SHIRE OF ASHBURTON

**Community Support Grants Application Form**

**Section 1 – Grant Guidelines**

Please submit this completed form to [Deb.Wilkes@ashburton.wa.gov.au](mailto:Deb.Wilkes@ashburton.wa.gov.au) before

March 1st (for projects April – August)

August 1st – (for projects September – March)

* Applications are to be made on the relevant application form available from the Shire/Community Development Offices
* Applications can be for cash and/or  in-kind contributions as long as the total amount is no more than $2,500
* Funding is only available to incorporated community and sporting organisations
* Applications are to be received before the advertised closing date.  Late applications are unable to be considered
* Applicants can apply more than once each financial year as long as the total amount is less than $2,500 This includes cash and in kind support such as donated venue hire
* Applications are to be completed in full and signed by an Officer Bearer
* There are two funding rounds offered each year one in July (closing August) for projects from September to April, and one in February (closing March) for projects from April to August
* Applications are assessed by a panel consisting of one senior community development staff member and at least 2 Councillors, each from different wards.
* As part of the application process, applicants agree to submit an acquittal report within 4 weeks of the completion of the event/activity, containing
  + - A detailed budget signed by the Treasurer and President of the organisation
    - An  evaluation of the event/activity
    - Proof that the grant was expended according to the approved application
* Applications for events that could **not** have reasonably been anticipated within the advertised funding rounds are to be considered under Delegation
  + Applications that could have been anticipated within the advertised funding rounds are unable to be considered (applicants in these situations are welcome to apply for a Small Assistance Donation)
  + Decisions to allocate funding to a project is based on the following criteria
    - The extent to which the project directly benefits the residents of the Shire of Ashburton
    - Funding and/or contributions from other sources
    - Value for money

**Section 2 – Applicant Details**

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| Name of Organisation: |

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| --- |
| Person authorised to make application (Contact Person)  Title: . Surname: Given Name(s): . |

|  |  |
| --- | --- |
| Postal Address: |  |

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| --- | --- | --- | --- |
| Contact Phone: | H: . W: . | Mobile Phone: | . |

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| Email Address: |

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| Name of President: . Name of Secretary . |

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| Incorporated (Please note only incorporated organisations can apply for these grants)  Yes No  Incorporation Number . |

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| --- |
| Australia Business Yes  No  ABN Number . |

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| Registered for GST Yes  No |

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| Has the organisation previously received Council funding? Yes  No |
| If the organisation has previously received Council funding, please provide details below of the year it was received, the amount and a brief description of the project.  . |

**Section 3 – Project Details**

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| Name of Project . |

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| Amount Requested $ .  (please note maximum grant from the Shire of Ashburton is $2,500)  Estimated Total Project Cost $ . |

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| Project Description, Describe briefly the activities for which you are seeking funding (what, where, when, how) |

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| Estimated number of people who will benefit from the project? .  What percentage of participants do you expect will be from the Shire Ashburton? . |
| Please describe how the community will benefit from your project or activity.  . |

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| Project Start Date . Project Completion Date .  Proposal Event/s or Activity Dates. . .  Please list any other groups or organisations you will be working with to plan and implement your project.  . |

**Section 4 – Project Budget**

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| --- | --- | --- |
| **Income**  Amount requested from Shire of Ashburton CASH  Amount requested from Shire of Ashburton IN-KIND  Your Organisation’s contribution – CASH and IN- KIND  Other Grant Applications  Contribution from other groups/business  Any other income: (please specify)  **Total Income** |  | **Amount ex GST**  **$**  **$**  **$**  **$**  **$**  **$**  **$**  **$** |

In the expenditure section please list all items you require to carry out your project. List your items in order of priority and attach quotations or other details supporting cost.

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| --- | --- | --- |
| **Expenditure**  **Total Expenditure** |  | **Amount ex GST**  **$**  **$**  **$**  **$**  **$**  **$**  **$**  **$** |

**Section 5 – Promotion and Marketing**

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| Please detail how your organisation/group will acknowledge the Shire of Ashburton support.  . |

**Section 6 – Application Checklist**

To ensure your application meets eligibility, please ensure you check you have completed the following checklist:

* We have answered every question on the application form
* We have checked our budget figures add up and the income equals the expenditure.
* We have attached all of the supporting documentation and any other relevant attachments e.g. quote.
* We are incorporated and can provide our certificate if requested or letter from auspice group.
* We have included a copy of the current Public Liability Insurance Certificate (Certificate of Currency).
* We have kept a copy of this application for our own records.

**Section 7 – Declaration**

I have read and understood the Funding Guidelines in Section 1 of this application and declare that ;

* The information given on this form is complete and correct
* The funds requested would be used only for the purpose described. If the funds are not used, or the total funding amount is not used on the described project, they will be returned immediately to the Shire of Ashburton.

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| --- | --- |
|  | Representative |
| **NAME** of authorised representative : |  |
| **POSITION** of authorised representative |  |
| **SIGNATURE** of authorised representative |  |
| **DATE SIGNED** |  |