

*Community Grant Program 2020*

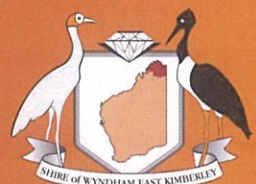
**EVENTS GRANT**

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

Thank you for taking the time to read through these guidelines - good luck with your application



Record Number:

# 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).*

Wunan is an Aboriginal development organisation in the East Kimberley region of Western Australia. Wunan has been operating for over 20 years. Wunan has a clear purpose and strategy to drive long-term social economic change for Aboriginal people by providing real opportunities, investing in people's abilities, and by encouraging and rewarding aspiration and self-responsibility. Our efforts are guided by the philosophy that Aboriginal success grows from investing in people's ability, real opportunity, and reward for effort.

At Wunan, our goal is to create a social and economic culture which enables, encourages and rewards individuals and communities to take responsibility to change their lives. We work towards achieving this by empowering the Aboriginal people and families of the East Kimberley Region through social enterprise and social programs.

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:

- |  |  |
|--|--|
| <input type="checkbox"/> Children (under 12 years)                               | <input checked="" type="checkbox"/> People from culturally diverse backgrounds |
| <input checked="" type="checkbox"/> Young people (12 – 17 years)                 | <input checked="" type="checkbox"/> People with disability                     |
| <input checked="" type="checkbox"/> Women ( 18 – 55 years)                       | <input checked="" type="checkbox"/> Low income families                        |
| <input checked="" type="checkbox"/> Men (18 – 55 Years)                          | <input type="checkbox"/> Other (please specify)                                |
| <input checked="" type="checkbox"/> Older people (55 + years)                    |  |
| <input checked="" type="checkbox"/> Aboriginal and Torres Strait Islander people |  |



## 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).

Wunan are excited to announce the date has been set for the next East Kimberley Aboriginal Achievement Awards (EKAAA). This much anticipated gala awards evening will take place on Saturday 7 August 2021 and will be held under the grandeur of the Kimberley sky on the grounds of the Kununurra Picture Gardens.

The EKAAA provide a wonderful opportunity for the East Kimberley community, including Government and private enterprise, to be a part of an event celebrating Aboriginal achievements across the Kimberley region. The focus is on rewarding quiet achievers, individuals, and organisations whose contributions have enhanced the cultural, social and economic development of Aboriginal people in the East Kimberley. When last held in 2019 the event was a huge success, with 500 guests coming together to celebrate the achievements of over 79 nominees across 11 different categories.

The EKAAA's are an investment in the East Kimberley, its individuals, community members, local businesses and major stakeholders who recognise the value of building important partnerships with the community, business sector and Government.

### 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.

The event is hosted by Wunan Foundation who are an Aboriginal owned and operated Foundation in the East Kimberley. Wunan rely on funding and sponsorships to hold the event and through this are able to provide free participation for all nominees and families who travel for the event, low income community members and elders who are supported to travel to and from the event.

**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:

\$ 45

**Event outcomes**

**2.10 What are the main aims of the project?**

The EKAAA's provides an opportunity for Indigenous community members to showcase their culture, their achievements, their business success and partnerships with agencies and stakeholders. The event brings the community together and provides an opportunity for attendees to dress formal and enjoy a sit down 3 course meal in a culturally safe environment.

**2.11 How will the community benefit from the event?**

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

The community look forward to the opportunity to celebrate the Indigenous culture and achievements of Indigenous community members. The event brings money into the economy and supports local suppliers.

**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:

The event provides the opportunity for guests to positively experience Indigenous culture and achievements of the East Kimberley. The event showcases Indigenous businesses



**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)

The event brings the community together building social cohesion and a feeling of belonging for all while promoting the rich culture and heritage of the shire.

**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.

There is an award category for wrap around support organisations giving the community the platform to show their appreciation for the work these organisations dedicate themselves to. The Wunan strategic plan embraces opportunities for Indigenous community members to have their achievements acknowledged and be seen as role models.

**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?

The ongoing need for the event is social, cultural and recreational. Positive role modeling is an inspiration to community members and demonstrates the reward for effort.

**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).

The event is always well supported, 4 years ago the venue held a maximum of 300 seats and was oversubscribed, 2 years ago we had to change venues to allow for 500 seats. It is one of the largest Indigenous run events held in the East Kimberley and is well attended by not for profits, community elders, remote Indigenous community members, local community members, Government agencies, small business and VIP's.

**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?

East Kimberly Jobs Pathway provide labour equipment and decorations. Kununurra Group will be involved in the catering , Wunan Foundation staf provide financial and in kind support, Warangarri dancers , the local security firm is engaged party hire and other local business who supply as well as sponsor and donate.

**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:

The East Kimberley Aboriginal Achievement Awards is a good news story promoting a community that embraces Indigenous culture and heritage, is proud of their community and shows off the community through the awards get together

**2.21 Will the event attract overnight stays in the Shire of Wyndham East Kimberley?**

Yes:  No

If 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                |        | 15/08/2023    |
| Anticipated end date                  |        | 15/08/2023    |
| Estimated event cost                  |        | \$ 115,000.00 |
| Estimated Event Grant funding request |        | \$ 10,000.00  |






### 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:   | Wunan Foundation Inc.  |
| Name of Person: | Ian Richard Trust  |
| Position Title: | Executive Chairman   |
| Signature:      |  |
| Date:           | 10/05/2021   |

Submit your application by post, email or in person.

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