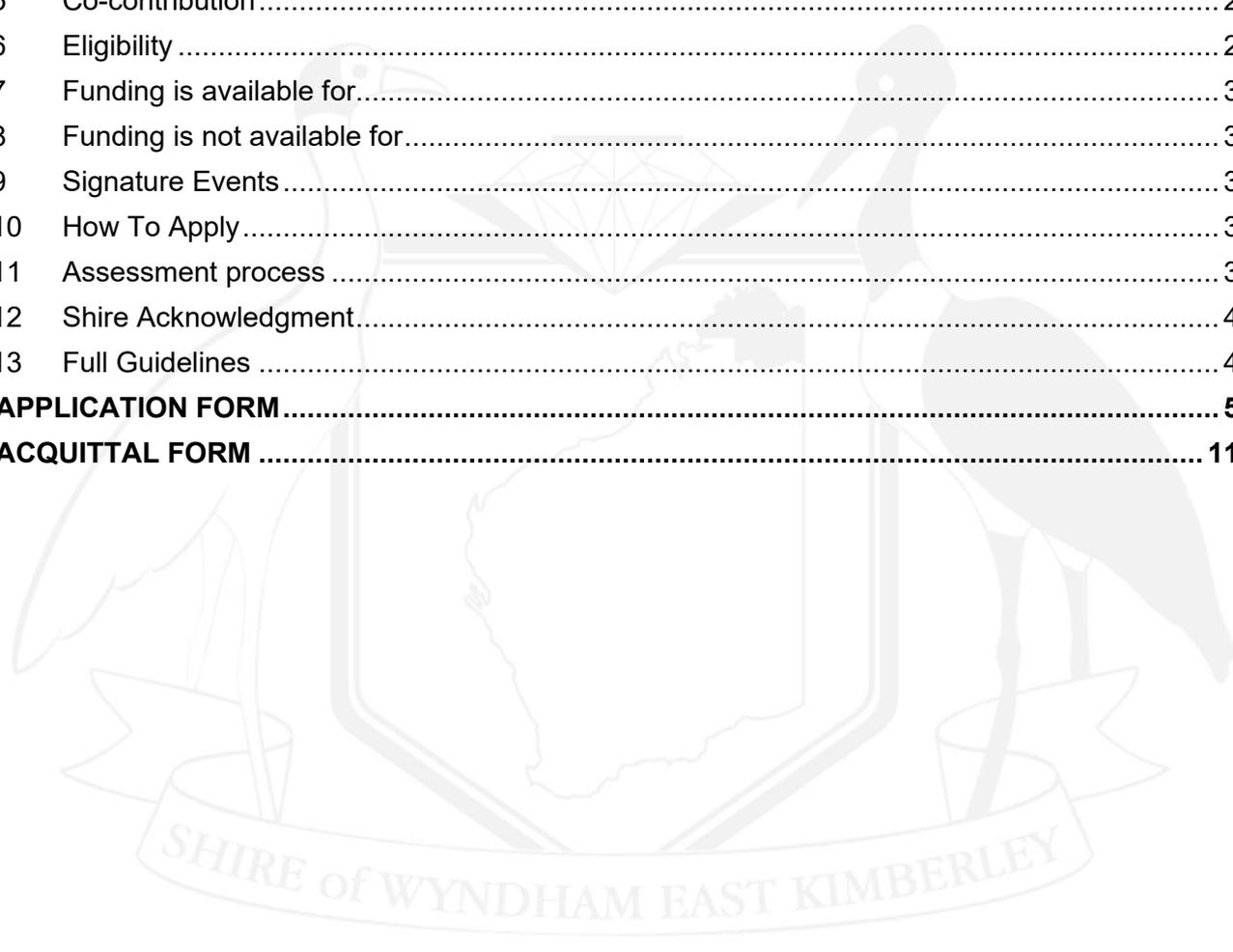


Shire of Wyndham East Kimberley

Events: Program Grant Application



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2 RELEVANT GUIDELINES

2.1 Funding Amount

- Community Events and Programs - \$1,000 to \$15,000
- Highlight Events and Programs - Up to \$20,000
- Signature Events - Up to \$50,000

2.2 Definitions

Event: A single, one-off (or annual) occurrence designed to engage the community, usually to celebrate, raise awareness, share information, or entertain.

Event Series: A collection of similar events that occur on a regular basis, usually with a common theme or goal.

Program: A structured program that can be a short or long-term initiative, with defined objectives that typically involves learning outcomes for recreation, sporting, cultural, environmental and social connection.

2.3 Description

The Events and Programs Grant supports organisations in delivering sustainable local and regional events and programs that celebrate diversity, creativity, inclusion, and community vibrancy by bringing people together, activating public spaces, and contributing to a thriving, connected East Kimberley.

Funding is available based on event/program size:

- Community Events and Programs – up to 500 attendees (\$1,000 - \$15,000)
- Highlight Events and Programs – 500 to 1,000 attendees (up to \$20,000)
- Signature Events – 1,000+ attendees (up to \$50,000). Available for events only.

The funding amounts serve as a general guide, and applications outside these funding levels may be considered with strong supporting evidence demonstrating significant community benefit, economic impact, or alignment with the Shire Corporate Business Plan.

2.4 Open Dates

Applications are open on an annual basis during a four week period which is generally after the annual budget is adopted in July. Contact the Community Development Officer at grants@swek.wa.gov.au for open and close dates.

Event and Program Grants can be awarded for one (1) to three (3) years. To find out if you are eligible to apply for multi-year funding, contact the Community Development Officer.

2.5 Co-contribution

Applications are limited to 50% of the total project cost. Applicants must identify and clearly demonstrate the source of the remaining project funds.

2.6 Eligibility

Additional to the General Eligibility and Funding Criteria outlined at Section 4 of the Community Grant Guidelines, applicants are required to meet the following;

- Deliver an event or program that is open to all members of the community.
- Demonstrate volunteer involvement in the event or program.
- Ensure the event or program complies with all relevant approvals and permits required by the Shire.
- Demonstrate a commitment to long-term sustainability, including securing alternative funding sources for future events and programs.

All applications must include:

- A Certificate of Incorporation (or evidence of auspice arrangement).
- Evidence of Public Liability Insurance (minimum \$20 million).
- A detailed budget with as accurate costs as possible.
- Quotes for expenses in alignment with these guidelines.

- A business plan (for funding requests over \$10,000).

2.7 Funding is available for

- Events and programs that bring the community together and foster a sense of identity and belonging.
- Initiatives that actively involve the community in the design, planning, and delivery of the event or program.
- Programs and events that promote the East Kimberley as a great place to live, visit, and do business.
- Free community events that enhance social connection and inclusivity.
- Ongoing or one-off programs that support:
 - Vulnerable or isolated community members.
 - Youth and/or early years development.
 - Seniors and active aging initiatives.
 - People with disability, promoting accessibility and inclusion.
 - Education and training workshops that upskill volunteers and build organisational capacity
 - Strategic planning to support future development and organisational sustainability

2.8 Funding is not available for

- Events or programs that have already taken place.
- Multiple applications seeking funding for the same event or program.
- Activities that primarily benefit a single business, individual, or exclusive group.
- Routine maintenance, operational expenses, or projects considered the responsibility of another entity.
- Initiatives that do not demonstrate long-term sustainability or community impact.
- Wages, salaries, or honorariums, except where explicitly approved as part of a project's delivery.
- Events or programs with a primarily political or religious purpose.

2.9 Signature Events

Signature Events are large-scale, annual events within the Shire that not only benefit the community but also attract additional tourists and provide an economic boost to the local towns.

Funding may be awarded for up to three (3) years, with an annual review to ensure compliance with the funding terms and conditions. The budget must align with the approved allocations. Any changes to the budget or allocations will need to be approved by the Council.

2.10 How To Apply

To apply for funding, applicants must submit a completed application form provided by the Shire at the time the grant category is open.

Supporting Documentation: All required supporting documents (e.g., Certificate of Incorporation, quotes, insurance details) must be included as specified for each grant category.

Auspice Requirements: Unincorporated groups are eligible to apply if they are supported by an auspice organisation. Refer to the Eligibility and Funding Criteria in the General Community Grant Program Guidelines.

Submission: Completed applications can be submitted in person at 20 Coolibah Drive, Kununurra WA, or via email to grants@swek.wa.gov.au.

Deadlines: Late applications will not be considered under any circumstances.

Record Keeping: Applicants should retain a copy of their submission for their records.

2.11 Assessment process

Events and Programs Grants assessment process:

1. Shire Officers review all applications for eligibility.

2. The Community Grants Review Panel assesses eligible applications based on the funding criteria.
3. The Panel makes recommendations to the Council for funding.
4. Council reviews and makes the final decision at a Council meeting.
5. Applicants receive a notification by letter and/or email within 21 days of the Council decision.

2.12 Shire Acknowledgment

All organisations receiving funding through the Community Grants Program must appropriately acknowledge the Shire of Wyndham East Kimberley for its support. Proof of this acknowledgment is required as part of your acquittal documentation. Failure to provide satisfactory acknowledgment may impact future grant applications.

For grants over \$1,000

Recipients must acknowledge the Shire's funding support in all appropriate materials related to the project or event, including (but not limited to):

- Media releases, social media posts and online communications related to the funded activity.
- Interviews associated with the funded activity.
- Acknowledgment in speeches at the event or official launch.
- Shire's logo on appropriate promotional and printed materials, including brochures, posters and flyers.
- Signage associated with the funded activity (e.g. plaques, banners).

The size and positioning of the Shire's logo on printed materials must be proportional to the level of funding received.

The Shire's pull up banners and teardrop banners are available to borrow for events related to the funded activity.

For additional information or to request a copy of the Shire's logo, please contact the Community Development Officer at grants@swek.wa.gov.au or (08) 9168 4100.

2.13 Full Guidelines

To see the Shires full Community Grants Guidelines document please download it from the Shires website here: <https://www.swek.wa.gov.au/live/our-community/grants.aspx>

**END OF GUIDELINES
APPLICATION FORM FOLLOWING**



3 APPLICATION FORM

Organisation Details			
Organisation Name			
Organisation Address			
Contact Person			
Contact Phone			
Contact Email			
Incorporation Details	(Association Number)		
Public Liability Insurance	(Insurance Provider)		
Australian Business Number	(Not Essential)		
Number of Members			
Membership Fee	Annually / Monthly		
Target Groups	<input type="checkbox"/> Children (under 12) <input type="checkbox"/> Young People (12-17) <input type="checkbox"/> Women <input type="checkbox"/> Men	<input type="checkbox"/> Seniors (55+) <input type="checkbox"/> Aboriginal and Torres Strait Islander People <input type="checkbox"/> People with a Disability	<input type="checkbox"/> Other:
About Your Organisation (200 words or less)			

Event / Program Details			
Name of event or program			
Description	<input type="checkbox"/> Event	<input type="checkbox"/> Event series	<input type="checkbox"/> Program
Location			
Dates / Frequency			
Times			
Summary (50 words or less)			
Anticipated Attendees	Locals		Visitors to Town
Cost to Attend			
Volunteer Involvement			
Does your organisation have any documents to support this project	<i>e.g. business plan, strategic plan</i>		

Community Benefit / Impact

(25%)

Outline the benefits to your organisation, the broader community and to any specific target groups. Who benefits and how will they benefit. Will these benefits be long-term and/or short-term (600 words or less)

Who will benefit from the event or program? e.g. children, seniors, visitors, residents, all community, members or volunteers of the organisation, local business

How will they benefit e.g. increase knowledge and skills, increase organisational capacity, fill a gap in a service, foster social connectivity, provide economic return to business, promote the East Kimberley and build civic pride.

Will the event or program increase participation in yours and/or other organisations activities

Have you considered access and inclusion for all demographics?

Alignment to Strategic Community Plan (SCP)

(15%)

Identify which goals and outcomes your event or program aligns with (*there may be more than one*) and explain how it contributes to these goals. Find the SCP on the Shire website here: <https://www.swek.wa.gov.au/our-shire/shire-documents/plans-and-strategies/strategic-community-plan.aspx> (400 words or less)

How the project will contribute to progressing the outcomes.

How will you measure success?

Planning and Feasibility

(15%)

Events and programs must be well-planned and feasible. Tell us how you identified the need for the event or program. Outline any partnerships and how they contribute to the event / program, including additional funding sources to clearly demonstrate the event or program can be delivered within the budget. Summarise key timeframes and people responsible. Signature Events must submit a business plan. (400 words or less).

Provide evidence the event or program meets an identified need or service gap e.g. a needs and feasibility study, a regional report, your strategic plan, a club or community survey

Provide evidence of any community, stakeholder or membership engagement.

Provide clear realistic objectives and timelines that allow for any approvals (e.g. SWEK event approval)

Demonstrate you can afford the project.

Community Support for Event / Program

(15%)

Attach letters of support and provide outcomes from any community, stakeholder or member engagement. (400 words or less)

Provide evidence of community support e.g. letters of support, survey results, consultation with community groups

What key groups were consulted or involved in project planning?

Capacity to Deliver the Project

(15%)

Provide evidence that you can deliver the event / program, including any contingency plans, evidence of previous successful delivery, and lessons learnt from previous events / programs. (400 words or less)

Tell us about your project team, their role and experience.

Has your organisation delivered an event / program similar in scale and complexity before, and if so provide examples.

Identify any risks that may affect the delivery of your project and how you will mitigate them (e.g. weather, delayed delivery of goods, unforeseen costs).

Funding Amount Requested

Total Project Cost	\$
Funding Amount Requested	\$
Percentage of Total Project Cost	%

Signature Event

Signature events are considered regular annual large-scale events that in addition to providing community benefit also bring additional tourists and an economic advantage to the Shire. Signature programs are considered essential, ongoing programs provided to the community. Signature events are eligible for up to 3 years of funding (depending on when you apply). If you would like to be considered for multiple year funding, you must also attach a business plan to your application.

Have you run this event previously?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (ineligible for signature event)
Would you like to be considered a signature event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Budget

(15%)

Fill in below budget and attach quotes in alignment with the following:

\$1,000 - \$5,000 One written quote
 \$5001 - \$10,000 Two written quotes
 \$10,000 or more Three written quotes

Shire Officers will consider the following when assessing the value for money (budget):

Does the budget make sense for the outcomes being proposed?

Are they leveraging other funding or contributions?

Is this a smart and effective use of public money?

Are quotes included in alignment with the guidelines?

Income	
Line Item	Amount (\$)
Requested amount from SWEK grant	
Organisation contribution	
Funding from other grants (pending) Details:	
Funding from other grants (confirmed) Details:	
Other sources (e.g. sponsor, cash, entry fees) Details:	
Total Income	\$

Expenditure		
Line Item	Amount (\$)	Check if using SWEK Funding
		<input type="checkbox"/>
Total Cash Expenditure	\$	

In Kind Expenditure	Value (\$)
Volunteer hours (valued at \$35 per hour)	
Total Expenditure (including In Kind)	\$

Declaration

I do hereby declare that I am authorised on behalf of the organisation to sign this declaration and the information supplied is, to the best of my knowledge, accurate and complete.

The Shire will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

I understand that prior to the event I may need to seek Shire event approvals.

I understand that if successful I will enter into a funding agreement with the Shire of Wyndham East Kimberley.

I understand any information disclosed in this form will only be used by the Shire for the purposes of managing funding proposals under the Community Grant Program and will be maintained in accordance with the *Privacy Act 1988*.

I understand that any decision made by the Shire is final and is not subject to an appeals process.

Attachments

Incorporation Certificate.

Public Liability Insurance Certificate.

financial statement (Financials from last endorsed Annual General Meeting).

letters of support.

quotes for all applicable expenditures.

business plan (applicable only to signature events).

Organisation

Name of Signee

Position of Signee

Signature

Date

Feedback

Please provide feedback on
SWEK Events / Programs Grant
Application Process.

**END OF APPLICATION FORM
ACQUITTAL FORM FOLLOWING**



4 ACQUITTAL FORM

Organisation Details

Organisation Name	
Organisation Address	
Contact Person	
Contact Phone	
Contact Email	

Event / Program Details

Name		
Location		
Dates		
Times		
Actual attendees	Locals	Visitors to Town
Funding amount received	\$	
Summarise the success of the event / program (for a media release) in 100 words or less.		

Event / Program Outcomes

Outline key outcomes and benefits the event / program achieved (400 words or less)	
Did you encounter any issues? If so, how were these dealt with? (400 words or less)	

Declaration

I certify to the best of my knowledge the details provided in this acquittal and associated documentation are true and correct.

I have checked our figures add up in the expenditure report.

I declare that the grant provide by the Shire of Wyndham East Kimberley has been spent in accordance with the purpose and conditions for which it was granted.

Attachments

I have attached invoices and receipts as per the expenditure report.

I have attached proof of all Shire acknowledgment.

I have attached community support/feedback (if applicable).

I have attached photos from the event / program, and the Shire has permission to use these for promotion of the grant program.

Organisation

Name of Signee

Position of Signee

Signature

Date

END OF ACQUITTAL FORM

