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**Request for Services**

**In-Kind Support**

FORM 6

**General Activities Funded**

The Berri Barmera Council has made a commitment to support local groups and organisations through the provision of donations to offset costs of using Council Facilities and Services.

The fees charged for the hire of facilities or provisions of other Council services are there to offset the costs associated with providing the venue or service. This application process has been introduced to ensure budget lines accurately reflect the utilisation and that support levels are monitored and provided in a fair and equitable manner.

No applicant can be guaranteed assistance nor can any applicant be guaranteed to receive the full amount requested free of charge.

**Assistance Detail**

Assistance is subject to Administration Policy “Community Support

Donations” and include the following:

€ The availability of resources and equipment;

€ Maximum assistance cost limits apply;

€ Council budgetary limitations;

€ Assessment of community benefit;

€ Capacity of organisation participants to fund other expenses relating

 to the activity.

Incoming Records

Reference No.

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| --- |
| **Applicant Details** |
| 1 | Organisation |       |
| 2 | Invoice address |       | Contact Name |       |
|  | Contact Email |       | Contact Phone |       |

|  |  |  |
| --- | --- | --- |
| 3 | Please provide a description and location of the project/activity  |       |
|  | Dates/times |       |
|  |
| 4 | Please list the in-kind assistance (including quantities and detail) that you are requesting. Note that delivery to site (if available) will cost extra. Event and room booking permits are still required to be submitted | No of items | Financial Details |
| Item CostTotals | ApprovedAmount | Account Code |
| Hall Hire Fees | Which venue?       |  |  |  |  |
| Road Closure(attach details) |       |  |  |  |  |
| Other Items (Please list) |       |  |  |  |  |
|  |       |  |  |  |  |
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|  |       |  |  |  |  |
|  |       |  |  |  |  |
|  | Subtotal of Item Costs |  |  |  |
| *Office Use Only -* **Approved Support amount and Account Source** |  $ |  |
|  |
| **Authorisation / Approval Given** |
| Comments:  |
|  Authorising Officer |  |  Date |  |
|  Signature |  |  Final Records No |   |

Processed by Accounts □ Added to Support Register □ Added to grants spreadsheet □

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