

SHARE COMMUNITY GRANTS

Guidelines

The Yarriambiack Shire Council SHARE (SUSTAINABLE HEALTHY ADAPTABLE RESILIENT ENGAGED) Program is a community planning process established in 2010 to assist communities to:

- Develop Community Action Plans
- Promote individual projects for prospective funding and support
- Coordinate and plan for future infrastructure and service needs
- Build relationships and connections with stakeholders and other communities in times of significant change

The SHARE program will hopefully also see community members build skills, knowledge and develop and enhance optimistic attitudes through active involvement in their community projects while enhancing Council's capacity to facilitate community ownership and involvement.

Funding Availability

- Total pool of \$25,000 for this currently round
- All applications will be considered but not necessarily funded by the Council
- Depending on the amount of applications, the full amount of funding requested by an individual group may not be supported
- Maximum funding per organisation \$3000

WHAT do we want to fund?

- Projects that may not fit with other funding opportunities
- Seed funding for larger projects
- Small equipment (Eg. kitchen utensils, hockey sticks, B.B.Q, shade sail)
- Events
- Projects that encourage communities to work together and share equipment with other groups and organisations
- Projects that are innovative and creative
- Projects that promote and encourage safe practices and healthy living
- Activities for everyone in the community, including young people, older people, people of all abilities, people from different backgrounds
- Activities that celebrate community and local identity
- Projects that focus on our environment and sustainability
- Projects that generate tourism and visitors to the region
- Youth focused projects
-

What we won't fund?

- Retrospective funding – something you have already completed
- Prizes, raffles
- Wages
- Insurance
- Ongoing maintenance or running costs

Who won't we fund?

- An individual
- Any group *without* Public Liability Insurance
- Previous grant recipients who have not completed the intended project
- Late or incomplete applications
- ***Organisations who have received funding in the previous round***

Grant Opening

Monday January 29, 2018

Grant Closing

Application must be received by 5.00pm Monday March 5, 2018.

Notification of successful and unsuccessful grants April, 2018.

Applications are to be forwarded to:

Chief Executive Officer
Yarriambiack Shire Council
PO Box 243
WARRACKNABEAL VIC 3393

For further information, please contact Community Development Officer, Marianne Ferguson on
03 5398 0121 or email mferguson@yarriambiack.vic.gov.au



SHARE Community Grant Application Form

Name of Organisation

Postal Address

Town

Post Code

<input type="text"/>	<input type="text"/>
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Authorised person

Position Held

<input type="text"/>	<input type="text"/>
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Number of members:

Amount sought (**Maximum \$3000**)

<input type="text"/>	<input type="text"/>
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Telephone

Fax

<input type="text"/>	<input type="text"/>
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Email

ABN

Incorporation Number

<input type="text"/>	<input type="text"/>
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GST Registered

YES

NO

Description of what the grant funding will be used for:

Describe the direct benefit the project will have for the community:

Task/ Description	Expected expenditure
	\$
	\$
	\$
	\$
	\$
Total project cost	\$

Part Funding

To benefit as many community organisations as possible, funding may be divided and fully requested amounts may not be possible. Can your project proceed if only part funded?

Please highlight: **YES** **NO**

Additional Information

If necessary, please attach any relevant information regarding you grant application.

Signature of authorised person

Date

Please return applications to Yarriambiack Shire Council, PO Box 243 Warracknabeal, 3393
by 5.00pm, Monday March 5, 2018.

For further information, please phone Community Development Officer Marianne Ferguson on
03 5398 0121 or email mferguson@yarriambiack.vic.gov.au

DIRECT CREDIT

To Whom it May Concern:

Yarriambiack Shire Council is updating its Accounts Payable facilities to enable direct credits for the payment of Creditors.

This means we will be able to pay our account to you via direct payment into a bank account of your choice.

Remittance details will be available on request.

If you wish to participate, please fill in the details below and return to:-

**Yarriambiack Shire Council
PO Box 243
Warracknabeal Vic 3393**

Municipal Office
34 Lyle Street
Warracknabeal
Victoria 3393

ALL CORRESPONDENCE TO
P.O. Box 243
Warracknabeal
Victoria 3393

Telephone
(03) 5398 0100

Facsimile
(03) 5398 2502

Email
info@yarriambiack.vic.gov.au

Hopetoun

Telephone
(03) 50833001

Facsimile
(03) 50833309

Rupanyup

Telephone
(03) 5385 5060

Facsimile
(03) 5385 5300

Trading Name: _____

Name of Account: _____

Nominated Bank: _____

Nominated Bank Branch: _____

BSB: _____

Account: _____

Your Name: _____

Signed: _____

If you require a remittance by email please tick here.
(email address: _____)

If you require a remittance by fax please tick here.
(fax number: _____)

If you require a remittance by postage please tick here.

Statement by a supplier

(reason for not quoting an ABN to an enterprise)

PURPOSE

This fact sheet provides guidance on:

- pay as you go (PAYG) withholding from payments for supplies, and
- the requirements for quoting an Australian business number (ABN).

When you pay suppliers who provide goods or services to your business, those suppliers generally need to quote an ABN. They can quote their ABN on an invoice or some other document that relates to the goods and/or services they provide. If any supplier does not provide their ABN, you may need to withhold an amount from the payment for that supply. This is sometimes referred to as 'No ABN withholding'.

WITHHOLDING FROM PAYMENTS

Generally, you must withhold 46.5% of the total payment for a supply unless:

- you have an invoice or some other document relating to the supply on which the supplier's ABN is quoted
- the ABN of the supplier's agent is quoted (if the supply is made through the agent), or
- one of the exceptions to withholding applies or the supplier is not entitled to an ABN.

You may also be required to withhold 46.5% from the payment if you have reasonable grounds to believe that the ABN quoted is invalid (for example, it belongs to another entity).

QUOTING AN ABN

A supplier must quote their ABN by the time the payment is made to prevent 46.5% of that payment being withheld. A supplier may quote their ABN on an invoice or other document relating to the supply.

Documents on which an ABN may be quoted include:

- invoices
- quotes
- renewal notices (such as for insurance or subscriptions)

- order forms
- receipts
- contracts or lease documents
- letterheads, emails or internet records (web pages)
- records of over-the-phone quotation of an ABN and/or
- catalogues (and other promotional documents) the supplier produces.

You must keep this information with other records relating to the supply.

➤ You do not have to check whether the ABN is valid. However, if you suspect that the ABN quoted does not belong to the supplier or the supplier's agent, you can check it by either visiting www.abr.business.gov.au or phoning the Tax Office on **13 72 26**, 24 hours a day, seven days a week.

WHEN WITHHOLDING IS NOT REQUIRED

You do not have to withhold an amount from a payment if:

- the payer is not making the payment in the course of carrying on an enterprise in Australia
- the payment is \$75 or less, excluding any goods and services tax (GST)
- the supply that the payment relates to is wholly input-taxed, or
- the supplier is an individual and has given you a written statement which says:
 - the supply relates to a private recreational pursuit or hobby, or
 - the supply is wholly of a private or domestic nature for that supplier.

However, you should withhold if you have reasonable grounds to believe that this statement is false or misleading.

- The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.



You also should not withhold an amount from a payment if you are satisfied that:

- the supply is made by an individual or partnership without a reasonable expectation of profit or gain
- the supplier is not entitled to an ABN as they are not carrying on a business or enterprise in Australia, or
- the whole of the payment is exempt income for the supplier.

! If a supplier has applied for an ABN, they may ask you to hold back payment until the ABN has been obtained and quoted. This is a matter for you and the supplier to work out. However, unless one of the above exceptions applies, you must withhold 46.5% of the payment if it is made before an ABN is quoted. If you do not withhold from the payment, you may have to pay a penalty equal to the amount you should have withheld.

INFORMING THE PAYER IF NO WITHHOLDING APPLIES

As the payer, you may request a written statement from the supplier to justify not withholding if the supply:

- relates to a private recreational pursuit or hobby
 - For example, a hobby artist receives a prize of \$100 in a shopping centre art show.

or

- is wholly of a private or domestic nature for the supplier.
 - For example, a home owner sells some personal furniture to a second hand store.

As a minimum, the statement should contain:

- the supplier's name and address
- why it was not necessary to withhold, **and**
- the supplier's signature.

The Tax Office has developed a form, *Statement by a supplier*, which is attached to this fact sheet and can be used for this purpose.

If you do not withhold because an exception applies, you should keep sufficient records to:

- identify the supply and the supplier, and
- justify the reason for not withholding.

You may choose to obtain a signed statement from the supplier containing the required information or use our form. If we conduct a review and find that the statement was incorrect, you won't be penalised if we believe it was reasonable for you to rely on the supplier's signed statement.

IF YOU ARE REQUIRED TO WITHHOLD

If you are required to withhold an amount, you must:

- be registered for PAYG withholding. This can be done by phoning **13 28 66** between 8.00am and 6.00pm Monday to Friday. You may already be registered if you are withholding from other payments, such as wages to employees.
- withhold 46.5% of the payment unless an exception applies.
- report and pay the withheld amounts to the Tax Office using your activity statement.
- complete a *PAYG payment summary – withholding where ABN not quoted* (NAT 3283), providing a copy to the supplier at the time of payment or as soon as possible afterwards. Suppliers can use the payment summary to claim a credit in their income tax return for the amount withheld.
- keep a copy of the payment summary with your records.
- complete a *PAYG withholding where ABN not quoted – annual report* (NAT 3448).

IF YOU DO NOT WITHHOLD WHEN REQUIRED

You may be subject to penalties if you do not withhold an amount when required. The penalty will be equal to the amount that should have been withheld. It is an offence not to withhold and the payer may be prosecuted in appropriate cases.

> MORE INFORMATION

If you need more information about ABNs, you can:

- visit **www.ato.gov.au**
- phone the Tax Office on **13 28 66** between 8.00am and 6.00pm Monday to Friday, or
- speak to your tax adviser.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

OUR COMMITMENT TO YOU

The information in this publication is current at April 2008.



Statement by a supplier

Complete this statement if you:

- are an individual or a business
- have supplied goods or services to an other enterprise (the payer), and
- are not required to quote an Australia business number (ABN).

Payers must withhold 46.5% of the total payment it makes to you for a supply that you make as part of your enterprise you carry on in Australia, unless an ABN has been quoted or there is no need to quote an ABN.

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.

S	M	I	T	#		S	T										
---	---	---	---	---	--	---	---	--	--	--	--	--	--	--	--	--	--
- Place in ALL applicable boxes.

Section A: Supplier details

1 Your name?

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2 Your address?

<small>Suburb/town</small>	<small>State/territory</small>	<small>Postcode</small>

3 Your reason/s for not quoting an ABN? Place in the appropriate box/es.

- The payer is not making the payment in the course of carrying on an enterprise in Australia.
- The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.
- The payment does not exceed \$75, excluding any goods and services tax (GST).
- The supply that the payment relates to is wholly input taxed.
- The supplier is an individual and has given the payer a written statement to the effect that the supply:
 - is made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
 - is wholly of a private or domestic nature (from the supplier's perspective).
- The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- The whole of the payment is exempt income for the supplier.

Section B: Declaration

Under pay as you go (PAYG) legislation and guidelines administered by the Tax Office, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

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Signature of supplier (or authorised person)

Daytime phone number

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Date

<small>Day</small>	/	<small>Month</small>	/	<small>Year</small>

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to the Tax Office. Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for 5 years.

Payers can check ABN records of suppliers by visiting www.abr.business.gov.au or phoning **13 72 26** 24 hours a day, 7 days a week.