Please also provide **written information** to justify your score.

**Conflict of Interest**

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I declare that:

**Conflict of Interest**

I DO NOT have a conflict of interest

I DO have a conflict of interest

**I will treat all information confidential and keep secure all associated documentation to which I have access as a result of my participation in this assessment process**

Yes  No



Dookie

**Assessment**

A score of 1 to 5 must be provided for each criterion where:

1 = Not Satisfactory 2 = Weak 3 = Satisfactory 4 = Good 5 = Excellent

- 1. The extent to which the application has outlined a proposal for purchase of festive decorations.  1  2  3  4  5
- 2. The extent the application demonstrates the use of an appropriate location  1  2  3  4  5
- 3. Evidence of effective consultation, networking and partnering with Community Organisations.  1  2  3  4  5
- 4. Extent to which the Community Organisation has contributed in kind support to deliver the project.  1  2  3  4  5
- 5. The extent to which the application demonstrates a clearly defined budget that includes associated costs.  1  2  3  4  5
- 6. Applicant demonstrates an appropriate plan for storage and future use of Festive decorations.  1  2  3  4  5
- 7. What is your final recommendation overall application score for funding of this application?
 

<input checked="" type="checkbox"/>	Highly recommended
<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not recommended

Amount recommended:

\$1945 -

Please justify your recommendation & provide any further comments:

*Need to discuss with the applicant the exact location. Must be on Council Land*

G R E A T E R   S H E P P A R T O N  
G R E A T E R   F U T U R E



## Small Town Festive Grants 2013 Guidelines and Application Form

The Small Township Festive Grants Program provides grants for up to ten small towns in Greater Shepparton to enable local community organisations to purchase and install festive decorations such as lighting, Christmas trees, signage and banners. Applications for funding under this scheme must be submitted before 5pm on June 28<sup>th</sup>, 2013.

The funding is available to a population centre in Greater Shepparton with less than 10,000 people. This includes the following small towns, however other localities may also apply.

- Dookie
- Mooroopna
- Tallygaroopna
- Merrigum
- Katandra West
- Murchison
- Tatura
- Undera
- Toolamba
- Congupna

A limit of \$2,000 applies to each grant from each area. Only one grant application per area/township will be accepted.

### Eligibility

- Grants will not be made to individuals
- Groups should be not-for-profit and will generally be an incorporated body, although not having a certificate of incorporation does not make a group ineligible to apply. In this situation, the group applying for the grant will need to nominate another incorporated not-for-profit Community Group, Organisation or Club in Greater Shepparton willing to manage the grant funds (or “auspice the grant”) on their behalf. If you are considering making an application as an unincorporated body, please contact Council prior to making your application.
- Funding is not available for festive installations where installation contravenes Council policy.
- Funding is only available for festive installations. Events or activities cannot be funded by this program. The purchase of festive items can include the hire of contractors or equipment used to install the purchased items, however majority of the funds are to be allocated to the purchase of items and not to installation costs.

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Successful applicants agree to attend a morning tea on Wednesday 25<sup>th</sup> September, 2013 for the announcement of recipients of the Small Towns Festive Grants with Councillors in attendance. If persons directly involved with the application are unable to attend another representative from the community are welcome in their place.

Upon completion of a project funded by the Small Towns Festive Grant recipients will provide Council with a written acquittal report by 31 January 2013 including supporting documentation such as photographs of installations and a financial statement supported by copies of invoices or receipts.

#### **How to Apply**

Applications for Small Township Festive Grants Program Guidelines may be either emailed to [grants@shepparton.vic.gov.au](mailto:grants@shepparton.vic.gov.au), or mailed to Festive Grant Program, Greater Shepparton City Council, Locked Bag 1000, Shepparton VIC 3632. To assist with the approval of your application please provide attachments relevant to support your groups vision for the festive decorations detailed in your report. Pictures of materials or products you have sourced together with photographs of potential sites for these decorations to be placed will assist the committee in assessing the viability of your application. All applications for funding under this scheme must be received by 5pm on June 28<sup>th</sup> 2013.

Successful applicants will be notified Mid-September, 2013.

Prior to submitting your application, it is strongly advised that you discuss your application with a Council representative. Please contact Karli Sutherland, Acting CBD & Township Development Officer on 03 5832 9532 or email [karli.sutherland@shepparton.vic.gov.au](mailto:karli.sutherland@shepparton.vic.gov.au).

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## Small Towns Festive Grant Program 2013

### 1. Your Group

- 1. Name of Group \_\_\_\_\_
- Contact Person \_\_\_\_\_
- Position within Group \_\_\_\_\_
- Address \_\_\_\_\_
- Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_
- Email address \_\_\_\_\_

2. Is your group registered for GST (please circle)?    YES    NO

3. Is your group an Incorporated Body (please circle, and see text in box below)?

YES    NO

If "YES", please enter your incorporation number here \_\_\_\_\_

If "NO", you will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or "auspice the grant") on your behalf. Should you wish to submit an application but have been unsuccessful in securing an organisation to auspice your grant please contact Council to discuss. Please complete the details below if you have arranged for an organisation to manage the grant on your behalf:

Name of Auspice organisation \_\_\_\_\_

Authorised Person's Name \_\_\_\_\_

Position within Auspice Organisation \_\_\_\_\_

Auspice Organisation's Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address \_\_\_\_\_

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*Please note that if this application is being auspiced, the authorised person is also required to sign this application in section 4, acknowledging that their organisation has agreed to auspice this application.*

**2. Your project**

**Please complete the following questions:**

- (a) Please provide details of the festive installations to be purchased and where will they be installed? If possible provide supporting photographs, brochures or websites.

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- (b) Who will own the installations once they are purchased, and where they will be stored?

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- (c) Will the installations be utilised in coming years?

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**3. Your budget**

*(see next page for an example of how to complete the budget)*

Income Source	Amount
Greater Shepparton City Council (this application)	
<b>TOTAL</b>	

Expenditure Items	Amount
<b>TOTAL</b>	

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**Example budget**

Provide detail here on the sources of income for your project

Income Source	Amount
Greater Shepparton City Council (this application)	2,500
<i>Our Club</i>	500
<i>Donation</i>	100
<b>TOTAL</b>	<b>3,100</b>

Provide detail here on the items you want to buy

Expenditure Items	Amount
<i>Potted Christmas trees (20 at \$110 each)</i>	2,200
<i>Strings of lights (20 at \$20 each)</i>	400
<i>Extension cords</i>	200
<i>Decorations</i>	300
<b>TOTAL</b>	<b>3,100</b>

If you have quotes for any of the items you will be purchasing, please include them with your application

Income and expenditure must be equal

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**4. Declaration**

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*To be signed by a person with delegated authority to apply on behalf of the group or organisation, i.e. Chairman or Secretary

***If you answered NO to question 3, please ask an authorised representative of your Auspice organisation to complete the following:***

I confirm that I am a duly authorised representative of the organisation named below, and that the organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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