

Community Grant Program 2021/22

QUICK GRANT

Application Form



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

**SHIRE of
WYNDHAM
EAST KIMBERLEY**



Community Grant Program Quick Grant

The Shire of Wyndham East Kimberley is committed to providing support for not for profit, community based, sporting, cultural, environmental, service groups and associations. This support is to foster high quality programs, community events, facilities and services that provide benefit to the community in alignment with the Council's Strategic Community Plan.

The aim of the Community Grant Program is to provide assistance to local community groups / organisations that make positive contributions to the quality of life within the local government area.

Quick Grants are a mechanism for the Shire to support local clubs and community groups for amounts of up to \$500.00. The grants are available at any time and the application process is relatively simple. Quick Grants primarily cater for small projects and initiatives that are unlikely to be planned many months in advance. Organisations are eligible for one Quick Grant per financial year and can be submitted at any time.

QUICK GRANT

Quick Grants are a mechanism for the Shire to support local clubs and community groups. Quick Grants primarily cater for small projects and initiatives that are unlikely to be planned many months in advance. They provide a mechanism for the Shire to offset Shire fees and charges in a fair and equitable manner as opposed to the provision of waivers on an ad hoc basis.

DATES

- Applications are open throughout the year and assessed as required

FUNDING AMOUNTS

- Applications under \$500 (ex GST)
- Applicants are not required to make a co-contribution

FUNDING CRITERIA

One off projects that demonstrate benefit to the community including but not limited to:

- Resources and equipment
- Venue hire
- Minor repairs and maintenance
- Small community events open to the public

Grant funding is not available for the following:

- Trophies, prizes, insurance or operational expenditure
- 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
- Expenses without documentation or invoices
- Bond payments for Shire facility hire

ELIGIBILITY AND CONDITIONS

This is to be read in conjunction with the general eligibility criteria referred to in this document. The following specific conditions apply to this category:

- 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

ASSESSMENT APPROVAL AND AWARDING

- Applications are assessed by Shire Officers against the funding criteria
- The Shire aims to process your application within 21 business days of submission
- The decision to award Quick Grants is made by the Community Development Officer (CDO)

PAYMENT OF GRANT

If your application is successful you will be required to raise and supply an invoice to the Shire 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.

Prior to applying, please also read the Community Grant Program Policy and General Grant Guidelines on the Shire's website swek.wa.gov.au

If you have any queries, please contact the Community Development Officer on 9168 4100 or email mail@swek.wa.gov.au

SUBMITTING YOUR APPLICATION

Please submit your application via email, post or in person:

By Mail:

Community Development, PO Box 614 Kununurra WA 6743

By Email:

mail@swek.wa.gov.au

Subject: Community Grant Program

By Email:

Kununurra Shire Office: 20 Coolibah Drive

Wyndham Shire Office: 6 Koolama Street

Quick Grant Application Form

Section 1 - Organisation Details

1.1 Organisation Name (same as Incorporation Certificate):

Organisation Name:

1.2 Organisation Address Details (not PO Box)

Street Address:

Town:

Postcode:

1.3 Postal Address:

PO Box No.

Town:

Postcode:

1.4 Organisation Contact Details:

Chairperson/President:

Organisation phone:

Organisation email:

1.5 Contact Person Details:

Contact person's name:

Contact person's position:

Contact person's phone:

Contact person's email:

1.6 Is your organisation incorporated?

☐

Yes:

*Please provide Association
Number and attach a copy of
your Incorporation Certificate.*

☐

No:

*you will need an
incorporated
organisation to Auspice*

Association Number:

OFFICE USE ONLY

Eligibility and Approval	<p>Application is Eligible / Ineligible for funding</p> <p>Approve / Decline funding in the amount of \$_____.</p> <p>Officer Signature: _____ Officer Name: _____ Date: ____/____/____</p>
Notification	<p>Notification of Decision sent to organisation</p> <p>Email / Letter Date sent: ____/____/____</p> <p>Officer Signature: _____ Officer Name: _____ Date: ____/____/____</p>
Payment	<p>Payment for awarded grant amount sent to organisation</p> <p>Date payment processed: ____/____/____</p> <p>Officer Signature: _____ Officer Name: _____ Date: ____/____/____</p>
Acquittal	<p>Acquittal received from organisation</p> <p>Date received: ____/____/____</p> <p>Officer Signature: _____ Officer Name: _____ Date: ____/____/____</p>

1.7 Do you have public liability insurance?

(MUST be current and will provide cover for the proposed grant).

☐

Yes:

*Please attach a current copy
of public liability insurance
certificate.*☐

No:

*Your application may be
deemed ineligible.***About Your Organisation****1.8 Please describe your organisation and its purpose in 200 words or less:***(How long has it existed, history, current membership including relevant membership growth, include any other important information to build the picture for the assessment panel).*

1.9 Are you a membership based organisation?☐

Yes:

*Please complete 1.10a
and 1.10b*☐

No

1.10a Number of active members:**1.10b Annual membership fee:**\$ **1.11 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

☐

Other (please specify)

1.12 Is your organisation registered with an Australian Business Number (ABN or ARBN)?☐

Yes:

*Please provide AB Number or
ARBN.*☐

No

ABN or ARBN:

1.13 Is your organisation registered for Goods and Services Tax (GST)?☐

Yes

☐

No

Section 2 – Activity / Project Details

2.1 Title of the activity/project):

Activity/Project Title:

2.2 Please describe the community activity/project you are requesting a Quick Grant for

2.3 Please demonstrate the need for Quick Grant Funding

(Please explain why quick grant funding is required from the Shire)

2.4 How will the project support the goals of the Strategic Community Plan?

Please list the Strategic Community Plan Goals that this project will support and detail how. *(Please refer to the [Strategic Community Plan](#) which is available on the [website](#) or Shire Offices)*

2.5 Please describe how the activity/project will benefit the community

You should outline what your activity plans to achieve-including social, economic, environment and cultural outcomes

2.6 What (if any) organisations will you be collaborating with to deliver you project?

2.7 List income and expenditure relating to your Activity/ Project

INCOME	AMMOUNT (EX GST)	EXPENDITURE	AMMOUNT (EX GST)
Requested amount from Quick Grant (Max \$500)		General administration expenses	
Other Grants or Sponsorship (Stipulate Who)		Equipment/facility hire (please specify)	
Organisation's contribution		Professional fees	
Activity generated income (eg ticket sales)		Other costs (please specify)	
Total (not including GST)		Total (not including GST)	

2.8 Please outline how you will recognise the Shire's Quick grant contribution**Section 3 - Declaration****3.1 Please read, tick and sign the following 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 I may be required to supply further information prior to consideration of this application.
- ☐ I understand that if successful I will raise and supply an invoice to the Shire for the grant value to receive payment.
- ☐ 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.

Organisation:	
Name of Person:	
Position Title:	
Signature:	
Date:	

Submit your application by post, email or in person.