



COMMUNITY DEVELOPMENT GRANTS 2019

Application

**OFFICE USE ONLY**

Grant Reference Number:	
Date Received:	
Acknowledged:	

Community Development Grants 2019 – Application Form

Thank you for your interest in the Community Development Grants 2019. Before completing this form, please ensure that you:

1. Have read and understood all of the information in the Grant Guidelines.
2. Contact the Community Development Officer, Shire of Waroona to discuss your project proposal and how this will meet the objectives of the initiative, on (08) 9733 7800 or email cdo@waroona.wa.gov.au

Section One – Applicant Details

1.1 Organisation

Legal name of organisation:			
Postal address:			
Suburb:		Postcode:	
Telephone:			

Have you received a Community Development Grant before? Yes / No

If yes, which year/s were you successful? _____

What was/were the project/s? _____

Has your organisations engaged with the Community Development Officer prior to submitting this application? Yes / No

1.2 Entity type

Please tick the box that best describes your organisation:

- ☐ Incorporated association
- ☐ Unincorporated group (must apply under auspice of an incorporated organisation or local government authority. See question 1.4)
- ☐ Other. Please detail: _____

1.3 Contact person

Name:			
Position:			
Postal address:			
Suburb:		Postcode:	
Telephone:			
Email:			

1.4 Sponsoring organisation

IF YOUR ORGANISATION IS INCORPORATED PLEASE SKIP THIS QUESTION

If your organisation is not incorporated, the grant must be applied for on your behalf by a not for profit incorporate organisation or a local government. The sponsoring organisation will be responsible for accepting and adhering to the conditions of the grant, maintaining financial records, and providing acquittal information, should your application be successful.

The sponsoring organisation's legally authorised officer must sign the declaration in Section Six and the taxation and bank details in Section Seven.

Legal name of incorporated sponsoring organisation:			
Contact person:			
Position:			
Postal address:			
Suburb:		Postcode:	
Telephone:			
Email:			

Section Two – Project Details

2.1 Project name

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2.2 Describe your project

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2.3 Timeline of your project

Estimated project start date:	
Estimated project finish date:	
Venue/location:	
Estimated number of participants:	

2.4 Community partnerships

What other groups, organisations or local governments are involved in planning and implementing your project. Please list ALL the organisations involved, with contact details and how they are contributing.

Organisation name	Contact person / phone	How is this organisation involved?
e.g. XYZ Association	John Smith, XXXX XXXX	On planning committee, free venue

Section Three – Project Justification

3.1 Aims and objectives of the project (include short term and long term outcomes)

3.2 How will this project promote development of the community and improve services and skills?

3.3 How have community members and/or young people been involved in the development of the project and how will they be involved in the implementation of the project?

3.4 Will the project address issues concerning people with disabilities, young people, families and seniors? If yes, how will this occur?

3.5 What additional financial and/or in-kind support is being provided, and from whom?

3.6 Detail (if any) involvement of professional people with relevant skills and expertise.

3.7 How will the project, event or service be promoted to the target audience?

3.8 How will you measure the success of the project and its outcomes?

3.9 How will you acknowledge Shire of Waroona?

Section Four – Project Budget

IT IS IMPORTANT TO SHOW HOW YOU PLAN TO SPEND THE GRANT AND WHETHER YOU EXPECT ANY OTHER INCOME TO SUPPORT YOUR PROJECT

Use the table below to show where the money for your project is coming from, and how it will be spent. Include the Community Development Grant (maximum of \$800) and specifically outline what areas the grant will be allocated to. If you are getting funds from other sources to support your project, it is important you show evidence of where the money is coming from.

Note: Please also include your organisation's cash and in-kind contributions.

Budget items (what the money will be spent on)	Amount requested from this grant (\$)	Other funding amount (\$)	In-kind support (please estimate the dollar value of the in-kind support)	Source of other funding or in-kind support (please state if confirmed or unconfirmed)
e.g. Venue hire	\$500.00	\$300.00		XYZ Organisation, confirmed
Total:	\$	\$	\$	\$

Section Five – Grant Conditions

The grant is provided under the following terms and conditions:

1. The grant must be used for the purpose for which it was given, unless otherwise agreed in writing with the Shire of Waroona.
2. Original or certified copies of any relevant receipts/invoices must be sent to the Shire of Waroona within 2 months of the completion of the project.
3. Complete and submit the acquittal form for the project to the Shire of Waroona within 2 months of the completion of the project.
4. Return any unexpended funds to the Shire of Waroona within 2 months of the completion of the project.
5. Advise the Shire of Waroona in writing of any delay in the expenditure of the grant.
6. Ensure the accounts of the organisations are available to internal and external auditors if requested, for verification of the expenditure of the grant received from the Shire of Waroona.
7. Acknowledge receipt of the Shire of Waroona grant in the annual report of the organisation.
8. Certain grants may involve different time periods or special conditions for acquittals or other matters, which will be outlined in an accompanying letter if the grant is approved. A funding agreement may need to be negotiated.

Section Six – Declaration

This declaration is made by the applicant or an appropriate sponsoring organisation on behalf of the applicant:

- I declare that I am currently authorised* to sign legal documents on behalf of the organisation
- I declare that all the information provided is true and correct
- I declare that the organisation is financially viable and is able to meet all accountability requirements
- I give permission to Shire of Waroona, if applicable, to contact any persons or organisations in the processing of this application
- If a grant is provided, I am aware the Grant Conditions as outlined in section five will apply to ensure projects are appropriately completed and accountability requirements are met.
- If a grant is provided, I agree to ensure that appropriate insurances are in place (e.g. worker's compensation, volunteers, professional indemnity, public liability, motor vehicles, etc.)
- If a grant is provided, I agree to run the project as stated and provide a final acquittal report, and a statement of income and expenditure

Name of organisation:	
Legally authorised person name:	
Legally authorised person position:	
Legally authorised person telephone:	
Legally authorised person signature:	
Witness name:	
Witness signature:	
Date:	

***Important:** The application must be signed by the person legally able to enter into contracts on behalf of the organisation. For incorporated organisation's this is generally the chairperson, president or equivalent. The application may be signed by a formally authorised delegate, according to the organisation's constitution or as bound by law.

Please note: all formal correspondence will be sent directly to the legally authorised person.

Section Seven – Bank Details of the Organisation Managing the Grant Funds

Bank name:	
Bank branch (suburb):	
Name of bank account:	
BSB number:	
Bank account number:	

I confirm that the above banking details are true and correct.

Signature: _____

Date: _____

Application Checklist

Before you send your application – please ensure you have completed the following:

Item	Check
Contacted the Community Development Officer to discuss your project	<input type="checkbox"/>
Completed all questions in the application form	<input type="checkbox"/>
Legally authorised person has read and completed the declaration in section six of the application form Where an application is being submitted by an organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the declaration and banking details.	<input type="checkbox"/>
Attach appendices to support your project, if applicable Please list:	<input type="checkbox"/>

Applications Close

Applications close at **4pm on Friday 29 March 2019** and may be submitted the following ways.

Email (preferred): cdo@waroona.wa.gov.au

Post: Chief Executive Officer
Shire of Waroona
PO BOX 20
WAROONA WA 6215

Please note: applications postmarked prior to, or on the closing date, but received after that date, will not be accepted. We encourage you to email your application if possible to ensure it arrives by the closing time and date.