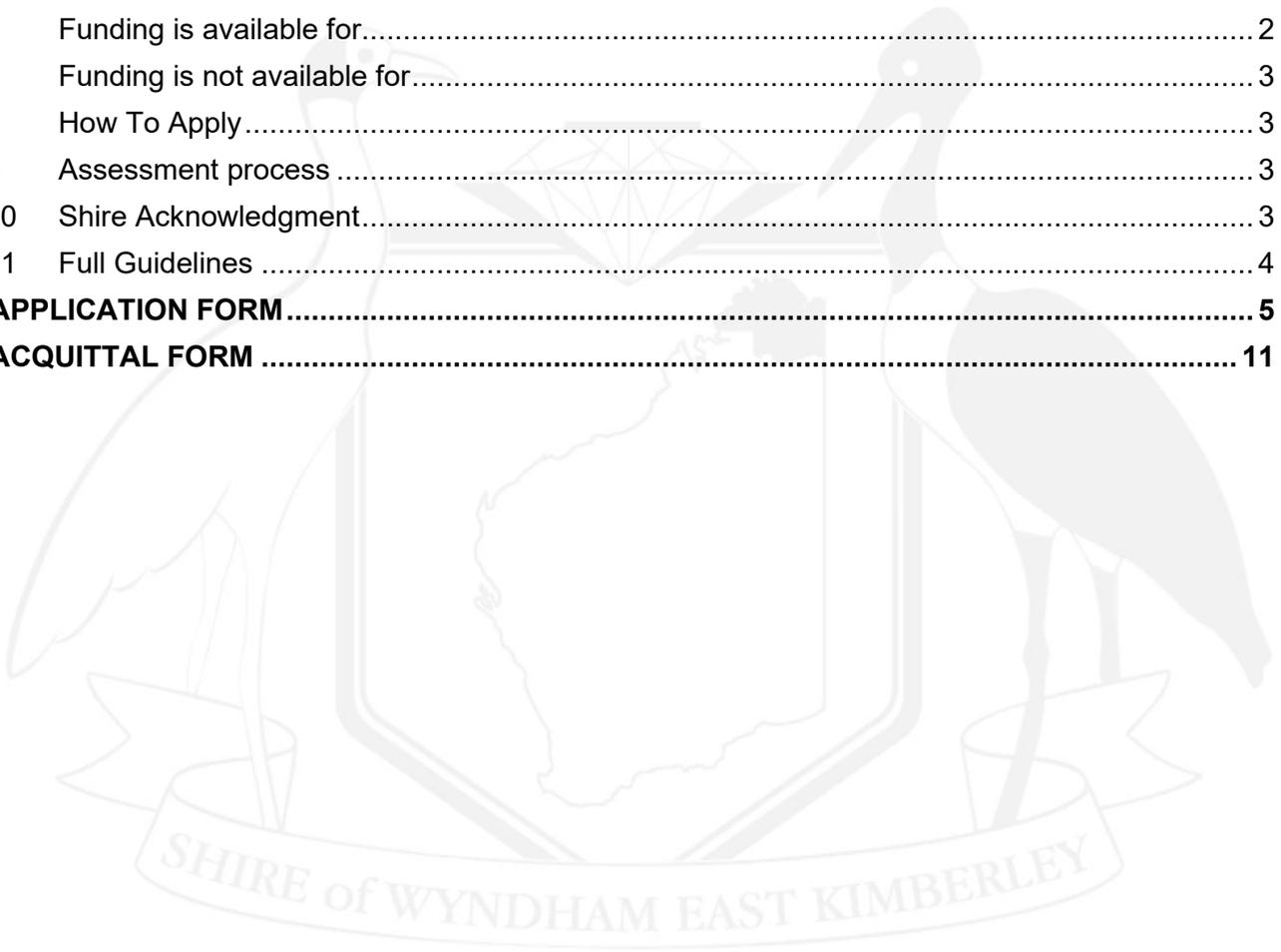


Shire of Wyndham East Kimberley

Facilities Grant Application



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2 RELEVANT GUIDELINES

2.1 Funding Amount

\$1,000 - \$20,000

2.2 Description

The Facilities Grant supports not-for-profit community groups to plan and deliver facility and infrastructure projects across sport, recreation, the environment, arts and culture to create a liveable community. Organisations are eligible for one Facilities Grant per financial year.

2.3 Open Dates

Applications are open on an annual basis for a minimum of four weeks, 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.

2.4 Co-contribution

Funding requests must not exceed 50% of the total project cost and applicants must demonstrate and provide evidence of all funding sources. Evidence may include bank statements, annual financial report, letters from other funding organisations, sponsors or donors.

2.5 Eligibility and Requirements

Additional to the General Eligibility and Funding Criteria outlined at Section 4 of the Community Grant Guidelines, dependent upon the project type, some or all of the requirements below may apply.

- New or improved buildings and permanent infrastructure projects must be on Shire-owned or managed land
- New or improved buildings and permanent infrastructure that is on land under lease from the Shire must have approval as per conditions of the lease and demonstrate ability to maintain the buildings or infrastructure
- Building and infrastructure projects must include two quotes, where possible, to support project cost estimates.
- Demonstrate consultation with, and support from, stakeholders (where applicable)
- Demonstrate a level of financial or in-kind contribution from other sources to support project viability.
- Projects with a total value over \$50,000 must demonstrate alignment with the organisations strategic plan and provide a project plan including a detailed project budget. Templates can be provided by contacting the Shire.

2.6 Funding is available for

- Planning and design of new or upgraded community facilities such as feasibility studies or business cases that demonstrate the need and benefit of the project.
- Improvements, upgrades, or extensions to existing community facilities to improve accessibility, safety, functionality, or sustainability. Examples include storage sheds, upgrade of toilets or entries to be accessible, new canteen or kitchen.
- Sustainability and environmental initiatives that support energy efficiency, water conservation, waste reduction, or environmental resilience. Examples include solar panels, water tanks.
- Technology and digital infrastructure that enhance access, communication, or services for the broader community. Examples include website upgrades to be more accessible.
- Arts and culture projects that celebrate and promote local creativity, cultural heritage, or Indigenous knowledge. Examples include local public art installations, murals.

- Purchasing new equipment that enhances your organisations services or creates new opportunities within the organisation.

2.7 Funding is not available for

- Staffing and operational costs, or expenses such as utilities, insurance, wages, or administration that are considered the responsibility of the applicant or another entity.
- Initiatives that primarily benefit a single business, individual, or exclusive group, rather than the broader community.
- Projects without clear long-term sustainability or lasting community impact.
- Retrospective funding for projects, or purchases that have already commenced or been completed.
- Costs related to alcohol, gambling, or activities that may be considered controversial or divisive.
- Projects that lack landholder approval or do not have a clear implementation plan.
- Minor equipment upgrades, maintenance or replacement of consumable items.

2.8 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.

2.9 Assessment process

Facilities 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.

2.10 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, 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 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.

2.11 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)			

Project Details			
Name of Project			
Description	<input type="checkbox"/> Construction	<input type="checkbox"/> Planning or Design	<input type="checkbox"/> Technology <input type="checkbox"/> Other
Address			
Property owner			
Do you have property owner's permission?	<input type="checkbox"/> Yes (please attach evidence)	<input type="checkbox"/> No	
Description of project (50 words or less)			
Start & finish dates			
Organisations involved in implementing the project			
Does your organisation have any documents to support this project (e.g. business plan, strategic plan)	<i>Projects over \$50,000 in value are required to align with your organisations strategic plan.</i>		
Volunteer Involvement			

Community Benefit / Impact

(25%)

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

Who will benefit from the project? E.g. children, vulnerable, open to all community or members of the organisation

Outline how the project is innovative or will address a current gap in services or activities.

How will the community benefit? e.g. better access to services or programs, improved health and social connections

Have you considered access and inclusion for all demographics?

Will the project increase participation in your organisation's activities?

Alignment to Strategic Community Plan (SCP)

(15%)

Identify which goals and outcomes your project 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)

State how the project will contribute to progressing the outcome.

How will you measure success?

Planning and Feasibility

(15%)

Tell us how you identified the need for your project. Outline any partnerships and how they contribute to the project, including additional funding sources. Summarise key timeframes and people responsible. Projects over \$50,000 in value must submit a project plan and the organisations strategic plan. (400 words or less)

Provide evidence the project meets an identified need. e.g. a needs and feasibility study, a regional report, your strategic plan, a club survey

Provide evidence of any community, stakeholder or membership engagement.

Provide clear realistic objectives and timelines that allow for any design and statutory approvals (e.g. building permit).

Demonstrate your ability and resources to fund the project.

Community Support for Project

(15%)

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

What kind of support has been demonstrated — financial, staff, other?

Were key groups consulted or involved in project planning?

Capacity to Deliver the Project

(15%)

Provide evidence that you can deliver the project, including any contingency plans, evidence of previous successful delivery, and lessons learnt from previous projects. (400 words or less)

Who will be the project manager and what experience do they have?

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

Has your organisation delivered a project 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	%

Budget (15%)

Fill in 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 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. sponsors, donations) Details:	
Total Income	\$

Cash 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 Cash and 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. | <input type="checkbox"/> |
| The Shire will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application. | <input type="checkbox"/> |
| I understand that prior to the project I may need to seek Shire approvals. | <input type="checkbox"/> |
| I understand that if successful I will enter into a funding agreement with the Shire of Wyndham East Kimberley. | <input type="checkbox"/> |
| 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 <i>Privacy Act 1988</i> . | <input type="checkbox"/> |
| I understand that any decision made by the Shire is final and is not subject to an appeals process. | <input type="checkbox"/> |

Attachments

- | | |
|---|--------------------------|
| Incorporation Certificate. | <input type="checkbox"/> |
| Public Liability Insurance Certificate. | <input type="checkbox"/> |
| Financial statement (Financials from last endorsed Annual General Meeting). | <input type="checkbox"/> |
| letters of support. | <input type="checkbox"/> |
| Quotes for all applicable expenditures. | <input type="checkbox"/> |
| business plan or project plan (if applicable) | <input type="checkbox"/> |
| Organisations strategic plan (if applicable) | <input type="checkbox"/> |

Organisation

Name of Signee

Position of Signee

Signature

Date

Application Form Feedback

Please provide feedback on the
SWEK Facilities 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	

Project Details

Name	
Address	
Dates	
Funding amount received	\$
Summarise the success of the project (for a media release) in 100 words or less.	

Project Outcomes

Outline key outcomes and benefits the project 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 provided 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 project, 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

