



Shire of
Bridgetown-Greenbushes
... simply beautiful

FUNDING APPLICATION

FOR FINANCIAL YEAR 2017-18

ORGANISATION NAME

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| |
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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 the last Friday in February.

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.

- Application form has been signed by the Chairperson or President of the organisation
- Application clearly specifies what the funding is to be used for, and answers have been provided for every question
- Copy of Audited Financial Statement to the end of last financial year has been included
- Copy of Constitution has been included (if applicable)
- If application is for capital works, copies of plans and costings have been included
- If application is for capital works and the organisation is not the owner of the premises, written permission from the owner has been included
- If application is for equipment purchases, copies of quotations have been included
- If 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

| | | | |
|---|-----------|-------------------------------------|--|
| 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. If more than one previous grant has been funded, please provide information on separate sheet. | | <input type="checkbox"/> No | |
| Project Name | | | |
| Organisation Name | | | |
| Grant amount | \$ | | |
| Year grant funded | | Year grant acquitted | |

NATURE OF GRANT

| Which category of funding is your organisation applying for? | |
|---|---|
| <input type="checkbox"/> | Community Support Grant To encourage the development of innovative programs in the area of social justice, community health, welfare, education and support. |
| <input type="checkbox"/> | Community Facilities To assist community groups in enhancing, developing or constructing community facilities for community use or to sustain them to prevent disrepair beyond recovery. |
| <input type="checkbox"/> | Sport & Recreation Development Grant To assist community groups or organisations develop sport & recreation projects and activities. |
| <input type="checkbox"/> | Heritage Grant To assist community groups enhance, develop or maintain items, buildings, sites or memorabilia that would otherwise be lost to future generations. This could include preservation of cultural history, aboriginal heritage and community activities/events. |
| <input type="checkbox"/> | Arts & Culture Grant To support community groups and organisations with the development of arts & culture projects and activities. |
| <input type="checkbox"/> | Environmental Programs To encourage groups or organisations to develop innovative programs to protect and enhance the local environment. |
| <input type="checkbox"/> | Tourism & Economic Development Grant To support groups or organisations making an impact on the economic viability, or promoting the Shire's tourism value. |
| <input type="checkbox"/> | Facility Hire Subsidy Scheme (see page 10) To assist community groups in hiring costs of nominated Council owned facilities |

PROJECT TIMEFRAME AND BENEFITS

| | |
|------------------------------------|--|
| Project Timeframe | |
| Projected Commencement Date | |
| Projected Completion Date | |

| | |
|---|--|
| How do you plan to promote the project to the community? | |
| <hr/> <hr/> <hr/> <hr/> <hr/> | |

| | |
|---|--|
| How many people will benefit from the project? | |
| <hr/> <hr/> <hr/> | |

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| Does your project benefit your own group or provide benefit to the wider community? Detail the exact benefits of your project and state who will benefit from it. |
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

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|---|
| What new opportunities and/or activities will be possible because of this project? |
| <hr/> <hr/> <hr/> |

What opportunities will be lost if the project does not happen this year?

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How will the project raise the quality of life for residents of the Shire?

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Please state what contribution your organization is making to the project. Include:

- Volunteer time (in hours and scope of works)
- The amount of funds being contributed to the project by your organization
- Funds from other funding bodies or project partners (list each partner and amount).

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Have you been rejected for other funding for this project? If yes, please explain why.

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ORGANISATION DETAILS

| Status of organisation | |
|------------------------|---|
| | Incorporated Association (include a copy of Certificate of Incorporation) |
| | Company limited by Guarantee |
| | Cooperative |
| | Established Community Group |
| | Other – provide details: |

| | | | |
|--|--|------------|------|
| Does your organisation have an ABN? | | Yes | ABN: |
| | | No | |

| | | | | |
|---|--|------------|--|-----------|
| Is your organisation registered for GST? | | Yes | | No |
|---|--|------------|--|-----------|

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|---|--|---------------------------------|
| Is your organisation incorporated? If yes, please attach copies of the Certificate of Incorporation and the Association Rules. | | Yes, and copies attached |
| | | No |
| Are the Committee Members... | | Elected |
| | | Appointed |

| | |
|---|--|
| 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? | |

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| Who owns the premises from which you operate? Please note – proof of owner's permission is required for any capital works. |
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| Has your organisation changed its name since its last application? | | Yes |
| | | No |
| If yes, state previous name: | | |

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 1555.

| INCOME | | | |
|--|--|-------------------|-----------|
| INTERNAL FUNDING – CASH | | | AMOUNT |
| 1 | Applicant's cash contribution | | \$ |
| 2 | Other cash contribution from: | | \$ |
| 3 | Volunteer hours: | | \$ |
| | | hours @ \$25/hour | |
| 4 | Other: | | \$ |
| 5 | TOTAL INTERNAL FUNDING (SUM 1:4) | | \$ |
| EXTERNAL FUNDING | | | AMOUNT |
| 6 | Shire of Bridgetown-Greenbushes grant | | \$ |
| 7 | Funding org 1: | | \$ |
| 8 | Funding org 2: | | \$ |
| 9 | Participant fees | | \$ |
| 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 lecturers | | \$ |
| 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 Grant (6) | \$ |
| Your Internal Funding (5) | \$ |
| Contribution from Other Sources (12 minus 6) | \$ |

FACILITY HIRE SUBSIDY SCHEME

Only complete this page if applying for a facility hire subsidy grant.

Scheme aims:

- Encourage community to access and use Council owned facilities
- Enable organisations to provide programs & activities at a reasonable cost
- Maximise the use of Council owned facilities by Shire residents

Which facility do you wish to hire?

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What activities will be taking place during the hire?

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How often do you require the facility? Include dates if possible.

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Please contact Shire Customer Service to determine the hire fees payable.

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|--|-----------|-------------------|
| Total hire fee for funding period | \$ | |
| Amount requested in funding | \$ | % of total |

Public Liability Insurance

If you are a community group that uses Council facilities more than ten times for the 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, e.g. 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 | | | | |

COMMUNITY GRANT AND SERVICE AGREEMENT FUNDING CONDITIONS

1. Community Grants:
 - a. A Community Grant is a one-time funding source that may be used for a capital item or specific project.
 - b. A Community Grant project or program must be started within 12 months of the grant being awarded.
2. Service Agreements:
 - a. A Service Agreement is a three year grant for ongoing operational costs only.
 - b. A Service Agreement project must be started and completed within each 12 month period of the approved three year time frame.
3. All funded groups/organisations must acknowledge the support of the Shire of Bridgetown-Greenbushes in any promotional or publicity material relating to the project funded.
4. Applications must answer all questions and provide full details on all questions asked. If a question cannot be answered, the organisation must state why it cannot be answered.
5. Grant applications must reach the Shire no later than 4.30pm on the last Friday in February. Late grant applications can only be accepted by a resolution of the Council.
6. Any grant funds provided by the Shire must only be used for the purpose/s stated in the application. Applicants can be community groups, sporting groups or commercial ventures.
7. An acquittal of the project must be provided to the Shire immediately after the project has been completed. For service agreements, acquittals must be provided at the end of each financial year of the agreement period. Failure to provide an acquittal will disqualify the organisation from being awarded grants in the following year.
8. The Shire of Bridgetown-Greenbushes will determine terms of payment for grants.
9. Council may request to review the financial records of funded groups and organisations, including cash books and bank statements.
10. Council may use the project/program information provided by funded groups or organisations for promotional and networking purposes.
11. Applicants must notify the Shire of Bridgetown-Greenbushes if there is any change in office bearers or contact details.
12. Payment of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met or satisfactory progress has not been achieved.
13. Funding will not be provided retrospectively. Any projects that are already underway or completed will not be funded.

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 | |