



CUMBERLAND
CITY COUNCIL



Late Application Guideline

Council will actively promote grant rounds and invite applications for all grant's programs via an open call. Applications will only be accepted during the advertised round dates for each grant program.

Council has the right to reject any application that is lodged after the stated closing date of a grant application. There is no appeal process and the decision will be final.

Only in exceptional circumstances, after the closing date, will a late application be accepted. These circumstances include and are not limited to:

- infrastructure failures
- natural disasters
- technical issues
- death or injury of key personnel
- other extenuating circumstance

Any other proposed incidents of exceptional circumstances, other than those listed above, will be considered on a case-by-case basis. A late application will not be accepted due to the following circumstances:

- recent awareness of current grant program
- poor time management
- difficulty accessing supporting documentation
- failure to follow instructions in the application or promotional material
- not being able to speak to Council's Grant Officers

A late application request must be lodged within 2 business day after the round has closed and in writing to Cumberland City Council. If no written request is lodged within this time frame, the application cannot be submitted and will not be assessed. A late application request must include a Statutory declaration with supporting evidence e.g. doctor's certificate, newspaper article or police report.

The Grants Team will review the late application request and make the following recommendation to the Executive Manager Community and Culture:

- a late application can be submitted as it is in SmartyGrants (SG) within 2 business days from round closure. The applicant cannot amend the application in any way.
- a late application can be submitted within the next 2 business days, and the applicant can amend the application
- the late application request is declined.

The Executive Manager Community and Culture (or in their absence the Director Community and Organisation Development) will be responsible for the final decision.

