

APPLICATION FORM

Organisation Details		
Organisation Name		
Postal Address		
Telephone		
Email		
Name of person completing this application?		
Is your Group/Organisation Incorporated?	Incorporation Number	
Is your Group/Organisation registered for GST?		
Does your Group/Organisation hold current public liability insurance?		
Please indicate the current membership and/or volunteer numbers in your organisation		
Briefly describe the primary activities that are undertaken by your group/ organization (up to 200 words)		
Project Description		
Project Title		
Project Start Date	Project End Date	
<i>Events or projects cannot be retrospective and must occur at least eight weeks after funding round closing date</i>		
Total project cost \$	Funding requested \$	(ex GST)
Where will the project take place		
Are you aware of any outstanding acquittals with the Shire of Waroona or Alcoa Australia? (up to 150 words)		

Key Priority Areas

Provide a brief description of the project, including purpose of the project and practical plan to achieving this (up to 250 words)

Evidence how project need has been identified and how the project will address this identified need (up to 200 words)

Which of the key focus areas listed below does the project align with

- Pursue a social environment that is accessible and inclusive to all ages and abilities
- Grow and develop and 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 community
- Support local community, sporting and recreational groups and initiatives
- Foster and value our volunteers
- Support and enhance health services in Waroona
- Pursue actions to 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

Community Benefit

How will the project benefit community members or target groups?
(up to 200 words)

Estimate the number of community members that will benefit from this project?

Number

Will the project make use of volunteers

Are there opportunities for Alcoa employees to volunteer? Please give details
(up to 150 words)

Project Delivery

Indicate the level of support from community groups, business and government authorities
(up to 200 words)

Provide detail on how the project will be promoted to the community, including how you intend to acknowledge the Shire of Waroona and Alcoa of Australia, if funding is approved. (up to 200 words)

You will need to demonstrate how both organisations have been acknowledged as part of the grant acquittal requirements

Project Funding		
What will the Micro Grant funding be used for? For this funding only		
Description	\$	Quote attached
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total (should equal the amount requested)	\$	
<i>You are likely to be required to provide proof of payment of all Micro Grant funds as part of the acquittal process</i>		

Overall Project Budget		
Revenue	Ex GST \$	Confirmed
This funding application request	\$	
Other Grants (list below)	\$	
	\$	
	\$	
	\$	
Sponsorship	\$	
Fees/Charges to participants	\$	
Total project cost – cash component (A)	\$	

Expenditure	
Detail each item eg. Marketing and promotion	Ex GST \$
	\$
	\$
	\$
	\$
	\$
Total project cost – cost component (B)	\$
Note that A and B should be the same amount	

In kind contributions	
Volunteer hours calculated @ \$25 per hour	
	\$
	\$
	\$

It is a requirement of the Alcoa Waroona Micro Grant Fund that you discuss your project with a Shire Officer. Please contact the Shire of Waroona Place and Community Development team to discuss your project on 08 9733 7800.

Project discussed with Shire Officer:	(insert name)
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Do not construe discussions as an approval of this grant.

Office use only

Small Grant Fund Conditions and Checklist (please ensure you complete this checklist)
The event or project is not retrospective and occurs at least six weeks after grant closing date
The applicant agrees to acknowledge funding assistance provided by the Shire of Waroona and Alcoa in any promotional material, advertising, social media or public documents relating to the event.
Public events: The applicant agrees to erect signage and banners promoting the Shire of Waroona and Alcoa's support. These can be picked up by prior arrangement from the main Shire Administration building.
The applicant group declares that the grant is to be used solely for the specific purpose approved by the assessment committee.
The Creditor Payment Details on the last page have been completed
A full detailed budget with income and expenditure for the project detailed
The applicant agrees to provide the Shire of Waroona with a final acquittal report and a full statement of income and expenditure to demonstrate how the grant funds were utilised, within 30-90 days of project completion
The applicant group must comply with all Local, State and Commonwealth laws applicable to the approved project or event
The applicant group agrees to deliver the project within 12 months of receiving funds

Authorisation and Declaration

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 Micro Grant Fund conditions.

Name	
Position	
Digital Signature	
Or	Date
Print Signature	

Applications can be submitted in the following manner:

Post	In Person	Email
Small Grants Program Shire of Waroona PO Box 20 WAROONA WA 6215	Shire Administration Office 52 Hesse Street WAROONA WA 6215	warshire@waroona.wa.gov.au

ALCOA WAROONA MICRO GRANT FUND (Up to \$2,000)



Please provide the following information to allow us to pay potential funds through Post or Electronic Funds Transfer should your application be successful.

Post

Electronic Funds Transfer

Electronic Funds Transfer:

Creditor Payment Details		
Community Group Name		
Payment Preference	Cheque	Eftpos
Mailing Address		
Phone	ABN No.	
Contact name		
Notification email		
Name of Bank Account		
BSB	Account Number	

Thank you for taking the time to apply for funding through the Alcoa Waroona Micro Grant Fund.