PURPOSE: Council’s Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with Council strategic plans and community’s vision.

GRANTS AVAILABLE:

1. Small grants: Financial assistance provided from Council for between $500 and $2,500 ex GST. Based on one half from Council, and one half from the applicant. Groups can only apply for one small grant per year. Two rounds per year – closing 30th April and 30th November.
2. Major projects and Events: Financial assistance provided from Council to cover requests for financial support over $2,500 and up to $5,000 ex GST. Based on one half from Council and one half from the applicant. Groups can only apply for one major grant a year. One round per year – closing 30th April.

WHO IS ELIGIBLE: Only not-for-profit organisations providing a service or undertaking activities within the Shire of Quairading are eligible to apply. Businesses, for profit organisations and individuals are not eligible to apply for these grants.

# FUNDING CONDITIONS:

1. Applicant groups must be based within the Shire of Quairading.
2. All successful project activities and events are to be completed by the end of the financial year in which funding was awarded.
3. Applicants should demonstrate a link to the Shire’s strategic plans and strong community benefit for their project or event.
4. Incorporation is desirable but not essential.
5. Verification by applicant that funding request could not be covered by insurance.
6. Funding will not be awarded to private businesses or individuals.
7. Requests for funding or support cannot be for a project / event / activity that has already occurred.
8. Budget allocation for the Community Grants Program will be determined during the Council’s Annual Budgeting Process.
9. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council
10. All Groups that receive funding will have to provide the following after their project’s completion or by no later than 31st July of the next financial year:

* Completed Acquittal Form (to be provided);
* Proof the project, activity or event took place (e.g. photographs etc.);
* Proof of expenditure (e.g. copy of financial records and invoices paid); and
* Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.)

# SUBMISSION INFORMATION:

1. Contact the Shire’s Special Projects Officer, Chloe Nella on 9645 2400 or chloe.nella@quairading.wa.gov.au to discuss your project and eligibility.
2. Applications must be completed in full and signed by an office holder of the organisation.
3. Lodge your application form with the Shire’s Administration Office either in person or via email [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the outcome of your application.

**Late applications will not be accepted.**

# APPLICANT DETAILS

|  |  |
| --- | --- |
| Name of Organisation | Click or tap here to enter text. |
| Contact Person | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Phone Number | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Postal Address | Click or tap here to enter text. |
| Organisation’s ABN: | Click or tap here to enter text. |
| Are you registered for GST? | Choose an item. |
| Please provide your Bank BSB and Account Number | Click or tap here to enter text. |

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.*

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide membership numbers for the previous financial year. | | | |
| Adults |  | Juniors |  |
| Volunteers |  | Paid Staff |  |

|  |  |  |
| --- | --- | --- |
| Have you received support from Council previously? | Choose an item. | |
| Year: Click or tap here to enter text. | Amount: Click or tap here to enter text. | |
| Does your organisation receive any other source of funding? If yes, what? | Click or tap here to enter text. | |
| What is your club’s current financial position? | Transaction Account  $ | Cash Reserves  $ |

# PROJECT / EVENT DETAILS:

|  |
| --- |
| PROJECT TITLE: Click or tap here to enter text. |
| Please provide a description of the project or event for which you are seeking financial assistance.  You should also include:- |
| • The main services / activities your Club / Organisation provides and how this project / event works to progress those  • How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);  • How your organisation is going to manage and deliver your project;  • Attach any supporting documentation such as project plans, photos or diagrams to illustrate your request. |
|  |
| Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire’s Strategic Plans and Policies?  [Click Here to view the Shire’s Strategic Community Plan 2017-2027](https://www.quairading.wa.gov.au/wp-content/uploads/2023/07/Strategic-Community-Plan-2021-2031-ENDORSED-July-2021-6-21_22-2.pdf)  [Related image](https://www.quairading.wa.gov.au/documents/709/quairading-strategic-community-plan-2017-2027)The *Strategic Community Plan 2021-31* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan *(starting on Page 15)*. |

# MILESTONES & TIMEFRAME:

*Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?*

|  |  |  |  |
| --- | --- | --- | --- |
| Item / Activity | Completed By Who? | Start Date | Completion Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PROJECT BUDGET & COSTINGS:

*Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of $20/hour.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item/Activity | Supplier | Council Funding  (ex GST) | Club Funding  (Ex GST) | External Funding  (ex GST) |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
| Sub-Total Budget | | **$** | **$** | **$** |
| Total Budget | | **$** | | |

|  |
| --- |
| External Funding – Grants / Loans / Donations  Please provide details of any other funding your group has applied for or received that will contribute to this project: |
| Please list any external funding: |

|  |  |  |
| --- | --- | --- |
| BUDGET BREAKDOWN: | | |
| Description | **Funding amount**  **(ex GST)** | **Percentage**  **(%)** |
| Applicant Club / Organisation | **$** |  |
| External Funding (Grants / Loans / Donations) | **$** |  |
| Council | **$** |  |
| Total | **$** | **100%** |

|  |  |
| --- | --- |
| **How will you acknowledge the support received from the Shire of Quairading?** | Click or tap here to enter text. |

# CHECKLIST OF REQUIREMENTS:

1. Is your organisation incorporated?

Yes - please attach a copy of your incorporation certificate.

1. Do you have public liability insurance:

Yes – please attach a current copy of public liability insurance certificate.

1. Please provide a list of your executive / committee

Yes – please attach a copy.

1. Minutes of meeting that show motion to apply for funding / do you have a copy of minutes where the event or program was endorsed by the committee.

Yes – please attach a copy of minutes.

1. Provide a copy of the organisation’s financial statement or proof of account balances on all accounts.

Yes – please attach statement or proof of balances.

# DECLARATION:

I acknowledge that:

* I am authorised to make this application on behalf of the organisation.
* The information provided is true and correct.
* I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name:

Position:

Signed:

Date: