

SEED
STUDENT EXECUTIVE EQUITY DEVELOPMENT

Growing young leaders

APPLICATION FORM

Your details:

Name:			
School:		Year	
Email address:			
Mobile phone number:			
Principal's name:			
Principal's Contact Number:			

Your declaration

We are a (please indicate)

- Student Executive Council Student Representative Council Student Leadership Group

We would like to work with the Council's Youth Advisory Group on the project.

- Yes No Maybe

We have received permission from our school Principal for this application.

- Yes No

(Please note that you must have permission in order to be eligible to apply. If you are successful in your application, your school will need to invoice the Council for the amount you have applied for by June 30 2019.)

By signing this application, we agree to:

- Carry out the activities as described in this application if successful in our application;
- Acknowledge the Council's support for the project, if successful in our application. For example, this could be by including the Council's logo on marketing material, acknowledging the Council in launch speeches, etc;
- Inform the Council of the project outcomes when the project is completed and no later than 14 December 2018. For example, this could include a written report, images taken at events, a presentation to the Youth Advisory Group, etc.

Your signature: _____ Date: _____

Principal's signature _____ Date: _____

Lodging your application:

Applications can be sent to the following Council address: Youth Development Officer, Launceston City Council, PO Box 396, Launceston Tas 7250 or contactus@launceston.tas.gov.au.

For more information Contact the Council's Youth Development Officer, Claudia Garwood, on 6323 3219, 0437 173 489 or email Claudia.Garwood@launceston.tas.gov.au.

Your project:

Amount requested (up to \$1,000)	
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Project Name	
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Project description (maximum 250 words):

Project aim (maximum 150 words):

Direct target group for the project	
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Outcomes to the community eg students, school, neighbours, broader community (maximum 150 words):

Approximately how many people will benefit	
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If council does not fully fund the project, will it still go ahead?

Yes

No

Budget:

Example Budget

Income		Expenses	
Description	\$	Description	\$
Council funding	\$500	Catering	\$50
Other sponsorship	\$200	Venue hire catering)	\$200
		Marketing	\$250
		Materials	\$200
Total	\$700	Total	\$700

Project Budget

Income		Expenses	
Description	\$	Description	\$
Total		Total	

Project Plan:

The project plan will inform the assessment panel of the following information:

- The proposed start date for project/activity planning
- Key milestones throughout the project/activity planning
- The proposed end date of the project/activity

Example Project Plan

Month	Activity
February	Form steering committee and begin planning process

February May	-	Steering committee will meet fortnightly to plan the event Organise equipment for the event
April		Ensure all licences/permits have been completed

Project Plan

Month	Activity

Thank you for your application.

We will send you written confirmation of your application and then advise at a later date whether the application is successful.

Please note that applications must be received by the Council by 5.00pm on Monday 6 August. Late applications will not be assessed and will not be eligible for funding.

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1.	Personal information will be collected from you for the purpose of dealing with your application, and may be used for other purposes permitted by the <i>Local Government Act 1993</i> and regulations made by or under that Act.
2.	Failure to provide this information may result in your application not being able to be accepted and processed.
3.	Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Launceston City Council.
4.	Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5.	Personal information will be managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates on request to Launceston City Council. You may be charged a fee for this service.

File No. SF2696					
EO		OD		Box	
Doc. No.					
Action Officer			Date Received		
C. Garwood					