

## APPLICATION FOR INDIVIDUAL SMALL SPORTS GRANT

### 1. Purpose of Funding

The individual small sports grant funding is an allocated budget by Armidale Regional Council. Armidale Regional Sports Council supplements the funds available through community fundraising.

Council's objective in providing individual small sports grants is:

- To promote sport in the Armidale Regional Council area through assisting athletes and team members to achieve state and national representation.

The Armidale Regional Sports Council will be responsible for recommending to Council the allocation of small grants to the Sporting Community in accordance with the Council's objectives and funding principles.

Small grants are to be approved by the executive throughout the year and endorsed at each Sports Council meeting

#### Funding Guidelines:

1. Applications must be relevant to Council's grant objectives (see above).
  - (a) Individual sportspersons who are members of associations affiliated with the Sports Council (limited to a maximum of \$250 per individual per financial year selected at State level, or to a maximum of \$500 per individual per financial year selected at an Australian level)
  - (b) For individuals to be eligible, they must have been selected by a state or federal body in an open selection process.
2. Funding will only be available to those individuals who are members and are performing in a sport that is recognised and approved by Armidale Regional Sports Council Executive Committee
3. Applicants must be a permanent resident of the Armidale Regional Council area or be a recognised member of an Armidale Regional sporting club.
4. Applications will not be accepted from individuals under 10 years of age (as of the date of application)
5. Applications will not be accepted from Master athletes. Ie that are selected or compete in over 35 years competitions
6. Applications will not be accepted once the event has taken place (e.g after the event date)
7. Only one grant application will be approved per applicant per financial year.
8. The grants provided by Council are to be expended only on the activity outlined in this application.
9. Successful applicants must acknowledge Armidale Regional Council and Sports Council's contribution in any promotional material.
10. Successful applicants must submit an acquittal form on how the grant was spent and what was achieved within three months of receipt of the Council grant. If this acquittal form is not submitted the applicant will not receive small grant funding in the future.
11. The 'Supplier by Statement' form MUST be filled out and submitted with the application

## 2. Applicant's Information

Name

Club/Organisation

Residential Address

Town

State

Postcode

Email Address

D.O.B

Contact Number

Are you registered for GST?

YES

NO

Do you have an Australia Business Number?

YES

NO

NUMBER:

**Bank Details (this allows for faster payment of grant money)**

Bank Name:

Account Name:

Account Number

BSB:

## 3. Purpose for Grant

Activity Name:

Brief description of event:

How did you qualify for selection:

Event Date:

Amount requested from Council:

**You must attach supporting material from your State or National organisation.  
This might include a letter of offer, notification of selection or a letter from your sporting club if your physical address is not within the Armidale Regional Council LGA etc.**

#### 4. Declaration

In the case of individual applicants this part should be signed by the applicant and a witness who may be a parent or caregiver (if the applicant is aged under 18 years).

I have read and accept the guidelines for funding and undertake to provide any information required by Armidale Regional Sports Council about the expenditure of the grant. I declare that the information provided by myself/the organisation is complete and correct.

##### Applicant

Name

Signature

Date

##### Witness

Name

Signature

Date

**Please complete, sign and submit the Statement by a Supplier form attached**

#### 5. Privacy Statement

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form. The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application. Council is to be regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and up-to-date. You may make an application for access or amendment to this information held by Council. This application form is accessible to the public upon written application, subject to Council's Privacy Management Plan, Section 12 of the Local Government Act 1993 and the Freedom of Information Act 1989.

#### 6. COUNCIL USE ONLY

Records Stamp

Date received		TRIM FOLDER – A02/0438-6	
/ / 20			
Name of processing officer			Applicant advised of outcome
			YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Approved			Method of payment
			EFT <input type="checkbox"/> Cheque <input type="checkbox"/>
Record Scanned into TRIM		Record number	
Yes <input type="checkbox"/>			

# 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](http://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.

**1** 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](http://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.

© COMMONWEALTH OF AUSTRALIA 2007

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission from the Commonwealth. Requests and inquiries concerning reproduction and rights should be addressed to the Commonwealth Copyright Administration, Attorney-General's Department, Robert Garran Offices, National Circuit, Barton ACT 2600 or posted at <http://www.ag.gov.au/cca>

PUBLISHED BY

Australian Taxation Office  
Canberra  
April 2008

JS 10840



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.
Place X in ALL applicable boxes.

SMITHS

Section A: Supplier details

1 Your name?

Grid for name entry

2 Your address?

Grid for address entry with labels: Suburb/town, State/territory, Postcode

3 Your reason/s for not quoting an ABN? Place X 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)

Grid for name of supplier

Signature of supplier (or authorised person)

Signature box

Daytime phone number

Grid for daytime phone number

Date

Grid for date: Day, Month, Year

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.