

**PRINCIPAL OFFICE:**  
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<h2>APPLICATION FORM – LOANS TO COMMUNITY GROUPS</h2>	SF206
	Responsible Officer: Manager Financial Services
	Issue Date: 20/03/2015
	Next Review Date: July 2020

Council has adopted Policy PO122 Loans to Community Groups to provide guidelines for the provision of loans to Community, Sporting and Recreational Clubs / Associations based within the area of the Yorke Peninsula Council and which may hold a lease of usage agreement over Council owned or controlled land, if appropriate. Organisations should read Policy PO122 before submitting the application form.

1.	Name of Organisation	
2.	Number of members*/financial members of your organisation *Cross out whichever does not apply	
3.	Brief Description of the organisation, its aim, objectives and major activities	
4.	Address for correspondence (please include both postal and email address)	
5.	Contact Person / Responsible Officer (please include Name & Address, Position in organisation, phone contact and email address)	
6.	Is the organisation currently Incorporated? (please circle)	Yes                      No
7.	Project Description (add additional pages if required)	

8.	Project budget (attached a more detailed sheet if necessary)	<p>..... \$.....</p> <p>..... \$.....</p> <p>..... \$.....</p> <p>..... \$.....</p> <p>..... \$.....</p> <p>..... \$.....</p> <p><b><u>Total Cost of the Project</u></b>                      <b><u>\$.....</u></b></p> <p>Other income (grants, donations)                      \$.....</p> <p>Council Loan requested                      \$.....</p>
9.	Date loan funds requested (please allow adequate time for Council to consider your request)	
10.	Please outline any in-kind contributions (e.g. materials, volunteers etc.)	
11.	Please outline how the project will benefit the community	
12.	<b>PLEASE ATTACH THE FOLLOWING INFORMATION</b>	
		check if attached
a)	Incorporation documentation	<input type="checkbox"/>
b)	Copy of Committee's approval/minutes to seek loan	<input type="checkbox"/>
c)	Organisation's Business/Management/Development Plan	<input type="checkbox"/>
d)	Copy of audited financial statements for the past three (3) years	<input type="checkbox"/>
e)	Budget showing organisation's ability to repay the loan	<input type="checkbox"/>
f)	Details of Public Liability Insurance Policy and Certificate of Currency	<input type="checkbox"/>
g)	Full details of the project and purpose for which the loan is sought – including concept plans, proposed applicant organisation's input into the project and how the project will be managed	<input type="checkbox"/>
h)	Letter confirming that the organisation will comply with Council's loan conditions as set out in PO122 Loans to Community Groups	<input type="checkbox"/>
i)	Any other information that you think will help Council in making its decision in relation to your application	<input type="checkbox"/>

Application and supporting documentation needs to be posted to:  
Yorke Peninsula Council, PO Box 57 Maitland SA 5573 or delivered to one of Council's Offices

For further information please contact: Manager Financial Services Ph: 08 8832 0000