



Shire of
Bridgetown-Greenbushes
... simply beautiful

FUNDING APPLICATION

FOR FINANCIAL YEAR 2020-2021

ORGANISATION NAME

--

PROJECT OR EVENT NAME

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FUNDING TYPE REQUESTED

Community Grant
1 year

Service Agreement
3 years

THE APPLICATION PROCESS

Applications must be received by 4.30pm on Friday 28 February 2020.

All applications will receive a written acknowledgment. Consideration of applications will take place by Council through its budget deliberation process. The outcome will only be announced once Council's Annual Budget has been adopted.

APPLICATION CHECKLIST

Prior to submitting your application, please complete the checklist below to confirm that all requested information has been included. Incomplete applications will not be considered.

- The application form has been signed by the Chairperson or President of the organisation.
- The application clearly specifies what the funding is to be used for, AND answers have been provided for every question – please attach any additional information you feel will give more weight to your application.
- Any previous funding (Service Agreement or Community Grant) has been acquitted.
- A copy of an Audited Financial Statement (or alternative documentation) providing an overview of the financial status of the applicant is enclosed.
- If your application is for capital works, copies of plans and costings have been attached (with a letter of permission if the applicant is not the owner of the premise).
- If your application is for capital works and the organisation is not the owner of the premises, written permission from the owner has been included.
- You (or a representative from your group) have met with a member of the Shire's Community Services Department to discuss your project. Name of officer met with: Date:
- If your application is for an event, a copy of the event budget including all projected income and expenditure has been included.

Please address applications to:

Executive Manager Community Services
Community Grant Application
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

APPLICANT DETAILS

Organisation Name			
Chairperson or President			
Organisation Postal Address			

Main Contact Person			
Position		Phone	
Email			

GRANT TYPE

Please indicate (✓) which is the correct grant type for your project.

	Community Grant For projects occurring within the financial year (12 months).
	Service Agreement For projects occurring annually over a 3 year period.

PROJECT SUMMARY

Amount requested	\$
Amount contributed by you (the applicant)	\$

Project Description - CLEARLY explain what you want the funding for

Has this organisation previously received a Community Grant or Service Agreement from the Shire of Bridgetown-Greenbushes?		<input type="checkbox"/> Yes	
If yes, please provide the following details for the most recent Community Grant or Service Agreement you have received.		<input type="checkbox"/> No	
Project Name			
Organisation Name			
Grant amount	\$		
Year grant funded		Year grant acquitted	

APPLICANT DETAILS

Status of organisation	
<input type="checkbox"/>	Incorporated Association (include a copy of Certificate of Incorporation)
<input type="checkbox"/>	Cooperative
<input type="checkbox"/>	Established Community Group
<input type="checkbox"/>	Other – provide details:

Does your organisation have an ABN?	<input type="checkbox"/>	Yes	ABN:
	<input type="checkbox"/>	No	

Is your organisation registered for GST?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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When was your organisation established?	
How many members in the organisation?	
What is the membership fee?	
How many paid staff in the organisation?	
How many volunteers in the organisation?	

Has your organisation changed its name since its last application?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
If yes, state previous name:		

PROJECT TIMEFRAME AND BENEFITS

Projected Commencement Date	
Projected Completion Date	

Why is this project important?

Have you applied for other grant funding? If yes, who did you apply to and how much was that application for? Please CLEARLY show this in the project budget.

Does your project just benefit your own group OR provide benefit to the wider community? Please CLEARLY explain how others will benefit from your project.

Are you working with any other community groups to achieve your project? If yes, please list each group involved in the project AND how they are supporting the project.

Does your project meet any of the strategic objectives of the Shire of Bridgetown-Greenbushes? If you are not sure, please discuss this project with the Executive Manager of Community Services on 9761 0800.

Yes

No

If yes, please state which strategic objective your project meets and how your project will help achieve that strategic outcome.

If no, please provide a comprehensive explanation as to why Council should fund your proposal.

PROJECT BUDGET

- Project budgets are required for applications to be considered.
- Item numbers in left column assist with calculating final budget totals.
- Please complete all sections. If you have any queries please contact the Executive Manager of Community Services on 9761 0800.

INCOME			
INTERNAL FUNDING – CASH			AMOUNT
1	Applicant's cash contribution		\$
2	Other cash contribution from:		\$
3	Volunteer hours: <input style="width: 50px;" type="text"/>	hours @ \$25/hour	\$
4	Other:		\$
5	TOTAL INTERNAL FUNDING (SUM 1:4)		\$
EXTERNAL FUNDING			AMOUNT
6	Shire of Bridgetown-Greenbushes funding		\$
7	Funding organisation 1:		\$
8	Funding organisation 2:		\$
9	Participant fees (if applicable)		\$
10	Other:		\$
11	Other:		\$
12	TOTAL EXTERNAL FUNDING (SUM 6:11)		\$
13	TOTAL INCOME (5 + 12)		\$
<i>Note: total income (13) must be equal to total expenditure (36)</i>			
EXPENDITURE			
PROFESSIONAL SERVICES		FUNDING ORG	AMOUNT
14	Consultant fees		\$
15	Accounting & bookkeeping costs		\$
16	Salaries for paid staff		\$
17	Honoraria of service providers		\$
18	Other:		\$
19	Other:		\$
20	TOTAL PROFESSIONAL SERVICES (SUM 14:19)		\$

PROMOTIONS & ADMINISTRATION		FUNDING ORG	AMOUNT
21	Promotional material		\$
22	Telephone		\$
23	Postage and stationery		\$
24	Photocopying		\$
25	Insurance		\$
26	Other:		\$
27	Other:		\$
28	TOTAL PROMOTIONS & ADMINISTRATION EXPENSES (SUM 21:27)		\$
TRANSPORTATION & VENUES		FUNDING ORG	AMOUNT
29	Travel & accommodation costs		\$
30	Venue hire		\$
31	Equipment hire		\$
32	Refreshments		\$
33	Other:		\$
34	Other:		\$
35	TOTAL TRANSPORTATION & VENUES EXPENSES (SUM 29:34)		\$
36	TOTAL EXPENDITURE (20 + 28 + 35)		\$
<i>Note: Total Income (13) must be equal to Total Expenditure (36)</i>			

Total Cost of Project/Event (36)	\$
Amount of Council Funding (6)	\$
Your Internal Funding (5)	\$
Contribution from Other Sources (12 minus 6)	\$

GENERAL FUNDING CONDITIONS

1. The Shire of Bridgetown-Greenbushes will determine terms of payment of grant funding.
2. Successful applicants who receive funding of \$5,000 or more are required to present to Council (annually) on the outcome of the funded activity.
3. Council may use the information provided by the funded entity for its own promotional purposes.
4. All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes which will detail specific conditions and terms relevant to that project.
5. All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.
6. Funded entities must advise the Shire of Bridgetown-Greenbushes of any change to office bearers and their contact details.
7. Payments of grant or service agreement funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
8. Any change to a funded project cannot proceed without a formal resolution from Council – the applicant must submit a written grant variation request to the Shire of Bridgetown-Greenbushes clearly stating any proposed changes to the project and the reason why the changes are required. This will be considered by Council and a determination made.

SPECIFIC GRANT CONDITIONS

If there are any specific grant conditions, unique to your application these will be included in the letter of advice confirming your application has been successful, following the Assessment Working Group recommendations and Council's consideration of those recommendations.

Public Liability Insurance

If you are a community group that uses Council facilities more than ten times in a financial year, you will need to provide a Public Liability Insurance Certificate of Currency. If you are an Incorporated Body or affiliated to a sporting body, you will require Public Liability Insurance to use Council facilities.

If the activity is officially managed by the Shire, eg. a class coordinated by the Shire's Recreation Centre, your own Public Liability Insurance is not required.

Does your organisation have Public Liability Insurance? If yes, please state the value of your current Public Liability Insurance and attach a copy of the insurance policy.

	Yes		Copy enclosed		Insured amount: \$
	No				

Only the Chairperson or President of your group should sign this application.

I, the undersigned, certify that to the best of my knowledge the statements made within this application are true.

I understand that if the Shire of Bridgetown-Greenbushes Council approves this application for funding, I will be required to accept the Funding Conditions as outlined above.

Name			
Position			
Signature		Date	