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2 RELEVANT GUIDELINES

2.1 Funding Amount

Up to \$1,000

2.2 Description

The Quick Grant provides fast and flexible funding to support local clubs, organisations, and community groups in delivering small-scale projects, events, and initiatives that may arise unexpectedly or require a short turnaround. This funding stream is designed to assist with costs that might otherwise be a barrier to participation, ensuring community activities remain accessible and inclusive. They are ideal for unplanned or time-sensitive opportunities that contribute to community wellbeing, engagement, and local development.

2.3 Open Dates

Applications are open throughout the year and assessed as required.

Applications should be submitted two weeks prior to the project, program or event.

2.4 Co-contribution

Applicants are not required to make a co-contribution. Funding will no more than 100% of the total project cost.

2.5 Eligibility

The General Eligibility and Funding Criteria outlined at Section 4 of the Community Grant Guidelines applies.

Organisations are eligible for one Quick Grant per financial year only. Where projects are organised by multiple organisations, only one Quick Grant may be approved for that project, program or event.

2.6 Funding is available for

- Resources and equipment required for the delivery of a project, program or event opportunity
- Venue hire
- Minor repairs due to unforeseen circumstances (not for preventative maintenance)
- Small community events open to the public
- Volunteer retention and recognition initiatives

2.7 Funding is not available for

- Trophies, prize money, insurance or operational expenses
- Payment of wages or honorariums
- Projects that are primarily fundraiser projects, where the funds raised from the project are to be directly forwarded to another organisation that does not meet the eligibility criteria
- Bond payments for facility hire

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 events@swek.wa.gov.au.

Deadlines: Retrospective 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

Quick Grants follow the following assessment process:

1. Shire Officers review all applications for eligibility.
2. If eligible, Shire officers will assess grant and determine if funding will be approved and the funding amount.
3. Applicant is notified of the outcome within 10 days of applying.

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.

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 events@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 Shire 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

Project name	
Location	
Start and finish date / time	
Description of project (100 words or less)	
Organisations involved in implementing the project	

Community Benefit

Outline the benefits to the community, who will benefit, and long-term and short-term benefits. (500 words or less)

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Alignment to Strategic Community Plan (SCP)

Identify which goals and outcomes your project aligns with 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)

Budget

Income

Line Item	Amount (\$)
Requested amount from SWEK grant	
Organisation contribution	
Other sources	
Total Income	\$

Expenditure

Line Item	Amount (\$)

In Kind Expenditure

Value (\$)

Total Expenditure (including In Kind)	\$

Funding Amount Requested	
Total project cost	\$
Funding Amount Requested	\$

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 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"/>
Letters of support (where applicable).	<input type="checkbox"/>
Quotes where possible.	<input type="checkbox"/>
Organisation	
Name of Signee	
Position of Signee	
Signature	
Date	

**END OF APPLICATION FORM
ACQUITTAL FORM FOLLOWING**



4 ACQUITTAL FORM

Organisation Details

Organisation Name	
Organisation Address	
Contact Person	
Contact Phone	
Contact Email	

Project Details

Project name	
Location	
Start and finish date / time	
Funding amount received	\$
Summarise the success of the project (for a media release) in 50 words or less.	
Outline key outcomes and benefits the project achieved (300 words or less)	
Please outline how you acknowledged the Shire.	

Expenditure	
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Fill in below expenditure report and attach receipts/invoices. Any unspent funds are to be returned to the Shire along with the acquittal.

Expenditure	
Line Item	Amount (\$)

In Kind Expenditure	Value (\$)
Total Expenditure	\$

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 project, and 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

