



COMMUNITY GROUP LOAN APPLICATION PACKAGE



room to move

room to play



COMMUNITY GROUP LOAN APPLICATION GUIDELINES

PURPOSE

In providing funding support for community groups within Coorong District Council, the intent is to:

- Promote participation in local community activities of recreation and sport, cultural activities, community development, lifelong learning, social and welfare activities.
- Financially assist community groups based in the Council area.
- Promote community pride in the Council area.

ELIGIBILITY CRITERIA

Loan applications must satisfy the following criteria:

- Applications must be for projects based within Coorong District Council area.
- The project must benefit a range of people in the community.
- Loans will predominantly be used for capital improvements.
- The repayment period should not exceed 10 years.
- The loan funding should only account for up to 50% of the overall project cost, inclusive of in-kind support.
- The application must clearly demonstrate the capacity to repay the loan including:
 - Detailed expenditure and revenue forecast budget for term of loan
 - Forecast repayment schedule for the term of loan
 - Additional fundraising and income generating activities
- The application must provide evidence that the loan application has been approved by a majority of the community group's members (i.e. minutes of special meeting of all financial members).
- Any group making an application for amounts over \$5,000 under this Policy will be required to attend either a briefing session or Council meeting to present their application and respond to Council Members' questions or information requirements.

ALLOCATION OF LOANS

For the purpose of this policy, loans are described as *"the lending of money with or without interest, to organisations with an agreement for these funds to be re-paid within a given period of time"*.

Applications for interest or interest free loans will be considered for community groups who:

- Demonstrate little capacity to earn funds as a result of their normal activities.
- Has membership or work which is provided predominantly by volunteers.
- Are developing an asset on Council property.
- Have limited capacity to obtain funding from other sources.

Where the financial resources and revenue raising capabilities of groups indicates that there is an opportunity to earn funds from other sources, Council may agree to:

- Act as guarantor for the organisation.
- Borrow funds from the Local Government Finance Authority (LGFA) on behalf of the organisation.
- Loan funds from existing Council cash reserves, with or without interest
- Consider a loan application in conjunction with an application made under Council's Community Events, Grants & Donations Policy.

INTEREST FREE LOANS

Whilst the main intent of this policy is to provide loans with interest for significant projects, Council will consider interest free loans on the following basis:

- Where exceptional circumstances exist; primarily when a business case for a project indicates strong economic or social benefit to the community.
- When an amount of \$5,000 or less is requested by a community or sporting group, noting that the repayment rate of any loan under this clause is a minimum of \$1,000 per annum.

DRAW DOWN FROM EXISTING APPROVED LOANS

Any community group, through application to the Chief Executive Officer, may request a draw-down of an existing loan on the provision it does not exceed the amount or the term of the loan approved by Council. In the event the request exceeds the approved amount or term, all re-draw applications will be considered by Council.

CONDITIONS OF APPLICATION

- Only one active loan per community or sporting group will be considered in any three (3) year period
- Applications must be received on the prescribed application – as contained within this application package.
- Loans will not be approved retrospectively
- Each application will be decided on its merit and in accordance with the general eligibility criteria outlined in this policy
- Where the application relates to an asset the organisation may be required to demonstrate that effort is being made to care for the facilities and grounds, within the financial capability of the organisation.

Section 1: Applicant Details

Name of organisation: _____

Postal address: _____

Contact person _____

Daytime telephone: _____ Email: _____

Organisations ABN: _____

BSB Bank A/c number: _____ A/c Name: _____

Section 2: About the Applicant

Please give a brief description of the aims of your group

What are the main activities of your group?

Does your organisation hold regular management or committee meetings? Yes No

If yes, how often? _____

Are your organisation / group incorporated? Yes No

If no, please name the Incorporated Association that will receive and administer the loan on your behalf, attach a letter from that association to confirm this arrangement, and provide their ABN.

Name & ABN: _____

Describe your capital improvement in one sentence. _____

Please state how many people will benefit and how the capital improvement will be of value to them and the community?

Will the community be involved in the designing and implementing the capital improvement?

Yes No

If so, how?

How did you decide the capital improvement was needed by the community?

How will the project be promoted in the community?

Have you received a loan from Council before? If so please name the year, the amount provided and the purpose.

Has your organisation received any other loans in the past five years? If so, please provide details i.e. the funder, the amount and the year and purpose of the loan.

Section 3 Budget Information

Please note the following when preparing the budget section:

Start with the project cost section and try to list all possible costs.

An in-kind contribution is a non – cash contribution that is given a monetary value. For example:

- You are providing labour on the project. If you put in 48 hours voluntary work toward the project then multiply that by \$15.00 per hour. This gives an in-kind contribution of \$720.00.
- You are utilising a privately owned trailer for the Capital Project. A trailer used for 4 hours would cost \$15.00 per hour, which gives an in-kind contribution of \$60.00.

When calculating voluntary hours, only calculate the hours spent by volunteers preparing, planning and actually doing the specified project.

*If you require assistance completing your application form, please call Council on 1300 785 277

If necessary, attach a separate project budget and ensure all associated costs are detailed.

All expenses involved in undertaking the project must be listed in Project Costs Section A.

PLEASE NOTE: - Corresponding quotes or significant evidence must be attached as verification i.e. quotes for equipment, expenses or materials etc required for your project. If not attached, the application will not be considered.

BOTH SECTIONS OF THE BUDGET MUST BE COMPLETED. – (A) MUST EQUAL (B). The balancing factor is the amount you require from Council.

Section A - Project Costs Please include all project costs in this section		Section B – Project Revenue Please note: you must match Councils funding dollar for dollar, either in cash or in kind.		
			AMOUNT OF LOAN REQUESTED	\$
Item – what do you need the money for?	Amount		Your organisations financial or in-kind contribution	
Other Project expenses			Donations (must be included in Section A)	
			Other support (i.e. bank loan other funding)	
Total Project costs (A)	\$		Total Project Revenue (B) (total to equal Section A)	

Section 4 - Council premises permission

Is the Capital Project taking place on Council land or in Council premises? Yes No

If yes, please complete this section.

Name of organisation: _____

Do you have a current lease, licence, or permit with Council? Yes No

Is the proposed Capital Project permitted under that agreement? Yes No

Does your organisation's insurance cover the prescribed activity? Yes No

Have you previously sought approval from Council to undertake this activity? Yes No

Upon submission of the Loan application, this section will be forwarded to Council's Community Land officer, where it will be considered in accordance with any agreement or approval Council may have Loaned to your organisation for use of Council property. This is not the same as having Building or Planning approval. Where necessary, these approvals will be required prior to the distribution of any Loan.

Internal use only - To be completed by Property Officer

Is the land or building where the proposed activity is taking place owned by Council, or under Council's care and control? Yes No

If yes, what type of agreement is in place ie: lease, licence, and permit? _____

Is the proposed Capital Project permitted under the agreement? Yes No

If no, is the activity approved? Yes No

Is a change to the agreement required? Yes No

If yes, please provide details:

Signed _____

Date _____

Position _____

Section 5 – Certification checklist.

Essential supporting documentation: You must attach the following information to meet with guidelines. Applications will not be considered without this information.

Have you attached the following?

- A copy of your organisations or sponsors incorporation certificate if incorporated?
- A copy of your organisations most recently certified financial statements (income & expenditure, balance sheet or trading statement)?
- If applicable, a letter from the incorporated body who will receive a Loan on your behalf?
- Quotes for professional services / equipment? You must be able to justify the money you will spend.
- A copy of written approval from landowner / holder for capital works?
- A detailed expenditure and revenue forecast budget for term of loan.
- Forecast repayment schedule for term of loan
- Details of additional fundraising and income generating activities

Highly desirable supporting documentation:

- A letter of endorsement from the State association or peak body (i.e. support letter)?

Section 6 – Signatures

Authorised signature of applicant/s

Must be signed by two members of your organisations management committee. Unsigned applications will be returned to you.

Name: _____ (please print)

Signature: _____

Position: _____

Date: _____

COUNTER SIGNATORY OF MANGEMENT COMMITTEE

Name: _____ (please print)

Signature: _____

Position: _____

Date: _____

Section 7 Completion Record

It is a requirement of receiving a contribution for your project from the Coorong District Council that you complete this form and return it to Council. This information you include on this form and the items you attached to demonstrate the completion of your project are our record of the use to which Council's contribution have been put.

There is no time limit on returning this form but your organisation may be ineligible for any further contributions from Council for your projects until this project has been recorded as completed.

Applicant details:

Name of organisation: _____

Postal Address: _____

Name of person completing: _____

Capital Project Costs

Total actual cost of project (inc in kind) \$ _____

Amount received from Council \$ _____

Capital Project outcomes

Evidence that your project has been completed:

- Photographs
- Newspaper articles
- Articles in club / organisation newsletter
- Other

Statement of Project Income and Expenditure

Please attach a statement showing all income and expenditure for the project for which funding was received.

Certification Statement by organisation Treasurer

I can confirm that the Community Group Loan received from the Coorong District Council for the purpose for which it was given.

Name _____

Date: _____

Signature: _____

Daytime phone: _____