



QUICK GRANTS APPLICATION FORM

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

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.

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 it can be submitted at any time.

DATES

Applications are open throughout the year and are assessed as required. The Shire will endeavour to have an outcome for your application within 21 business days of application.

FUNDING AMOUNTS

- Applications are for up to \$500.
- Organisations are not required to make a co-contribution.

FUNDING CRITERIA

This is to be read in conjunction with the general eligibility referred to in the Shire [Community Grant Guidelines](#). Funding is for 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 expenses
- Projects that are primarily fundraiser projects, where the funds raised are to be directly forwarded to another organisation that does not meet the eligibility criteria
- Expenses without documentation or invoices
- Bond payments for Shire facilities

ELIGIBILITY AND CONDITIONS

This is to be read in conjunction with the general eligibility referred to in the Shire [Community Grant Guidelines](#).

- Organisations are eligible for one quick grant per financial year
- 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, you will receive notification by letter or email as to the decision on your application. The decision to award quick grants is made by the Community Grants and Events Officer.

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 Guidelines on the Shire's website www.swek.wa.gov.au

If you have any queries, please contact the Community Grants and Events Officer on 08 9168 4100 or email events@swek.wa.gov.au.

SUBMITTING YOUR APPLICATION

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

(By email) events@swek.wa.gov.au

Subject: Community Quick Grant Application

(In person) Kununurra Shire Office, 20 Coolibah Drive Kununurra or

Wyndham Shire Office, 6 Koolama Street Wyndham

(By mail) Community Development, PO Box 614 Kununurra WA 6743

1. Organisation Details

Organisation Name			
Organisation Address			Postcode:
Postal Address			Postcode:
Chairperson/President			
Organisation Phone			
Organisation email			
Contact Person Name			<input type="checkbox"/> Same as above.
Contact Person Phone			<input type="checkbox"/> Same as above.
Contact Person Email			<input type="checkbox"/> Same as above.
Is your organisation incorporated?	<input type="checkbox"/> Yes: Please provide association number and attach a copy of your incorporation certificate. Association Number: _____		<input type="checkbox"/> No
Do you have Public Liability insurance?	<input type="checkbox"/> Yes: Please attach a current copy of your Public Liability Insurance certificate. (must be current and must provide cover for the proposed grant)		<input type="checkbox"/> No: Your application may be deemed ineligible.
Are you registered with an Australian Business Number?	<input type="checkbox"/> Yes ABN or ARBN: _____		<input type="checkbox"/> No
About Your Organisation Please describe your organisation and its purpose in 200 words or less.	(how long has it existed, history, current membership, include any other important information for the assessment panel to consider)		
Are you a membership based organisation?	<input type="checkbox"/> Yes Number of active members: _____ Annual membership fee: _____		<input type="checkbox"/> No
Please indicate the target groups your organisation aims to engage.	<input type="checkbox"/> Children (under 12) <input type="checkbox"/> Young people (12 – 17) <input type="checkbox"/> Women <input type="checkbox"/> Men	<input type="checkbox"/> Older people (55+) <input type="checkbox"/> Aboriginal and Torres Strait Islander people <input type="checkbox"/> People with a disability	<input type="checkbox"/> People from culturally diverse backgrounds <input type="checkbox"/> Low income families <input type="checkbox"/> Other: _____

2. Project/Event Details

Project/Event Name	
Dates of project/event	Start: _____ Finish: _____
Address of project/event	
Describe your project/event that you are requesting a quick grant for:	
What goals in the Strategic Community Plan will the project/event Support?	(please refer to the Strategic Community Plan which is available on the Shire's website)
How will the project/event support these goals?	
Please demonstrate the need for Shire quick grant funding	
Please describe how the project/event will benefit the community	You should include what outcomes you plan on achieving, including social, economic, environmental and cultural outcomes.
What (if any) organisations will you be collaborating with to deliver your project?	You should include other grants and sponsoring organisations.

1. Requested Funding Amount

Funding amount requested	\$ _____

3. Budget

Income	Amount	Expenditure	Amount
Requested amount from quick grant (max \$500)			
Organisations contribution			
Other grants or sponsorships (who)			
Activity generated income (e.g. ticket sales)			
Total		Total	

4. Shire Recognition

<p>Please outline how you will recognise the Shires quick grant contribution:</p>	
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5. Declaration

<input type="checkbox"/>	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 I may be required to supply further information prior to consideration of this application.
<input type="checkbox"/>	I understand that if successful I will raise and supply an invoice to the Shire for the grant value to receive payment.
<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.
Organisation	
Name of signee	
Position of signee	
Signature	
Date	

Quick Grant Acquittal Form

The funding acquittal must be completed and returned to the Shire four weeks after the completion of the project/event.

1. Recipient Details

Organisation Name		
Organisation Address		Postcode:
Postal Address		Postcode:
Contact Person Name		
Phone		
Email		

2. Project/Event details

Project/Event Name		
Dates of project/event	Start:	Finish:
Address of project/event		
Amount of quick grant funding received:	\$	
Outline key achievements of the project/event.		

3. Expenditure Statement

Expenditure	Amount	Receipt attached
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total expenditure		
Project surplus/deficit		

**any unspent funds are to be returned with the acquittal report*

4. Declaration

<input type="checkbox"/>	I certify to the best of my knowledge the details provided in this acquittal and associated documentation are true and correct.
<input type="checkbox"/>	I have included copies of invoices and receipts.
<input type="checkbox"/>	I have checked our figures add up and the expenditure equals the grant amount.
<input type="checkbox"/>	I acknowledge that the Shire was recognised for its contribution and that evidence of this recognition is attached.
<input type="checkbox"/>	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
Organisation	
Name of signee	
Position of signee	
Signature	
Date	