

## FINANCIAL ASSISTANCE PROGRAM Application Form

### SECTION 1: APPLICANT'S DETAILS – all applicants complete this section

The name of Your Project	Portland Christmas Festival
Name of the Organisation or person seeking financial assistance.	Portland Business Association Inc.
Address	9 Wolgan Street, Portland NSW 2847
Postal Address	PO Box 286 Portland NSW 2847
Name and position of the contact person	Andrew Neville – President
Telephone, Fax and Email Address	Telephone: 0427268348 (bh)
	Email: portlandbusinessassociationinc@gmail.com
	Fax:
	Mobile:0427268348
What legal status does your organisation have? (e.g. Incorporated Association etc)	Incorporated Association
Australian Business Number (ABN) *	67 750 802 194
Australian Company Number (if applicable)	NA
General Description of your Organisation	To provide a unified Business support network. To promote Portland Businesses, Schools and Churches to both the local and wider communities. To be a Representative Body for Portland Businesses, Schools and Churches dealing with Council. To promote Portland itself to the wider Lithgow Council Area and beyond. To organise and hold regular events aimed at attracting people to visit Portland.
Is your insurance, including a minimum of \$20m for public liability insurance, current? Please state policy numbers. (Council may request a copy of certificates of currency.)	<b>Please list policies, insurer and policy number.</b> Public/Products Liability \$20,000,000.00 Arena Underwriting Pty Ltd Suite 8,12 Alma Road, NEW LAMBTON NSW 2305 Policy number: ARBIAE/003002 Expiring: 06/12/18 <i>See attached</i>
What is the time frame of your project?	Start Date: set up from 26/11/2018 End Date: pack up week starting 2/1/2019

If you don't have an ABN, please attach a copy of the Australian Taxation Office form "Statement by a supplier". Applicants with an ABN DO NOT need to complete the Statement by a Supplier form.

#### AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:

<p><b>\$3407.27</b> waving of fees  <b>\$2677.64</b> financial support  <b>\$6084.91</b> excluding GST</p>
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**Must agree with amount stated in this application's budget in section 5) (amount EXCLUSIVE of GST)**

## SECTION 2: PROJECT / PROGRAM DESCRIPTION

PLEASE tick one of the following boxes

### NON-RECURRENT FINANCIAL ASSISTANCE

- Local projects and activities with a demonstrated broad community benefit - Generally up to \$3,000 p.a.**
- Major event or Project**
- Applications For Rate Reimbursements**  
General Land Rates only and available for non-profit organisations only
- Waiver of Council fees and charges**
- Schools:** Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

**SPORTING FINANCIAL ASSISTANCE** – ALL applications under this category are referred to the Council's Sports Advisory Committee for their recommendation – note if more than one team member applies the financial assistance will be split between team members.

- Junior Regional Sporting representation** – up to \$100 p.a.
- Junior State Sporting representation** – up to \$300 p.a.
- Junior National Sporting representation** – up to \$500 p.a.

**SECTION 3: APPLICATION / PROJECT DETAILS – all applicants to complete (including representation/prize giving).  
Briefly describe your request/project. If required, attach additional details.**

Month long Christmas Festival in Portland.

- Playing Christmas music from outdoor speakers (from local shops) for the month of December. The appropriate music licences will be held.
- Decorating a Christmas Tree, and hanging Christmas lights across Wolgan Street. This needs to be done before Saturday 1<sup>st</sup> December 2018, as we will have the 'Tree Lighting' and Festival Opening on that Saturday.
- The holding of outdoor Carols by Candlelight Service in Saville Park pending Council approval. This Service will be held on Saturday 8<sup>th</sup> December 2018 starting from 6.30pm.
- On December 15<sup>th</sup>, we request permission for the Portland Business Association Inc. to be able to conduct Outdoor Trading of their businesses on the footpaths and use of Mick Moore Park. This would be for the morning of the 15<sup>th</sup> December 9.00am – 12.00pm.
- On Thursday 20<sup>th</sup> December 2018, we would like to hold a Christmas Street Festival in Wolgan Street between 5.00pm – 8.30pm. This would require the streets to be closed from Williwa and Wolgan Street intersection to the Wallerawang Road entry onto Wolgan Street. We would also like the Council Carpark (entry via Cullen Street) to be closed during this time for festival activities overflow.
- The Local businesses are planning to decorate their shop fronts with Christmas Lights and Nativity window displays. We would like to request that Lithgow City Council join in the occasion by decorating the Crystal Theatre with lights or projections.
- Local Schools join to participate in the Advent Pageant on the last Friday in November.
- Portland Film Society runs Christmas movies incorporated into our events.

**Is your project new? Select one YES  NO  A**

If you answered no, please provide some information that illustrates the new part of an existing project that you are seeking funding for.

The purchase and erection of lights and decorations across the main streets of Portland.  
Purchase or hire of Christmas tree and decorations. The expansion of festival activities.

**What are the aims of the request/project?**

To attract People to the greater Lithgow region.

To spread the Spirit of Christmas to Portland and the wider region.

**How will your request/project assist members of the Community?**

We hope to help our local businesses financially by drawing on tourism

Create a feeling of community and offer social outlets for residents

Create forums for all local organisations/groups to work together.

**What outcomes and benefits will your project have for the community?**

Promoting Portland to the wider area will in turn create more business through tourism, with the growth of the business community we can maintain and upgrade our local community facilities in the hope to attract more residents to the area. New residents will in turn spend more money locally and support local schools and organisations. Creating a stable economy will also create more local jobs for our residents.

**Demonstrate how your project promotes community development and participation by connecting people, increased opportunity and building community capacity.**

During December, we hold events every weekend. Every event is supported by local organisations/schools/business and residents. The community comes together to help organise the events.

By giving a platform to local groups/businesses/organisations to showcase their products and services in the area, while giving these groups the ability to meet people face to face rather than just through paper adverts/phone listings/social media.

To provide for expansion of the Festival to incorporate a wider population from across the state.

**What community consultation has confirmed the need for this program?**

Positive feedback from our inaugural festival in 2017.

General communication from residents and businesses

Through local meetings held with Schools/community organisations and businesses.

**List the organisations actively involved in the project / program.**

<b>ORGANISATION</b>	<b>CONTACT PERSON</b>	<b>Contact telephone number</b>	
Hunny Ant Art	Leila Constable	0422360229	*
Ant Fitness	Andrew Neville	0427268348	*
Absolute Edge	Maree Statham	0428280354	*
Blinky Bill Child Care	Tanya Rue	63555833	*
Bowen Care	Margarethe Jansen	0412137744	*
Coronation Hotel	Doug McManus	63555307	*
Companions for Life	Andrea Vanden Berg	0418171896	*
The Village Voice	Kellie Evans	635554258	*
Foodworks Portland	Heather Palmer	0414722873	*
Portland Produce	Tammy Brown	63555467	*
Portland Post office	Yashik Valabjee	0468429372	*
Portland Pampered Pooches	Kathy West	0406491486	*
Portland Pharmacy	Gobika Srikanthan	63555100	*
Portland Newsagency	Marg and Phil	63555167	*
Rsl Sport and Recreation Club – Portland	Denis Kelly Director	63555203	*
Shmik Hair Design	Lee Grant	63555830	*
Sparkey’s Excavations and General Repairs	Robert Coleman	0428290467	*
St Joseph’s School	Sue Kearns	63555111	*
St Vincent’s Catholic Church	Lorna Nicholson	0439017270	*
Solferino Cinemas	Aanya Whitehead	0466391146	*
The Foundations	Rich Evans	63554258	*
Virtual Lawyers and Mediators Pty Ltd	Stephen Graham	0407001464	*
Williams and Sons Butchery	Grant Williams	0428360818	*
Lithgow Mercury	Carmel Houlison	63522700	
2LT Radio	Peter Watson	63522900	
Crystal Theatre – Portland Film Society	Sue Rose	0428622819	
Portland Bowling Club	Daryl Kirkwood	63555210	
Portland Golf Club	Bob Roberts	0422616301	
Portland Churches			
Portland Central School	Jodie Mason	63555233	
Cullen Bullen School	Tami Bennett	63590543	
The Bird Family – Carols by Candlelight	Ken Bird	ken@techybird.com	
Portland Fire Brigade	Leo Smith	63555173	
Energy Australia	Jennifer Cordina	63548147	
Portland Community Quilters	Carol Woodin	63555102 0412198369	*
Santa Clause	Peter Beljon	0427255583 63555583	
Portland Pool	Simone Taylor	c/- 635552111	

Asterisk\* indicates members of Portland Business Association Inc. who actively participate through financial assistance, donations of goods/services. They also organise and run events of the festival.

Organisations and community members not marked with asterisk\*, actively participate through in-kind help, attending organisation meetings, participation in events eg: singing/dancing. Volunteering goods and services, such as the Bird Family who offer their time and equipment to the Carols by Candlelight.

**SECTION 4 : BUDGET – IMPORTANT – all applicants must complete this section.**

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. You may submit your budget as a separate attachment if you prefer.

<b>Proposed Income:</b>	<b>Amount</b>
Spring Vale Coal Mine funding application	\$1000.00
Chocolate Wheel	\$2000.00
Market stalls	\$ 300.00
BBQ	\$ 300.00
Carols by Candle light donations	\$ 300.00
Portland Business Association Inc	\$6200.00
<b>Proposed Expenses:</b>	<b>Amount excluding GST</b>
Saville Park Hiring Fees	\$ 224.10
Footpath Trading Fees – Sat 15 <sup>th</sup> Dec	\$ 852.27
Road Closure	\$1090.90
Traffic Management application fees	\$ 296.82
Footpath Trading Fees – Thursday 20 <sup>th</sup> Dec	\$ 852.27
Hire Crystal Theatre	\$ 90.91
Christmas Tree and decorations	\$4545.45
Christmas Lights for streets	\$1818.19
Carols by Candle light; candles, glowsticks, programme	\$ 636.36
APRA Licence	\$ 81.82
Public Liability Insurance portion December	\$ 105.00
Advertising Buses	\$1363.64
Advertising Newspapers	\$1090.81
Advertising Billboard	\$1363.64
Equipment hire - erect lights, decorations, tree	\$ 636.36
Labour- erect lights, decorations, tree	\$ 545.45
Fencing- Carols	\$ 454.55
Catering BBQ	\$ 136.37
<b>TOTAL COST OF PROJECT</b>	\$16184.91 excluding GST
<b>TOTAL COST OF FUNDING SOUGHT</b>	\$ 6084.91

Please indicate if you intend to match any funding applied for on a \$ for \$ basis. If you are purchasing equipment or are planning a capital improvement to your asset, 2 quotations for the goods/ services need to be attached to your application.

**We are matching requested funding of \$6084.91 as shown in income:**

**Portland Business Association Inc. contributing \$6200.00**

## SECTION 5: IMPLEMENTATION SCHEDULE

Detail your plan for project development, implementation and project management.

<b>KEY MILESTONE</b>	<b>TIME FRAME</b>
Council Application	28/8/18
Bus Advertising to commence – 3 months	15/9/18
Sub-committee monthly planning meetings	Sept onwards
PBA Inc meeting monthly	Sept onwards
Newspaper advertising – 6 weeks	1/11/18 – mid December
Lithgow Tourist Centre – 6 weeks	1/11/18 – mid December
Christmas Festival calendar Release	15/11/18
Traffic Control plan submitted	15/11/18
Advert Billboard – 4 weeks	29/10/18
Schools Christmas Pageant	30/11/18
Erection of Christmas Decorations, tree, lights	26/11/18 – 30/11/18
Lighting of Tree and Official Opening	1/12/18
Weekly meeting to review and revise	3, 10, 17 Dec
Carols by Candlelight	8/12/18
Outdoor Trading and School Carols	15/12/18
Christmas Street Festival	20/12/18
Removal of decorations, tree, lighting	2/1/19 – 5/1/19
Festival Debrief	14/01/19

**SECTION 6: DECLARATION – ALL applicants to complete this section.**

On behalf of: PORTLAND BUSINESS ASSOCIATION INC.  
(name of the organisation, if applicable)

I declare that the information provided above is complete and correct.

Signed: 

Print Name: ANDREW NEVILLE

Position in organisation: PRESIDENT.

Address: 9 WOLGAN ST. PORTLAND 2847.

Contact telephone numbers: 0427 268 348.

Email address: portlandbusinessassociation@gmail.com

Date: 24/08/18.



**CERTIFICATE OF CURRENCY**  
**Arena/Berkley Entertainment and Events General Liability**  
**Our Reference: 17120049**

**POLICY NUMBER:** ARBIAE/003002  
**INSURED:** Portland Business Association Inc  
**INSURED ADDRESS:** Portland, NSW  
**THE BUSINESS:** Organiser of Christmas Festival and quarterly meetings  
**SECURITY:** Berkley Insurance Australia  
**PERIOD OF INSURANCE:** 06/12/17 to 06/12/18 At 4pm Local Time

**Covering**

Section 1 Public Liability                      INSURED  
Section 2 Products Liability                      INSURED

Please take note of the Exclusions that apply to this Policy (Exclusions 4.1 to 4.19 in the Policy Wording).

It is hereby declared and agreed that:

Section 4  
4.18 Self Promoted Show, Performance or Concert is deleted from the Policy and will have no effect.

Berkley Insurance Australia (ABN 53 126 559 706) is the Insurer of this Policy.

Arena Underwriting Pty Ltd (ABN 26 125 869 481, AFSL 317617) acts under a binding authority given to it by the Insurer to administer and issue policies, alterations and renewals, and acts on behalf of the insurer and as agent of the insurer, not as your agent.

**Sum Insured**

Section 1 Public Liability  
Limit of Liability \$20,000,000 Defence Costs in Addition

Section 2 Products Liability  
Limit of Liability \$20,000,000 Defence Costs in Addition

**Excess**

Section 1 Public Liability  
Each & every occurrence: \$500  
Alcohol related claims: \$1,500  
Defence Cost Inclusive

Section 2 Products Liability  
Each & every occurrence: \$500  
Alcohol related claims: \$1,500  
Defence Cost Inclusive

**Geographical Limits**

Worldwide excluding United States of America and Canada.

**POLICY WORDING:** BIA GL G2 Arena Ent 1 - 2016

**SPECIAL NOTE**

This Certificate of Currency is prepared as a summary of the insurance policy. It is not a complete description of all the policy's terms, conditions and exclusions.

In determining a claim, or questions with regard thereto, the provisions of the policy will prevail.

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## Tax Invoice Number **16748780**

**Customer Code** CRAI6001  
**Invoiced To** CRAIG CUTTING BUILDING PTY LTD  
 PO Box 171  
 PORTLAND NSW 2847

**Job Site** NSW\_GENERAL TRADING  
**Delivered To** CRAIG CUTTING BUILDING PTY LTD  
 PO BOX 171  
 VIEW AVENUE  
 PORTLAND  
**LTD Waiver** Yes **Site Days Chgd / Week** 6  
**Site Contact**  
**Site Tel** **Mob** **Served By** Coates Lithgow

**Hire Branch Details**  
 Coates Hire Lithgow  
 Main Street  
 Wallerawang NSW 2845  
 Telephone: (02) 6355 1527  
 Facsimile: (02) 6355 1859  
 E-mail: lithgow@coateshire.com.au

**Previous Invoice Number**  
**Invoice Date** 04/12/2017  
**Hire Schedule No** 6743884  
**Hire Schedule Date** 01/12/2017  
**Ordered By** Craig  
**Orderer Tel** **Mob**  
**Order Number** Craig  
**Customer Ref.**

PRODUCT INFORMATION						HIRE PERIOD INFORMATION				PRICING INFORMATION						
Line Numbers	Inv	HA	Qty	Description	P G Code	Item Code	Hire Period From	Hire Period To	Status	Off Hire No	Request By	Days/Mths Chgd	Rate	Rate Desc	Adj Rate	Line Total (ex GST)
1	1	1	1	Trailer Mounted Boom 10.2M Petrol/Electric - [TB92EG]	10100	1158594	1/12/2017 08:56	2/12/2017 08:53	Returned			1.00	\$160.19 <sup>QR</sup>	Daily		\$160.19
2		1	1	Environmental Charge		ENVIROCHARGE							\$1.60			\$1.60

Hire Charges	\$160.19
LTD Waiver Charge	\$20.02
Additional Charges	\$1.60
Price Excluding GST	\$181.81
GST	\$18.18
<b>Invoice Total</b>	<b>\$199.99</b>

[www.coateshire.com.au](http://www.coateshire.com.au)

Payment Terms Strictly 30 Days

Thank you for choosing Coates Hire Lithgow

QR - Quoted Rate

### All Payments & Account Enquiries PHONE: 1800 04 66 99



Payment by mail  
 GPO BOX 5120  
 MELBOURNE  
 3001



Payment by EFT (within Australia only)  
 Acc Name: Coates Hire Operations Pty Limited  
 Bank Name: Westpac Banking Corporation  
 BSB: 037-831 Acc No: 10317824  
 Remittance: See Fax / E-mail details to the right



Payment by BPAY®  
 Biller Code: 110247  
 Ref: 10317824



Payment by phone  
 Visa, Mastercard,  
 Amex, Diners



Payment via the Internet  
 Log on to  
[coateshire.com.au](http://coateshire.com.au)

Bank Branch Payments or Overseas Payments  
 Acc Name: Coates Hire Operations Pty Limited  
 Bank Name: Westpac Banking Corporation  
 BSB: 034-002 Acc No: 247643

Remittances To  
 E-mail: [debtors@coates.com.au](mailto:debtors@coates.com.au)  
 Fax: 03 9768 3015  
 Mail: GPO BOX 5120 MELBOURNE 3001

ORIGINAL COPY  
Mick Grant

834201

**CASH RECEIPT**

DATE 1-12-17

RECEIVED FROM Portland Business Ass Inc

A.B.N/G.S.T No. (of supplier) 61367409252

THE SUM OF

Five hundred & Fifty dollars

BEING FOR

Erection Christmas Tree  
decorations

TOTAL		G.S.T.		TOTAL INC G.S.T.		SIGNATURE
\$500		\$50		\$550		