



Annual Grant

Application Form



Bring community
together

Supporting and building
capacity of community
groups and clubs through
community grants



Vision for the Shire of Wyndham East Kimberley:

To be a thriving community with opportunities for all

Annual Grant Guidelines

Please read this section carefully before completing your application

The Shire of Wyndham East Kimberley strongly supports the work of community groups and the valuable services they provide to the community. To support these organisations the Shire provides financial assistance through the Shire's Community Grant Scheme. The Shire's Community Grant Scheme consists of three grant types; Community Quick Grant, Annual Grant and Rates Assistance Grant.

These guidelines will help you to prepare a thorough and complete application to give your organisation the best chance of receiving an Annual Grant.

ANNUAL GRANTS

Annual Grants provide the opportunity for not for profit, community based, sporting, cultural, environmental, service groups and associations to apply for funding for larger scale projects over \$500.00. Annual Grants may support (noting eligibility requirements):

- Capital Works
- Purchase of equipment; or
- General project expenses.

Level of Annual Grant available

The level of Annual Grant available is for projects over \$500.00. There is no determined maximum level of grant but the all applications must come within the Shire's Annual Grants budget.

ASSESSMENT

Annual Grants will be assessed by the Community Grants Assessment Panel. The Panel will consist of a minimum of three Shire Officers facilitated by the Director Community Development. The Assessment Panel will draft and present an assessment report to Council for consideration and adoption.

Annual Grants shall be assessed against the following criteria:

- Demonstrated need for funding
- Benefits to the community, including:
 - Improved quality, range and access to services by the community
 - Addressing key social issues within the community
 - Local economic benefit
 - Benefit to a wide range of people from a variety of backgrounds
- Demonstrated community support for the organisation and the project or activities planned or the services provided
- The organisation's demonstrated ability or capacity to achieve measurable outcomes for the community and to deliver the project or services successfully.
- Demonstration of links to Council's Strategic Community Plan.

Priority will be given to applications that:-

- Demonstrate ongoing benefit to the community (i.e. capital works project, equipment purchase, , community development or economic development)
- Demonstrate partnerships with other Community Organisations and funding sources
- Demonstrate community support for the organisation and the services provided or project/activities planned
- Provide co-contribution for annual grants, whether through other grant funding sources or the applicants own contribution.

Applicants should aim to contribute a minimum of 50% of the project costs (this may be in kind). Applications for more than 50% of a project cost will be considered however the applicant should provide reasoning why they are not able to contribute half of the project costs

- Provide evidence that grant is being spent locally; and/or
- Promote access and inclusion.

ELIGIBILITY

Eligible groups must be registered charities and not-for-profit sporting, social and cultural organisations providing community services or benefits.

RECOGNISING THE SHIRE'S CONTRIBUTION

One of the conditions of receiving funding through the Community Grants Scheme is that the recipients recognise the Shire of Wyndham East Kimberley's contribution. This recognition is obviously proportional to the amount of funding received. Some examples would be;

- to include the Shire of Wyndham East Kimberley logo on your printed material,
- have the MC of the event recognise the Shire's contribution,
- mention the Shire's contribution in your media releases, programs or posters, or
- talking about the Shire's contribution if you are doing a media interview.

Note: Annual Grants are not Sponsorship. The difference between grants and sponsorship is critical in the management of the perception of corruption with regard to Shire financial support. It may be viewed that any personal benefit to any individual involved in the decision making process could influence the decision making process. For this reason, given the purpose of the Community Grant Scheme is to provide support for Community Organisations and events, there should be no expectation of reciprocal benefit beyond modest acknowledgement. Therefore all Shire contribution through this scheme will be a "grant" as opposed to "sponsorship".

FREQUENTLY ASKED QUESTIONS

What if the Council doesn't approve your application? The Shire will provide you with feedback about why your application was unsuccessful. The Shire's Community Services team can offer guidance and assistance with other funding opportunities.

What happens if grant funds are not claimed, spent or acquitted? All grants must be claimed, expended and acquitted within 12 months of them being approved by Council. If grants are not utilised within the given time, all grant funds allocated will be forfeited. Failure to complete the required acquittal satisfactorily may result in the applicant being ineligible for future grants.

Do you have a question or need help? If you need help to fill out the forms or if you have a question about the Grant please do not hesitate to contact the Shire's Community Development Officer on 9168 4100, mail@swek.wa.gov.au or PO Box 614 Kununurra WA.

How do I apply? Complete the Application Form, include all relevant attachments , and return it to the Shire before the closing date.

Annual Grant Application Form



Please ensure that you have read and understood the application terms and criteria before completing the following application.

Record Number:

Section 1 - Applicant Details

1a. Applicant name / group name		
1b. Incorporated status	<input type="checkbox"/> Incorporated	<input type="checkbox"/> Not Incorporated
1c. ABN (Australian Business Number) and/or Association Number	ABN:	Association Number:
1d. Bank Details for the organisation	BSB:	A/C Number:
1e. Auspice name (if an individual or not incorporated)		
1f. Title of the activity/project		
1g. Start date of the activity/project		
1h. Total amount requested	\$	
1i. Contact person for project		
1j. Your position in the group		
1k. Postal address		
1l. Contact email address		
1m. Daytime telephone number		

OFFICE USE ONLY

Approved	<i>Signature</i>		<i>Date:</i>
Yes No			
Manager Community Development			

Reason for approving / not approving:

<i>Date received by Shire:</i>	<i>Date received by Community</i>	<i>Date Processed:</i>	<i>Date notified:</i>

Section 2 - Tell us about your group

Details of your group

2a. Please outline the objectives of your organisation/group		
2b. Please provide a brief description of the activities your organisation/group undertake		
2c. Is your organisation recognised as non-profit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2d. List the key people and decision makers involved in this activity/project.	<i>Name</i>	<i>Position</i>

Membership/client details

2e. Are you a membership based organisation?

 Yes

 No

2f. Please indicate the target groups your organisation aims to engage:

 Children (under 12 years)

 People with disability

 Young people (12 – 17 years)

 Low income families

 Women (18 – 55 years)

 All of the above

 Men (18 – 55 Years)

 Other (please specify)

 Older people (55 + years)

 Aboriginal and Torres Strait Islander people

 People from culturally diverse backgrounds

2g. Will the above mentioned groups be your target audience for the activity/project?

 Yes

 No

Section 3 - Tell us about the project/activity you wish to support

Details of your project/activity

3a. Title of the activity/project

3b. Please describe the community activity you are requesting an Annual Grant for

(Include details about your project/event including what you are planning, it's location, when it will occur, how many people are involved and who they are.)

3c. Which Shire Strategic Focus Areas does your activity/project align with?

https://www.swek.wa.gov.au/Profiles/swek/Assets/ClientData/SCP_2017-2027.pdf

- 1 PEOPLE - Healthy vibrant active communities 2 PLACE -
- Enhancing the environment
- 3 PROSPERITY - Economic prosperity
- 4 GOVERNANCE - Civic leadership

Section 3 Continued- Tell us about the project/activity you wish to support

Management of your project/activity

3d. Please describe how you will work in partnership with other organisations/stakeholders to achieve the maximum community benefit of the project/activity?

Include specific details of partner/stakeholder roles and responsibilities, how the project will be managed, and your history

3e. Please describe how the project/activity will be managed into the future?

Outline how you will ensure sustainability of the project/activity (for on-going projects/activities) and/or the outcomes to be achieved (for on-going and one-off projects/activities).

Section 3 Continued- Tell us about the project/activity you wish to support

Community Benefit and support

3f. Please describe how the project/event will benefit those directly involved and the wider community.

You should outline here what you plan to achieve, including any social, economic, environmental and cultural outcomes

3g. Please demonstrate how the project/activity is supported by the community?

Include which stakeholders, organisations and community members have been consulted about this project/activity, why and how they support the project/activity and other information to demonstrate community support. Attach letters of support.

Section 3 Continued- Tell us about the project/activity you wish to support

Additional Financial Assistance

3h. What attempts have been made to secure financial assistance from other sources?

For example - Dept. of Sport and Recreation, Lotterywest, Healthways, commercial sponsorship etc

Funding Agency	Amount requested/awarded	Application status (Approved, declined, pending)
	\$	
	\$	
	\$	
	\$	

Project/activity milestones

3i. What are the key activities you will carry out during the project/event?

Dates MUST be entered against 'activity completed' and 'acquittal documentation completed'

Date	Activity/Milestone
	Activity completed
	Acquittal documentation completed

Activity/project budget

3j. Please provide a summary of the Activity/project budget Note your total income should equal your total expenditure.

Where possible please provide quotes for planned expenditure.

Income		Expenditure	
Activity generated income (eg ticket sales, merchandise)	\$	General administration expenses	\$
Organisation's contribution	\$	Professional fees (include accommodation, meals etc)	\$
Other Grants Sponsorship (Stipulate Who)	\$	Equipment hire (please specify)	\$
Other (please specify)	\$	Other costs (please specify)	\$
Requested amount Annual Grant	\$		
Total (not including GST)	\$	Total (not including GST)	\$

Section 4 - Statutory Requirements

4a. Does your activity/ project include an event?

Yes

No

Disability Access and Inclusion Requirements.

4b. Has the event been planned in accordance with the Disability Services Commission

Yes

No

'Creating Accessible Events'

People with disability can face barriers to attending and participating in public functions in a variety of ways. They may experience difficulty hearing what is said, seeing small print on an invitation, climbing steps to the venue, understanding signage, or using a rest room in the building. Public events need to be planned to ensure they are accessible to all members of the community. Consideration of aspects such as the venue, a continuous accessible path to the venue, invitations, and hearing augmentation are important.

Creating Accessible Events website: http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/

Licences and permits

4c. Have you applied for all relevant licences, permit and approvals? For assistance please contact the Shire

Yes

No

4d. Please advise which permits/licences or approvals you have applied for. (insert title and circle for approval)

permits/licences	Approval Status
	Yes / No / Pending
	Yes / No / Pending
	Yes / No / Pending

4e. Please advise if you require a Shire Venue, equipment or personnel as well as when and an estimated value.

Please calculate the total hire fees or other charges applied to this application – refer to the Annual Fees and Charges on SWEK website. (NB – planned SWEK works take priority, however consideration will be given to all reasonable requests).

Section 5 - Acknowledgement of the Shire's Contribution

5a. Please outline how you will recognise the Shire's contribution. (helpful hints can be found in the selection criteria)

Section 6 - Declaration

6a. Please read and tick the following acknowledgements:

I acknowledge that I am authorised to make this application on behalf of the organisation.	<input type="checkbox"/>
I acknowledge that the information in this application is true and correct.	<input type="checkbox"/>
I acknowledge that I may be required to supply further information prior to consideration of this application by SWEK.	<input type="checkbox"/>
I have attached the organisations most recent financial statements	<input type="checkbox"/>
I have attached copies of any approved or pending licenses, permits or approvals	<input type="checkbox"/>
I acknowledge that I will complete an acquittal report and submit it within four weeks of the project/activity completion	<input type="checkbox"/>
I acknowledge that the acquittal report must contain financial statements and receipts, media releases, promotional material, reports, statistics and photographs of the project/event.	<input type="checkbox"/>
I provide permission for the Shire of Wyndham East Kimberley to promote this Annual and /or Rates Assistance Grant proposal, as part of any communications and public relations activities.	<input type="checkbox"/>

6b. Name and signature

(An original signature must be received, please print this page and sign)

Print Name

Signature

Date

Other information

6c. Please provide any other relevant information here (such as a list of attached supporting documentation)

You can submit your Annual Grant application by post, fax or in person.

Please address your application to:

Manager Community Development

Shire of Wyndham East Kimberley, PO Box 614 Kununurra WA 6743

Fax: (08) 9168 1798 Or you can deliver your application to the Shire Offices in either Kununurra (Coolibah Drive), or Wyndham (Koolama St).