

APPLICATION FORM

ALCOA WAROONA MICRO GRANTS FUND (Up to \$2000)

Round opens 1 December 2023 and closes 15 February 2024

1. Organisation details

Contact details

Contact person:

Organisation name:

Phone number:

Email:

Postal address:

Is your organisation incorporated?:

☐ Yes

☐ No

If yes, please attach a copy of your Incorporation Certificate. If no, please attach a Letter of Support from an auspicing body

Is your organisation registered for GST?:

☐ Yes

☐ No

Does your organisation hold current public liability insurance?:

Please attach a copy of your Certificate of Currency. You must have insurance to continue with your application.

☐ Yes

☐ No

Briefly describe your organisation and its purpose:

Include how long it has been operating and current membership numbers.

2. Project summary

Project/Event

Project/Event Title:

Project/Event Start Date:

Project/Event End Date:

Projects/events that occur prior to 2 October 2024 will not be considered.

Where will the project/event take place?:

The event must be held within the Shire. Events being held outdoors for the general public will require a [Public Event Application](#) to be submitted. In addition, you must complete a [booking form](#) to hire a Shire venue.

How many people do you expect will attend your project/event?:

Please provide a brief description of your project or event:

Please provide how the need for the project/event has been identified:

List the short-term and long-term community benefits and your expected outcomes of your project/event:

You may like to consider attendance, participation, wellbeing, sustainability, growth and/or capacity in your response.

Please list any partnerships with local businesses, service organisations, clubs or government agencies:

Are there any opportunities for Alcoa employees to volunteer?

Please provide details.

Is the project/event targeting a specific audience or age group?:

☐ Youth ☐ Seniors ☐ People with disability ☐ Families

☐ Aboriginal and Torres Strait Islander people

☐ Other (please specify) _____

If funding is approved, please indicate how you will acknowledge the Shire of Waroona and Alcoa of Australia:

☐ Verbal acknowledgement (speech/presentation) ☐ Logos on flyers ☐ Website

☐ Social media ☐ Drakesbrook Despatch ☐ Harvey-Waroona Reporter

☐ Signage ☐ Other (please specify) _____

3. Criteria

Shire of Waroona Strategic Community Plan

Tick the priorities that your project/event aligns with.

You can tick more than one priority.

- ☐ Pursue a social environment that is accessible and inclusive to all ages and abilities
- ☐ Grow and develop an age-friendly community
- ☐ Become a youth engaged and supportive community
- ☐ Develop and facilitate events of a local and regional scale
- ☐ Ensure the safety of the community
- ☐ Connect the natural assets, waterways, parks and reserves to the community
- ☐ Promote a mentally and physically healthy lifestyle
- ☐ Support local community, sporting and recreational groups and initiatives
- ☐ Foster and value our volunteers
- ☐ Support and enhance health services in Waroona
- ☐ Preserve areas and materials of historical significance throughout the Shire
- ☐ Foster arts and culture throughout the Shire
- ☐ Support, embrace and celebrate our local Aboriginal community
- ☐ Support community initiatives to refresh the appearance of the Waroona town centre

4. Project/Event funding

Funding request details

Grant amount requested (inc GST):

Are you aware of any outstanding acquittals with the Shire of Waroona or Alcoa?:

You must acquit previous grants before making a new application.

☐ Yes

☐ No

5. Budget

Please complete the budget below to support your application.

Income			
List expected income	Total cost \$ (inc GST)		
Requested Alcoa Waroona Micro Grant amount	\$		
Other grants/funding (<i>please advise if confirmed or unconfirmed</i>)	\$		
Amount contributed by your organisation (<i>cash</i>)	\$		
Amount contributed by your organisation (<i>in-kind, volunteer hours calculated at \$25 p/h</i>)	\$		
Ticket sales	\$		
Other	\$		
	\$		
TOTAL INCOME	\$		
Expenditure			
List expected expenditure for all elements of your project/event. Example items: marketing, venue hire, facilitation, catering, traffic management.	Total cost \$(inc GST)	Please indicate the funding source for each expense e.g. Alcoa Waroona Micro Grant, Ticket Sales, Other Grant, Sponsorship, In-kind	Quote attached Quotes must accompany your submission
Eg. Catering	\$500	Alcoa Waroona Micro Grant	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
TOTAL EXPENDITURE	\$		

6. Applicant's financial details

Applicant banking details

ABN:

Name of account:

BSB:

Account number:

Name of treasurer:

Notification email address:

7. Authorisation

Authorisation details

Name of authorising applicant: _____

Position of authorising applicant: _____

- Should my organisation be successful in obtaining a grant, I consent for the Shire to use images of the project/event for promotional purposes.
- The project/event does not occur prior to 5 April 2024.
- If successful, the applicant agrees to submit a final acquittal report, including a full statement of income and expenditure, within 90 days of project completion.
- I agree to comply with all Local, State and Commonwealth laws applicable to the project/event.
- I certify that the above application is, to the best of my knowledge, true and correct. On behalf of the applicant group, I have read, accepted and will comply with the Alcoa Waroona Micro Grant Fund conditions.

Signature: _____

Date: _____

Please ensure that you have completed this check-list before submitting the application. *Please tick off each item when it has been completed or attached.*

- ☐ Discussed your application with a Shire officer from the Community Development team.
- ☐ Completed all sections of the application form.
- ☐ Attached quotes for purchase of goods and services.
- ☐ Attached Certificate of Incorporation or letter from auspice organisation.
- ☐ Attached Public Liability Insurance (Certificate of Currency).

8. Application submission options

Completed applications must be submitted to the Shire by:

Email	warshire@waroona.wa.gov.au
Post	Alcoa Waroona Micro Grant Fund Shire of Waroona PO Box 20 Waroona WA 6215
Hand delivery	Shire of Waroona Administration Office 52 Hesse Street Waroona WA 6215 9.00am – 4.00pm

9. Closing date

Applications are due by 4.30pm, 15 February 2024