

## GRANT APPLICATION FORM

2024 Round Closing Date **Friday 15 November** at 4.30pm

### ORGANISATION DETAILS

Organisation/Group Name

Contact Person

Position

Postal Address

Phone

Email

Website

Is your Organisation / Group registered for GST?

Yes

No

Australian Business Number (ABN)

Is your Organisation/Group Incorporated?

Yes

Incorporation Number:

No

Auspicing body:

Does your Organisation/Group hold current public liability insurance? (please attach)

Insurer:

Policy Number:

Expiry Date:

Please indicate the current membership and/ or volunteer numbers in your Organisation/Group.

Briefly describe the primary activities that are undertaken by your Organisation/Group.

What is the location in which your Organisation/Group operates or conducts activities?

**PROJECT DETAILS**

**Project Name**

**Provide a description of the project and its intended purpose** (please attach relevant planning documents)

**Where will the project take place?**

**How does the project benefit the wider community and how many people will benefit?**

**How has need for the project been identified and assessed?** (please attach documents evidencing need)

Who owns the land on which the project will be delivered?			
Planning Approvals	Approved	Pending	N/A
Shire of Waroona			
Landowner			
Department of Biodiversity, Conservation, Attractions			
Department of Aboriginal Affairs			
Other relevant information:			
Who will be responsible for ongoing maintenance and asset renewal?			
Which of the key focus areas listed below does your project align with?			
Capital Improvement	Environmental Sustainability		
Public Space Enhancement	Education and Training		
Durable Equipment	Community Welfare		
Economic Development	Other		
Detail how your project meets one or all of the following criteria			
Co-location			
Sustainability initiative			

<b>Increased participation</b>	
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**PROJECT DETAILS cont.**

**Provide detail on the Organisation/Group’s capacity to deliver the project**

**Project Timeline**

Start Date		Finish Date	
Funding amount requested		Total project cost	

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

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

<b>Office use only</b>
Call received by:

Comments:

**FINANCIAL DETAILS**

**Project Budget (excluding GST)**

Income	Budget \$	Confirmed/unconfirmed
Alcoa Sustainability Grant		
Other grant(s) – please name		
Amount contributed by your organisation (cash)		
Total Income (A)	\$	

Expenditure	Budget \$	Quote attached
Total Expenditure (B)	\$	



Please note: Total Income (A) should equal total Expenditure (B)

**In Kind Contribution – non-cash items, volunteer hours calculated at \$25 per hour**

Item Description	Budget \$
Total In-Kind Contribution (C)	\$

Total Project Cost A + C    \$

### Alcoa Waroona Sustainability Fund Conditions

The applicant has attached all supporting documents including Public Liability Insurance (Certificate of Currency), project quotes, project planning documents and evidence to support need (for example, letters of support).

The applicant agrees to acknowledge funding assistance provided by the Alcoa Waroona Sustainability Fund, including Alcoa and Shire of Waroona, in any promotional material, advertising, social media or public documents relating to the activity.

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.

The applicant agrees to provide the Shire of Waroona with a final acquittal report and evidence demonstrating their financial contribution to the project 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.

### Declaration

I declare that:

- I am a person authorised on behalf of my organisation to complete this application.
- the information provided in this document and any attachments is to the best of my knowledge true, correct and discloses an accurate income, expenditure and activities of the project.
- I understand any omission or false statement may result in the rejection of future applications or withholding of any funds approved.

<b>Name</b>	
<b>Position Held</b>	
<b>Signature</b>	
<b>Date</b>	

**Applications will be accepted in the following manner**

<b>Post</b>	<b>In Person</b>	<b>Email</b>
Alcoa Sustainability Fund Shire of Waroona PO Box 20 WAROONA WA 6215	Shire of Waroona Administration Centre 52 Hesse Street WAROONA WA 6215	<a href="mailto:warshire@waroona.wa.gov.au">warshire@waroona.wa.gov.au</a>

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

<b>Creditor Payment Details</b>	
Organisation/Group Name	
ABN	
Name of treasurer	
Notification email address	
Name of bank account	
BSB	Account number

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