

Latrobe City Community Gaming Support Fund

2011/2012 – Round 2 Grant Application Guidelines

Background

The Trust was established in May 1998 by the Council for the purpose of providing an independent charitable trust that provides for the future of the Latrobe community. The Trust manages various funds, one of which is the **Latrobe City Community Gaming Support Fund** (previously known as the Gambling Impact Fund) pursuant to the Latrobe City Community Gaming Agreement adopted by Council on 21 June 2010.

Financial support is available through the Latrobe City Community Gaming Support Fund to assist individuals and families, particularly those directly and indirectly affected by the associated issues of problem gaming.

Under the terms of the Agreement, Council provides local gaming venue operators with a general rates waiver of 100% in return for contributing an amount equivalent to 110% of their general rates into the Latrobe City Community Gaming Support Fund to directly benefit our local community.

Each of the six local gaming clubs - Yallourn Bowling Club; Morwell Bowling Club; Italian Australian Club; Moe Racing Club Turfside Tabaret; Traralgon Bowls Club and the Morwell Club – now has one of these ongoing Agreements with Council and in 2011/12 they will collectively contribute almost \$40,000 to the Trust Fund.

The Latrobe City Trustees are now calling for applications for funding from individuals and organisations providing support services and/or alternative programs/activities to assist the disadvantaged within our community including those experiencing hardship as a consequence of problem gaming.

Criteria for assessment of applications

The following general eligibility criteria have been developed as a guide to the types of programs to which priority consideration will be given for grants from the Latrobe City Community Gaming Support Fund:

- Programs that demonstrate a substantial benefit to the community especially for those directly and indirectly affected by the associated issues of problem gaming.
- Problem gaming programs/projects of significance that will offer effective counselling and diversionary services and programs to the Latrobe City community.
- Programs/projects where there is a substantial financial commitment from non local government sources, including in-kind contributions.

Successful applications should also:

- Be strategically linked to other developments promoting social and economic development in the local community.
- Build on best practice and be innovative.
- Demonstrate and require a contribution from the community.
- Demonstrate the capacity for successful implementation.
- Represent value for money.

Funds will not be allocated for the following:

- Applications from key operatives as defined by the Gambling Regulation Act 2003.
- Agencies or activities not based in the Latrobe City or benefiting the municipality's residents.
- Retrospective purposes of any description.
- Projects where the activity is clearly the core funding responsibility of State/Commonwealth government, unless the applicant can demonstrate that additional funding will expand and/or enhance the project and deliver practical benefits for the Latrobe City community.
- Commercial activities.
- Projects which are not universally accessible to all sections of the community.
- Applications seeking funding for a third party.
- Projects that have successfully obtained a Capital Works Grant or a Minor Community Grant from Latrobe City Council in the current financial year.

Selection Process

- A written application must be submitted.
- A Panel comprising Trustees, representatives from the gaming industry and Council officers will consider all applications and make recommendations to the Trust. Applicants must be prepared to be interviewed.
- Merit is the primary test of the quality of an application, however in determining the level of the grant, consideration will be given to financial need.
- An assessment is made of the benefits that this will bring to the community, following the completion of the project for which the grant is sought.
- The Latrobe City Trust reserves the right to cancel a grant if, in its opinion, the purposes for which the grant was approved change substantially, or if there is evidence of unsatisfactory progress.
- Recipients of grants are required to submit a report on the project undertaken, and endeavour to promote the Latrobe City Trust wherever possible.
- The Trust's decision on all applications is final and no correspondence will be entered into relating to unsuccessful applications.

Please note that as the Latrobe City Trust is a charitable trust under the Taxation Act, it may be necessary for the Trustees to refer your application to the Taxation Department.

The Trustees have absolute discretion as to which applicants will receive a grant.

Procedure

Applications must be lodged on the official application form. Please complete all questions and the cost summary. Further attachments may be included, but all information must initially be supplied on the official application form.

Where applicable, the following information must also be supplied:

- Copy of last audited financial report
- Copy of constitution

How to lodge an Application

Completed applications can be:

- hand delivered to: any of Council Service Centres at Kay Street Traralgon; Commercial Road Morwell; Albert Street Moe; and Philip Parade Churchill;

OR

- posted to: Rosie Berry, Trust Administration Officer, Latrobe City Council, PO Box 264, Morwell 3840.

NOTE: Applications lodged via email to Rosie.Berry@Latrobe.vic.gov.au will be accepted but an original hardcopy must follow and be received.

Applicants should understand that the limited funds of the Latrobe City Trust will not allow all proposals of merit to be funded. Rejection of an application, therefore, need not mean that it was not well regarded by the Trustees.

Applications open: 13 February 2012

The closing date is strictly 5:00pm, Friday, 16 March 2012.

WE RECOMMEND THAT YOU GIVE YOUR APPLICATION PROMPT CONSIDERATION AND ENSURE THAT IT IS LODGED APPROPRIATELY AND IN GOOD TIME AS THE ASSESSMENT PROCESS AND SET TIMETABLE WILL NOT ALLOW YOUR APPLICATION TO BE AFFORDED SPECIAL CONSIDERATION.

Assistance

Council's Community Strengthening Team can assist Applicants with their project submission. Should you require such assistance, please contact Coordinator Community Strengthening, Heather Farley on 5128 5648 for an appointment.

Enquiries

Further advice is available from Tom McQualter on 5128 5657 or Tom.Macqualter@latrobe.vic.gov.au

Latrobe City Trust

PO Box 264, Morwell 3840

Telephone: 1300 367 700 Fax: (03) 5128 5672

Email address: latrobe@latrobe.vic.gov.au

Internet: www.latrobe.vic.gov.au/About/LatrobeCityTrust

Latrobe City Community Gaming Support Fund

2011/2012 – Round 2 Grant Application Form

Privacy Notification Statement (Collection Statement)

The personal information requested on this form is being collected by Council under the Latrobe City Community Gaming Agreement for and on behalf of the Latrobe City Trust in order to process and evaluate your application for a grant under the Latrobe City Community Gaming Support Fund which the Latrobe City Trust manages.

The personal information will be used solely by Council and the Latrobe City Trust for that primary purpose or directly related purposes. Council will disclose this information to the Latrobe City Community Gaming Support Fund Advisory Panel to enable Panel members to make a recommendation on your application to the Trustees.

Latrobe City Trust
PO Box 264, Morwell 3840
Telephone: 1300 367 700 Fax: (03) 5128 5672
Email address: latrobe@latrobe.vic.gov.au
Internet: www.latrobe.vic.gov.au/About/LatrobeCityTrust

1. Organisation Information

Each field below must be completed in full.

Organisation

Title (i.e. Mr / Mrs / Ms)

First Name

Surname

Position title

Address

Town

Telephone: BH: AH: Mobile:

Fax Number

E-mail address:

ABN (if applicable)

Are you registered for the GST? Yes No

Is your Organisation Incorporated? Yes No

Incorporation No

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Please note:

The Latrobe City Trustees have absolute discretion as to which applicant will receive a grant. The Trust's decision on all applications is final and no correspondence will be entered into relating to unsuccessful applications.

e) What area of the community will benefit from this project?

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f) Process of Evaluation to measure impact against objectives of the project.

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g) Aims and Objectives of your organisation:

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h) Brief history of your organisation:

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i) Membership / Affiliations:

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j) Current activities of your organisation:

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3. Project Funding

Source

Income Source	Confirmed \$	Anticipated \$	Total \$
Latrobe City Trust			
Latrobe City Council			
Community club/organisation contribution			
Value of voluntary labour or in kind support (Please specify unit costs such as hourly rates and quantities etc)			
State Government			
Federal Government			
Other (Please specify)			
Total income for project			

Please note:

- 1) The total income for the project must equal the total cost for the project.
- 2) If you have received State/Federal Funding, please refer to Guidelines to determine your eligibility.

- a) **How was the total cost of the project determined?**
Eg. Quotes (**Please attach any supporting documentation**)

Project Details (eg. service delivery, project works, resource materials, professional services)	\$ Amount for this stage of the Project	Quote Attached
1.		Yes/No
2.		Yes/No
3.		Yes/No
4.		Yes/No
Project Cost	\$	
Plus GST 10% of Project (if not already included)	\$	
Total Project Cost	\$	

b) Please detail any funding received from Latrobe City Trust over the past three years.

Financial Year	Amount	Purpose
2009/10		
2008/09		
2007/08		

c) If you received funding from Latrobe City Trust in 2011/2012, have you provided an Acquittal on the project and details of the expenditure of the funds?

Yes No

Please note that your application will be disadvantaged if we do not receive an Acquittal or your reconciled statement of expenditure and income associated with previous grants.

d) Please detail any funding received from Latrobe City Council over the past three years.

Financial Year	Amount	Purpose
2009/10		
2008/09		
2007/08		

e) Has your organisation applied to Council for a Capital Works Grant or a Minor Community Grant in the current financial year?

Yes No

If yes, please provide detail as to whether or not your application was successful:

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4. Project Planning

a) Timelines for the Project:

Key Tasks / Milestones	Date of Completion
1.	
2.	
3.	
4.	

b) What stage is your project at?

- Concept plans/project outcomes prepared Yes No N/A
- Detailed designs for specification completed Yes No N/A
- Appropriate methods/techniques defined Yes No N/A
- Quotations or tenders received Yes No N/A

5. Project Background & Priority

a) Is this project the continuation of an existing project or is it a new project?

- Existing Project New Project

b) Does this project require any of the following:

- Building Permit Town Planning Event Planning
- Council Permission Not Applicable

Please state why one of the above is required for the project.

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6. Publicity Opportunities / Acknowledgement of Trust Funding

Receipt of funding from the Latrobe Community Gaming Support Fund represents an opportunity for your organisation, the Latrobe City Trust and the local gaming venue operators which contribute to the Fund under the Latrobe City Community Gaming Agreement to obtain positive publicity.

- a) **Do you agree that Latrobe City Trust will be recognised as the major sponsor? If the answer is 'no', you may be asked to provide evidence that another sponsor's contribution is greater than that provided by Latrobe City Trust. In such cases, Latrobe City Council will need to be advised that they will be recognised as minor sponsor.**
- Yes No
- b) **Do you agree that Latrobe City Trust will be recognised in all publications, contact with the media, newsletters, stationery, events and promotions as a sponsor of your club/organisation?**
- Yes No
- c) **Do you undertake to give Latrobe City Trust prior notice to participate in any public relations activities associated with the project?**
- Yes No
- d) **Do you undertake to recognise Latrobe City Trust as a participant in any launch, opening, dedication ceremony or any lasting memorial to your project?**
- Yes No

8. Applicant's Declaration

Please complete the details below on behalf of your organisation.

I declare that I have been authorised by the applicant organisation to prepare and submit this application to Latrobe City Trust for the 2011/12 Latrobe City Community Gaming Support Fund Grants Program.

I declare that the information included in this application is true and correct, and that

_____ (name of organisation)

will abide by all of the conditions set out in the Latrobe City Community Gaming Support Fund Guidelines.

Name:	
Position:	
Telephone:	
Email:	
Signature:	
Date:	

If you choose not to provide this information, Latrobe City Trust will be **unable** to process your application. The applicant acknowledges that the personal information provided is so that the application for funding can be processed.

Round 2 Applications Close: At 5:00pm on Friday, 16 March 2012.

Hardcopy applications can be submitted either by post addressed to:

Ms Rosie Berry
Trust Administration Officer
Latrobe City Council
PO Box 264
MORWELL VIC 3840

Or:

Hand delivered to any of Council Service Centres in Moe, Morwell, Churchill and Traralgon.

Note: Applications can initially be lodged via email to Rosie.Berry@Latrobe.vic.gov.au but an original hardcopy must follow and be received.

Enquiries to: Rosie Berry on 5128 5666.