



# COMMUNITY PROGRAMS GRANT APPLICATION FORM

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

# Community Grant Program

## Community Programs 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.

Community Programs Grant provides one off grants and three-year service agreements for not for profit community groups with a focus on community development programs and services that align with the Shire's Strategic Community Plan and/or a service the Shire may be expected to otherwise provide.

### DATES

Applications are open on an annual basis during a one month period. Community Program Grants are awarded for one (1) to three (3) years, depending on the time of your application. To find out if you are eligible to apply for multi-year funding contact the Community Grants and Events Officer.

### FUNDING AMOUNTS

- Applications over \$500 and under \$15,000
- Applications must not exceed 50% of the total project cost

### FUNDING CRITERIA

Ongoing or one off community programs that demonstrate benefits to the community including but not limited to programs that support:

- Vulnerable or isolated community members
- Youth, early years, seniors and/or people with disability

Grant funding is not available for the programs that:

- Do not directly support the goals and outcomes of the Strategic Community Plan
- Charge program fees over the value of \$500 or memberships over the value of \$500.

### ELIGIBILITY AND CONDITIONS

This is to be read in conjunction with the general eligibility referred to in the Shire [Community Grant Guidelines](#). The following specific conditions apply to this category:

- All applicants should demonstrate significant volunteer involvement.
- Demonstrate ability to provide quarterly progress and performance reporting
- Community Programs Grants that are awarded for more than one (1) year will require a signed service agreement with the Shire of Wyndham East Kimberley

Applications made under this category must include:

- Program delivery outline
- Performance indicators
- A business plan where funding is over \$5,000

### ASSESSMENT, APPROVAL AND AWARDING

- 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 Guidelines on the Shire's website [www.swek.wa.gov.au](http://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](mailto: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](mailto: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

<b>Organisation Name</b>			
<b>Organisation Address</b>		Postcode:	
<b>Postal Address</b>		Postcode:	
<b>Chairperson/President</b>			
<b>Organisation Phone</b>			
<b>Organisation email</b>			
<b>Contact Person Name</b>		<input type="checkbox"/> Same as above.	
<b>Contact Person Phone</b>		<input type="checkbox"/> Same as above.	
<b>Contact Person Email</b>		<input type="checkbox"/> Same as above.	
<b>Is your organisation incorporated?</b>	<input type="checkbox"/> Yes: Please provide association number and attach a copy of your incorporation certificate. Association Number: _____		<input type="checkbox"/> No: You are not eligible to apply
<b>Do you have Public Liability insurance?</b>	<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.
<b>Are you registered with an Australian Business Number?</b>	<input type="checkbox"/> Yes ABN or ARBN: _____		<input type="checkbox"/> No
<b>Do you have a copy of the organisations financial statement?</b>	<input type="checkbox"/> Yes: Please attach a copy of financial statement (Financials from last endorsed Annual General Meeting)		<input type="checkbox"/> No: Your application may be deemed ineligible
<b>About Your Organisation</b>  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)		
<b>Are you a membership based organisation?</b>	<input type="checkbox"/> Yes Number of active members: _____ Annual membership fee: _____		<input type="checkbox"/> No
<b>Please indicate the target groups your organisation aims to engage.</b>	<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. About Your Program

<b>Program name</b>			
<b>Dates of program</b>	Start:	Finish:	Times:
<b>Frequency of program</b>	(daily, weekly, etc.)		Number of sessions:
<b>Address of program</b>			
<b>Summary of program</b>			
<b>Anticipated number of attendees</b>	Locals		Visitors to town
<b>Who is the main target audience for the program?</b>	<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: _____
<b>Is this program inclusive and open to all members of the community?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No: Your application may be deemed ineligible
<b>What measures have you taken to ensure the program is inclusive and affordable to the community?</b>	(Please consider disability access and inclusion, family friendly facilities, increasing participation of minority group.)		
<b>Cost to attend program</b>	<input type="checkbox"/> Free of charge to community	<input type="checkbox"/> Open program (tickets on entry)	<input type="checkbox"/> Specifically ticketed program
	Entry fee/charges/cost per person: _____		

## 3. Program Outcomes

<b>What are the main aims of the program?</b>	
<b>Demonstrate need for Shire grant funding</b>	(Is the Shire's Community Grant Program the most appropriate source of funding? Why should the Shire fund your organisation? Why does the community need this program?)
<b>How will the community benefit from the program?</b>	Please describe what need the program will meet (social, cultural, recreational wellbeing) and how your organisation identified the need? Consider all members of the community.
<b>How will the program make the East Kimberley more liveable?</b>	
<b>What goals in the Strategic Community Plan will the project/ program Support?</b>	(please refer to the <a href="#">Strategic Community Plan</a> which is available on the Shire's <a href="#">website</a> )
<b>How will the event support these goals?</b>	
<b>What other strategic plans support the need for this program?</b>	These may be such as a strategic plan, study or business plan, from your organisation your organisations governing body, or state government body.
<b>Demonstrate your organisations capacity to deliver the program</b>	Consider how you will react to setbacks.

<b>Are the community aware and supportive of the program?</b>	Include which organisations have been consulted and include who supports the program (such as letters of support).	
<b>Are there any other community groups, organisations or businesses involved in your project?</b>	Please list who and describe how they will be involved?	
<b>How many volunteers will assist with the program?</b>	Number of volunteers involved in the lead up to the program:	Number of volunteers required for the actual program:

#### 4. Multiple Years Funding

<b>Would you like to be considered for multiple years funding?</b>	<input type="checkbox"/> Yes: contact the Community Grants and Events Officer to see if you are eligible for multiple years funding before ticking yes.		<input type="checkbox"/> No: Continue onto next section
<b>Have you included a business plan?</b>	<input type="checkbox"/> Yes: If you are requesting funding over \$5,000 or seeking funding over multiple years you will need to provide a business plan		<input type="checkbox"/> No
<b>Has your organisation run this program before?</b>	<input type="checkbox"/> Yes Was it successful? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No
<b>Benefits of multiyear funding</b>	Please outline the benefits to the community, program users, your organisation and the Shire in providing multiyear funding for the program.		

#### 5. Budget

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

Please itemise the total expenditure for the event including what you are requesting funding towards. The Shire's contribution through the grant must not exceed 50% of the total project cost up to a maximum of \$15,000. Volunteer labour is valued at \$25 per hour.

Please note that if successful in receiving a Community Programs grant you will need to acquit the costs against the budget submitted below. Please ensure the budget is as accurate as possible and include quotes where possible.

Written quotes are required for all expenditure items requested for funding in line with the following procurement policy:


\$1000 - \$5000	One written Quote
\$5001 - \$10,000	Two written quotes
\$10,000 or more	Three written quotes

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

## 6. Requested Funding Amount

<b>Funding amount requested</b>	\$
<b>Percent of total project cost</b>	%

## 7. 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 prior to the program I may need to seek Shire approvals.
<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.
<b>Organisation</b>	
<b>Name of signee</b>	
<b>Position of signee</b>	
<b>Signature</b>	
<b>Date</b>	



# Community Programs Grant

## Acquittal Form

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

### 1. Recipient Details

<b>Organisation Name</b>		
<b>Organisation Address</b>		Postcode:
<b>Postal Address</b>		Postcode:
<b>Contact Person Name</b>		
<b>Phone</b>		
<b>Email</b>		

### 2. Project/Event details

<b>Program Name</b>			
<b>Dates of program</b>	Start:	Finish:	Times:
<b>Frequency of program</b>	(daily, weekly, etc.)		Number of sessions:
<b>Address of program</b>			
<b>Amount of grant funding received:</b>	\$		
<b>Attendee Numbers</b>	Average per session:		Total:
<b>Outline key outcomes of the program.</b>			

<b>Did the program encounter any issues? If so, how were these dealt with?</b>	
<b>Did you form any partnerships during the program?</b>	
<b>How did you acknowledge the Shire?</b>	You must also attach proof of Shire acknowledgment.

[illegible]

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

#### 4. Difference In Expected Budget

<p><b>If there was a difference in your expected and actual budget, please explain why</b></p>	
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#### 5. Declaration

<input type="checkbox"/>	<p>I certify to the best of my knowledge the details provided in this acquittal and associated documentation are true and correct.</p>
<input type="checkbox"/>	<p>I have included copies of invoices and receipts.</p>
<input type="checkbox"/>	<p>I have checked our figures add up and the expenditure equals the grant amount (50% of total project).</p>
<input type="checkbox"/>	<p>I acknowledge that the Shire was recognised for its contribution and that evidence of this recognition is attached.</p>
<input type="checkbox"/>	<p>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</p>
<p><b>Organisation</b></p>	
<p><b>Name of signee</b></p>	
<p><b>Position of signee</b></p>	
<p><b>Signature</b></p>	
<p><b>Date</b></p>	