****

Community Grant Program

**Application Form 2024-25**

**Round 1 Applications close at 4pm on Thursday, 25 July 2024**

**Round 2 Applications close at 4pm on Thursday, 29 November 2024**

**Round 3 Applications close at 4pm on Thursday, 28 March 2025**

Applications can be submitted by mail, email or hand delivered:

Shire of Boddington

39 Bannister Road

Boddington 6390

[shire@boddington.wa.gov.au](mailto:shire@boddington.wa.gov.au)

Please note the outcome of the application will be advised within five weeks of the closing date.

**Application Checklist**

🞏 Contacted the Community Development team to discuss the proposed project and eligibility for funding.

🞏 Completed all questions in the application form.

🞏 Ensured any attached documents to your application are clearly marked and are in a clear and easy to understand format:

🞏 Annual financial statement attached for project amounts over $1,000.

🞏 Evidence of public liability insurance.

🞏 Letters of support, including letter of support from auspice organisation (if applicable).

**Eligibility**

|  |  |  |
| --- | --- | --- |
| The Applicant is:   * an incorporated organisation; or * a group auspiced through an incorporated organisation (with written acknowledgement) | 🞏 Yes | 🞏 No |
| Projects meets priority areas identified within the Shire’s Community Strategic Plan, and include, but are not limited to the following areas:   * building capacity within local community groups, volunteers and residents; * supporting our young people; * supporting our older people; * providing opportunity to be healthy and promote wellbeing; * supporting and encouraging cultural diversity and inclusion; * developing and attracting art projects and increasing participation; and * generally building the strength, engagement and cohesion of the community. | 🞏 Yes | 🞏 No |
| For applications to proceed to assessment they must:   * be lodged on time; * be submitted on the appropriate form; * include the required information, including insurance and financial details; * include agreement from the applicant to acknowledge the Shire if funding is successful; * ensure the applicant demonstrates its ability to manage the project; and * not be due to commence until after the notification date. | 🞏 Yes | 🞏 No |

**If you answered ‘No’ to any of these questions, please contact the Community and Economic Development team.**

**Applicant Details**

**Organisation Details** This is the group undertaking the project.

|  |  |
| --- | --- |
| Legal Name of Organisation |  |
| Postal Address |  |
| ABN |  |
| Registered for GST | 🞏 Yes 🞏 No |
| Not-for-profit | 🞏 Yes 🞏 No |
| Incorporated | 🞏 Yes 🞏 No |

**Organisation Contact** This is the person legally authorised to enter into contracts on behalf of the organisation. This is generally the president or chairperson.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone |  |
| Mobile |  |
| Email |  |

**Project Details**

Which category best describes your community project?

🞏 building capacity within local community groups, volunteers and residents

🞏 supporting our young people

🞏 supporting our older people

🞏 providing opportunity to be healthy and promote wellbeing

🞏 supporting and encouraging cultural diversity and inclusion

🞏 developing and attracting art projects and increasing participation

🞏 generally building the strength, engagement and cohesion of the community

🞏 encourage tourism and increase visitation

🞏 activate local businesses and main streets

🞏 improve, conserve and promote heritage

Project name

|  |
| --- |
|  |

Provide a summary of the project

|  |
| --- |
|  |

Clearly identify what the grant funds will be used for in the project

|  |
| --- |
|  |

Which are your main target groups?

* General community
* Children 0-10
* Youth 11-25
* Women
* Men
* Seniors
* Aboriginal or Torres Strait Islander people
* People with disabilities and/or carers
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how the project will benefit those participating and the community of Boddington

|  |
| --- |
|  |

Provide details of any collaborations/partnerships or community groups that will assist in the delivery of this project and outline how they will support the project (provide letters of support where relevant).

|  |  |  |
| --- | --- | --- |
| **Organisation Name** | **Contact Person/Phone** | **How is this organisation involved?** |
| e.g. XYZ Community Group | John Smith, xxxx xxxx | Free venue, free equipment hire, labour, assistance at event |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

Anticipated commencement date

|  |
| --- |
|  |

Anticipated completion date

|  |
| --- |
|  |

How will you acknowledge the Shire of Boddington’s contribution to the project?

|  |
| --- |
|  |

Total Project Amount

|  |
| --- |
|  |

Funding Amount Requested

|  |
| --- |
|  |

**Budget Details**

It is important to detail the proposed expenditure of the requested grant and indicate any other income that is expected in support of the project, either cash or in-kind. The value any contributions made to the project by partner organisations noted above should be specified in this section.

Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how it will be expended.

The budget should align to the proposed project activities and outcomes specified in this application.

Please note Shire of Boddington’s contribution is limited to 75% of the total project, and no more than $2,000.

**Do not include GST in the costings below.**

| **Budget Item**  (i.e what the funding will be spent on) | **This Grant**  ($ excluding GST) | **Other Cash or Grants**  ($ excluding GST) | **In-kind Support**  Please estimate the dollar value of the in-kind support ($) | **Source of Other Cash or In-kind Support**  (Please state if confirmed or unconfirmed) |
| --- | --- | --- | --- | --- |
| For example: Catering | $200 | $200 | $400 | XYZ Company confirmed |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **TOTAL** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |

Has your organisation received any type of funding from the Shire of Boddington in the last 2 years? If yes, please provide details below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Amount** | **Purpose** | **Fully Acquitted** |
|  |  |  | 🞏 Yes 🞏 No |
|  |  |  | 🞏 Yes 🞏 No |

Have you applied for grant funding from other sources for this project? If yes, please provide details below.

|  |  |  |
| --- | --- | --- |
| **Funding Body/Program** | **Amount** | **Status of Application** |
|  |  | 🞏 Confirmed  🞏 Pending |
|  |  | 🞏 Confirmed  🞏 Pending |

**Declaration**

🞏 I declare the organisation has read and understands the Community Grant Program Guidelines.

🞏 I declare I am the authorised person to submit this application on behalf of my organisation and are authorised to sign legal documents on behalf of the organisation.

🞏 I declare the information provided in this application and attachments is to the best of my knowledge true, correct and discloses all estimates as accurate as possible.

🞏 I understand false or misleading statements listed in this Community Grant Program Application can result in the application being rejected or the withholding of any funds that may be approved as result of this application.

🞏 I declare the organisation applying for the grant funding will complete and submit a Community Grant Program Acquittal Form within 30 days following the project’s completion.

🞏 I declare the organisation submitting this form understands this is an application only.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Signature |  | Date |  |