

# *Community Grant Program 2020*

## **EVENTS GRANT**

### Application Form



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

**SHIRE of  
WYNDHAM  
EAST KIMBERLEY**





# Community Grant Program

## Events 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.

The Events category aims to support organisations to develop and conduct sustainable local and regional community events that celebrate diversity, creativity, inclusion and a vibrant community.

### EVENTS GRANT

The Events Grant category aims to support organisations to develop and conduct sustainable local and regional community events that celebrate diversity, creativity, inclusion and a vibrant community.

Events Grants are available to incorporated not-for-profit associations to assist with the delivery of events that deliver significant benefits to the Community. All applicants must demonstrate significant volunteer involvement.

It is not the intent of the Events Grant to fund events into perpetuity. It is a requirement that all events demonstrate how they will make efforts to develop a sustainability plan to ensure the ongoing viability of the event without ongoing financial support from the Shire.

### DATES

- Applications are open on an annual basis during a one month period

### FUNDING

- Applications over \$500 (ex GST) to a maximum amount of \$50,000 (ex GST)
- Applications must not exceed 50% of the total project cost
- Funding will not be granted for events that have already been started or completed
- Only one form of grant funding will be provided for any event per financial year
- Annual funding for this category is limited to \$105,000 (subject to the Annual Adopted Budget estimates)

### FUNDING CRITERIA

Events that demonstrates benefit to the community including but not limited to:

- Bring community together and encourage a sense of identity, belonging for residents
- Community involvement in the design, planning and running of the event
- Promote the East Kimberley as a place to live, visit and do business

### 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:

- All applicants should demonstrate significant volunteer involvement
- Open to all members of the community
- Funding is conditional on the event being approved by the Shire and complying with all relevant approvals.

Applications made under this category must include:

- A copy of Certificate of Incorporation
- Evidence of Public Liability Insurance
- A budget for the event

### SIGNATURE EVENTS

Funding within the Events Grant will be allocated to Signature Events. Signature Events are considered regular annual large scale events within the Shire that bring additional tourists and an economic advantage to Shire towns. Additional eligibility, funding criteria and condition apply for Signature Events please refer to the full policy and guidelines for further information.

### ASSESSMENT AND APPROVAL

- Shire Officers review all applications for eligibility.
- The Community Grants Review Panel use the Assessment Criteria to assess all eligible applications
- The Community Grants Review Panel make recommendations to Council for funding
- The Council considers the recommendations at a confidential Council meeting
- The Council makes the final decision on the outcome of all eligible applications
- All applicants will receive a letter and/or email with the result of their application within 21 days of Council decision

### PAYMENT OF GRANT

If your application is successful you will be required to sign a grant agreement that will outline the requirements for payment of grant funding including payment milestones.

Prior to applying, please also read the Community Grant Program Policy and General Grant Guidelines on the Shire's website [swek.wa.gov.au](http://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](mailto: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](mailto:mail@swek.wa.gov.au)

Subject: Community Grant Program

#### In Person:

Kununurra Shire Office: 20 Coolibah Drive  
Wyndham Shire Office: 6 Koolama Street

## Events 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 are not eligible to  
apply

Association Number:

## 1.7 Do you have a copy of the organisation's Financial Statement?

(Financials from last endorsed Annual General Meeting).

☐

Yes:

Please attach copy of  
financial statement.

☐

No:

Your application will be  
deemed ineligible.

## 1.8 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 will be  
deemed ineligible.

## OFFICE USE ONLY

	Application	Eligibility	Assessment	Approval	Payment	Acquittal
Date:						
Status:						

## Section 1 - Organisation Details (Cont.)

1.9 Is your organisation registered on the Australian Charities and Not-for profits Commission?

☐ Yes:☐ No

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

☐ Yes:

Please provide AB Number or ARBN.

☐ No

ABN or ARBN:

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

☐ Yes☐ No

## About Your Organisation

1.12 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).*

1.13 Are you a membership based organisation?

☐ Yes:

Please complete 1.14a and 1.14b

☐ No

1.14a Number of active members:

1.14b Annual membership fee:

\$ 

1.15 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)

## Section 2 – About your Event

Please provide details of the event you are seeking funding for

### 2.1 What is the name of your event?

Event Title:

### 2.2 Summary of the event:

Please provide a summary of your event. Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what affects you expect to result from your activities (outcomes).

2.3a Anticipated start date

2.3b Anticipated  
end date

### 2.4 Venue

Where will you event be held?

Event Location:

### 2.5 Is Shire Event Application or Development Application required to gain approval to hold the event?

☐

Yes

☐

No

☐

Unsure:

*Event Application information is available on the Shire website.*

### Event reach

#### 2.6 How many people do you anticipate attending the event?

Attendees :

#### 2.7 Who will be the main target audience for the event?

☐

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)

**2.8 Is the event inclusive and open to all members of the community?**☐ Yes:☐ No:*Your application will be deemed ineligible.***2.8a What measures have you taken to ensure the event is inclusive and affordable to the community?**

Please consider disability access and inclusion, family friendly facilities, increasing participation of minority groups.

**2.9 Cost to attend the event for Shire residents**

Please select the most appropriate box regarding the cost of your event to the community:

☐ Free of charge to community☐ Open event (tickets on gate)☐ Specifically ticketed event**2.9a Entry fee/charges/cost per person:**\$ **Event outcomes****2.10 What are the main aims of the project?****2.11 How will the community benefit from the event?**

Please describe what the benefits of the event are to the community.

**2.12 How will the event promote the East Kimberley as a place to live, visit and do business?**

Please briefly outline how the event will promote the East Kimberley as a place to live, visit and do business:

## Justification and Strategic Alignment

### 2.13 How will the event support the goals of the Strategic Community Plan?

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

### 2.14 What other strategic plans support the need for this event?

These may be such as a strategic plan, study or business plan, from your organisation your organisations governing body, or state government body.

### 2.15 What is the need to hold this event?

Please describe what need the event will meet (social, cultural, recreational wellbeing) and how your organisation identified the need?

### 2.16 Are the community aware and supportive of the event?

Include which organisations have been consulted and include who supports the event (such as letters of support).

**2.17 Are there any other community groups, organisations or businesses involved in your project?**

Please list who and describe how they will be involved?

**2.18 How many volunteers will assist with organising the event?**2.18a Number of volunteers  
involved in the lead up to the event:2.18b Number of volunteers required  
on the actual day/s of the event:**Signature Events****2.19 Would you like the Shire to consider your event as a Signature Event?**

Signature Events are considered regular annual large scale events within the Shire that in addition to providing community benefit also bring additional tourists and an economic advantage to Shire towns.

☐ Yes: *Please complete questions 2.20,  
2.21, 2.22 and 2.23*☐ No**2.20 What additional economic advantage will the event provide to the local economy?**

Please briefly outline how the event will promote the East Kimberley as a place to live, visit and do business:

**2.21 Will the event attract overnight stays in the Shire of Wyndham East Kimberley?**☐ Yes:☐ NoIf yes estimate  
how many people:And estimate number  
of nights per person**2.22 Have you included a business plan?**☐ Yes☐ No:*Your application will be deemed  
ineligible to be considered a  
Signature event.***2.23 Future year events forecast?**

Please provide a forecast and estimate of any repeat of the event in out years (year 2 and 3)

	Year 2	Year 3
Anticipated start date		
Anticipated end date		
Estimated event cost		
Estimated Event Grant funding request		



## Budget

**2.24 List all income and expenditure details relating to your funding request:**

Please itemise the expenditure that you are requesting funding towards. The Shire's contribution through the grant must not exceed 100% of the total project cost up to a maximum of \$50,000. Volunteer labour is valued at \$25 per hour. All amounts are GST exclusive.

[illegible]

Please attach any other budget documentation to you application to assist the assessment of your application.

## 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 prior to construction I may need to seek planning and/or building approvals.
- ☐ 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 assessing 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.*

OFFICE USE ONLY	
Eligibility	Officer assessment Application is <b>Eligible / Ineligible</b> for funding Officer Signature: _____ Officer Name: _____ Date: ____/____/____
Assessment recommendation	Community Grant Program Review Panel Recommendation <b>Approve / Decline</b> funding in the amount of \$ _____. Panel Chair Signature: _____ Chair Name: _____ Date: ____/____/____
Approval	Decision of Council based on recommendation <b>Approve / Decline</b> funding in the amount of \$ _____. CEO Signature: _____ Date: ____/____/____
Notification	Notification of Decision of Council sent to organisation Email / Letter Date sent: ____/____/____ Officer Signature: _____ Officer Name: _____ Date: ____/____/____
Invoice received	Invoice for awarded grant amount received from organisation Date received: ____/____/____ Officer Signature: _____ Officer Name: _____ Date: ____/____/____
Payment	Payment for awarded grant amount sent to organisation Date payment processed: ____/____/____ Officer Signature: _____ Officer Name: _____ Date: ____/____/____
Acquittal	Acquittal received from organisation Date received: ____/____/____ Officer Signature: _____ Officer Name: _____ Date: ____/____/____