

# Rates Assistance 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**

# Rates Assistance 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 a rates assistance grant.

## RATES ASSISTANCE GRANTS

Rates Assistance Grants provide the opportunity for not for profit community groups and associations occupying rateable land to apply for funding for the payment of their rates. A Rates Assistance Grant is only applicable to rates, and not to service charges, the waste management charge, and/or the Emergency Services Levy. Residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a Rates Assistance Grant. Community groups or associations that in the opinion of Council, provide activities which are not core activities and/or are in direct competition with a service provided by an established private operator within the district, will not be eligible for rates assistance for that portion of the site being utilised for the activity.

### Level of rates assistance available

The maximum level of rates assistance that will be made available to a successful applicant is 100% of the annual rates showing on the current rates assessment, excluding service charges, the waste management charge, and/or the Emergency Services Levy.

## ASSESSMENT

Rates Assistance 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.

Rates Assistance Grants are assessed based on:

- 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 o Local economic benefit
  - Benefit to a wide range of people from a variety of backgrounds
- Demonstrated community support for the organisation and the services provided
- The organisation's demonstrated ability or capacity to achieve measurable outcomes for the community
- Demonstration of links to Council's Strategic Community Plan

Priority will be given to applications that:

- Can demonstrate ongoing benefit to the community
- Demonstrated community support for the organisation and the services provided or project/activities planned
- Are from Community Organisations that do not already receive financial support from the Shire including subsidised lease fees and subsidised facility hire fees
- Promote access and inclusion.

### Time frames:

Rates Assistance Grants will open 1 April and close 31 May

## ELIGIBILITY

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

To be eligible for rates assistance;

- Applications for rates assistance grants can be made by registered charities and not-for-profit sporting, social and cultural organisations providing community services or benefits.
- The rateable property must be within the Shire of Wyndham East Kimberley.

### To be successful, the applicant must:

- Not have any outstanding debts to the Shire
- Sign and comply with the funding agreement accepting the conditions of funding

Political parties, Government departments, committees under Council management and commercial or profit-making enterprises are excluded from applying for grants.

Residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a Rates Assistance Grant.

## PAYMENT OF GRANTS

If your Rates Assistance Grant is successful you will be required to raise and supply an invoice to SWEK for the grant value to receive payment. Please note that GST is not applicable to the grant funding and should not be included in the invoice.

The Shire will process your invoice and deposit funds into your organisation/group nominated bank account.

## 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.

**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@swек.wa.gov.au or PO Box 614 Kununurra WA 6743.

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

**Thank you for taking the time to read through these guidelines - good luck with your application**

# Rates Assistance Grant Application Form

RAG

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. Name of Chairperson/President		
1f. Contact person for grant		
1g. Postal address		
1h. Contact email address		
1i. Daytime telephone number		

## Property subject to rates

1j. Rates Assessment Number		
1k. Property Owner		
1l. Property address		
1m. Percentage (%) of Rates Assistance requested (i.e. 50% of Shire rates charge)		%

## OFFICE USE ONLY

Approved

Signature

Date:

 /  / 

Yes No

Manager Community Development

Date received by Shire:

Date Processed:

## Section 2 - Tell us about your group

### Details of your group

2a. Please briefly 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. Is your organisation considered a Public Benevolent Institution for taxation purposes, or receive a tax exemption from the Australian Taxation Office? If so, please provide the relevant taxation information or certificates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2e. Does your organisation own or lease the rateable land? (If leased, is the lessee responsible for rates under the lease agreement)? If so, please provide a certificate of the lease.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2f. Are commercial activities conducted at the property address? (Commercial Activities are non-core activities and or are in direct competition with a service provided by an established operator within the district) If Yes: What is the portion of your site being utilised for the Commercial Activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	% Commercial	
2g. Does the organisation make a profit, which is not used for charitable purposes from its operations?  If Yes, please state how the profit is utilised or distributed by the Organisation:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2h. Is the organisation exempt from the payment of rates under legislation other than the Local Government Act 1995? If so, please provide details of the specific Legislation:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Membership/client details

2i. Are you a membership based organisation?

☐ Yes

☐ No

2j. Number of active members:

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

☐ Children (under 12 years)

☐ Young people (12 – 17 years)

☐ Women ( 18 – 55 years)

☐ Men (18 – 55 Years)

☐ Older people (55 + years)

☐ Aboriginal and Torres Strait Islander people

☐ People from culturally diverse backgrounds

☐ People with disability

☐ Low income families

☐ All of the above

☐ Other (please specify)

\_\_\_\_\_

## 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 acknowledge that if successful I will raise and supply an invoice to SWEK for the grant value to receive payment	<input type="checkbox"/>
I acknowledge that the Shire will be recognised for its contribution and that evidence of this recognition will be provided within the acquittal.	<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 application by post, email, fax or in person.

Please address your application to:

**Manager Community Development**

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

**mail@swek.wa.gov.au**

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