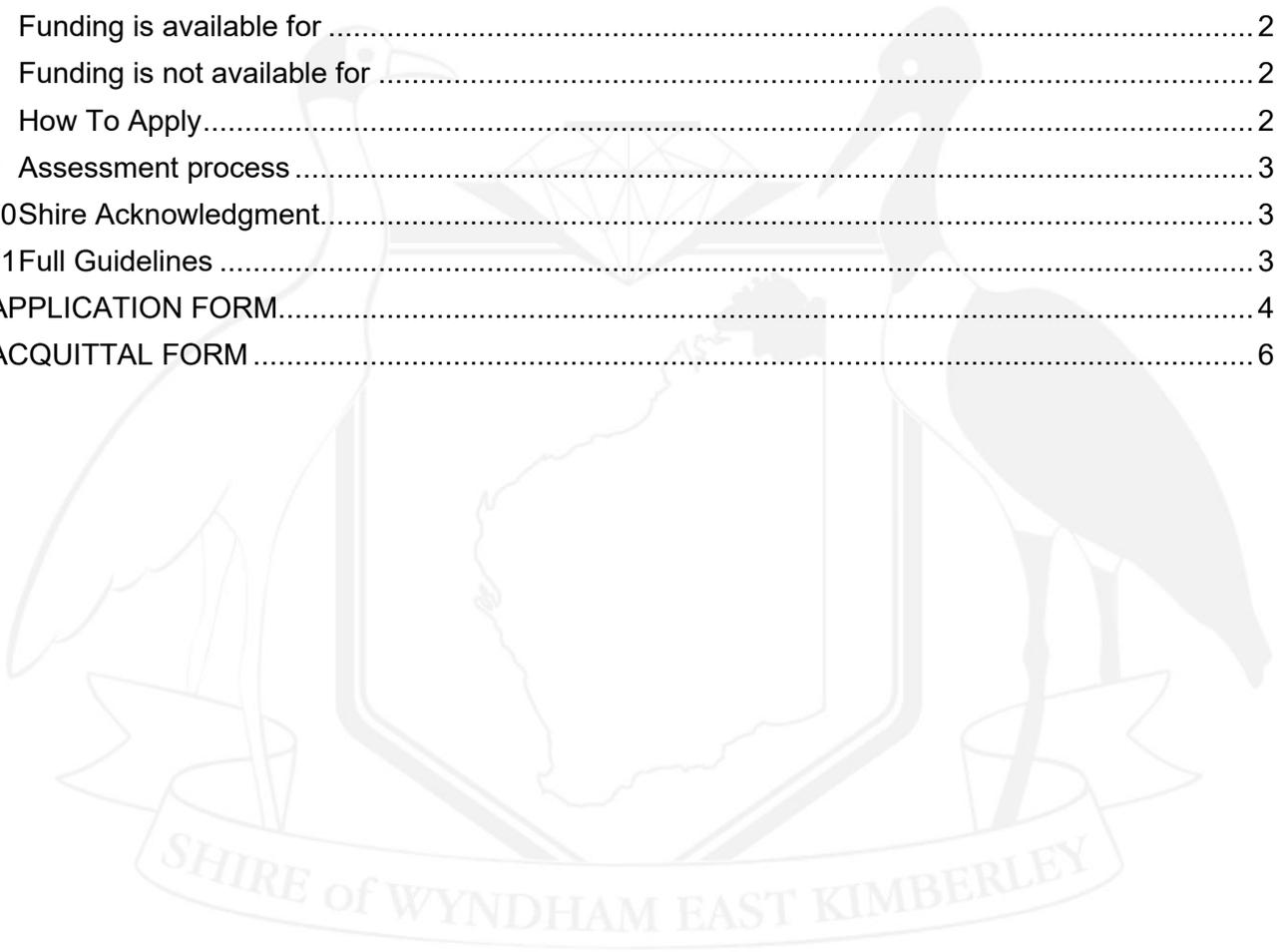


Shire of Wyndham East Kimberley

Rates Assistance Application



1	CONTENTS	
1	CONTENTS.....	1
2	RELEVANT GUIDELINES	2
2.1	Funding Amount.....	2
2.2	Description.....	2
2.3	Open Dates.....	2
2.4	Co-contribution.....	2
2.5	Eligibility.....	2
2.6	Funding is available for	2
2.7	Funding is not available for	2
2.8	How To Apply.....	2
2.9	Assessment process	3
2.10	Shire Acknowledgment.....	3
2.11	Full Guidelines	3
3	APPLICATION FORM.....	4
4	ACQUITTAL FORM	6



2 RELEVANT GUIDELINES

2.1 Funding Amount

Up to 100% as per rates notice.

2.2 Description

Supports not-for-profit community groups operating from rateable properties.

2.3 Open Dates

Rates Assistance Grants are awarded for one (1) to three (3) years. To find out if you are eligible to apply for multi-year funding contact the Community Development Officer.

2.4 Co-contribution

No co-contribution is required.

2.5 Eligibility

This grant is only available to not-for-profit community groups and organisations that occupy rateable land. Some charitable organisations may be eligible for a rates exemption under the Shire's Rates Exemptions for Charitable Organisations Policy (CP/FIN-3208).

The percentage of rates assistance will be less than 100% if part of the rateable property is used for a commercial purpose with the revenue and surplus being retained by a third party, and/or residential purpose.

Applications made under this category must include:

- Copy of the Shire Rates Notice
- Copy of Certificate of Incorporation
- Copy of lease agreement or certificate of title

2.6 Funding is available for

Funding is only applicable to rates.

2.7 Funding is not available for

- Funding cannot be used for service charges, the waste receptacle service, the emergency services levy, interest or other fees and charges.
- Funding cannot be used for staff housing.
- Residential properties not used in the primary service delivery of the community group or association's activities or services are not eligible

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, insurance details) must be included as specified for each grant category.

Submission: Completed applications can be submitted in person at 20 Coolibah Drive, Kununurra WA, or via email to grants@swek.wa.gov.au.

Deadlines: Late 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

Facilities Grants follow the following assessment process:

1. Shire Officers review all applications for eligibility.
2. The Community Grants Review Panel assesses eligible applications.
3. The Panel makes recommendations to the Council for funding.
4. Council reviews and makes the final decision at a Council meeting.
5. Applicants receive a notification by letter and/or email within 21 days of the Council decision.

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.

For additional information or to request a copy of the Shire's logo, please contact the Community Development Officer at grants@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 Shires website here: <https://www.swek.wa.gov.au/live/our-community/grants.aspx>

**END OF GUIDELINES
APPLICATION FORM 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 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.

Attachments

Incorporation Certificate.

Public Liability Insurance Certificate.

Financial statement (Financials from last endorsed Annual General Meeting).

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	

Property Details

Rates assessment number	
Address	
Property Owner	
Rates assistance amount to be received	\$
Rate amount already paid by applicant	<input type="checkbox"/> First of four instalments <input type="checkbox"/> First of two instalments <input type="checkbox"/> Paid in full

Shire Acknowledgment

Please outline how you acknowledged the Shire.	
--	--

Declaration

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 declare that the grant provide by the Shire of Wyndham East Kimberley will be spent in accordance with the purpose and conditions for which it was granted.	<input type="checkbox"/>
Attachments	
I have attached receipt of rates payment (either installation or in full).	<input type="checkbox"/>
I have attached proof of all Shire acknowledgment.	<input type="checkbox"/>
Organisation	
Name of Signee	
Position of Signee	
Signature	
Date	

END OF ACQUITTAL FORM

