



COMMUNITY GRANTS PROGRAM

Sundry Donations

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Sundry Donations (Up to \$1,000) Application Package

Contents Page

Before you begin	2
Part 1 - Legal Authorisation	3
Part 2 - Applicant Details	4
Part 3 - Project Details	6

SHIRE OF DUNDAS COMMUNITY GRANTS PROGRAM Sundry Donations (Up to \$1,000) Application Package

Before you begin

The Shire of Dundas's Community Grants Program is to articulate Council's commitment to developing the Shire by providing opportunities to community groups, clubs, organisations, not-for-profit organisations and to prescribe the role and function of the Community Grants Program Committee.

The funding applications are presented in line with relevant funding deadlines to the Chief Executive Officer for consideration.

The Chief Executive Officer operates within the guidelines of the Community Grant Program Policy. It is **strongly recommended** that all applicants read this policy to determine their viability before submitting their application.

Groups that are ineligible for funding include, local, state and federal government departments, private companies, individuals and private and public schools including employees of those bodies acting on behalf of their employer (excluding relevant community purpose representative bodies such as P & C's and F & F's).

Items that are not eligible for funding include: Bonds and employee salaries.

Please note all grant payments will not be awarded retrospectively unless exceptional circumstances are noted.

The policy can be found on the Shire of Dundas website www.dundas.wa.gov.au

Please note that, in considering your proposal for funding, the information detailed in this proposal may be shared with relevant Commonwealth, State and/or Local Government agencies, organisations and individuals, including those you identify in the proposal, to substantiate any claims or statements that you make, to verify the capacity of the proponent organisation to manage the Shire of Dundas funds and for general comment on the viability of your proposal.

If you consider that certain information in the proposal should be treated as confidential, you must clearly indicate that information and provide reasons for the request. The Shire of Dundas reserves the right to accept or refuse a request to treat information as confidential.

Information relating to individuals will be protected under the *Privacy Act 1988*. Requests for access to such information will be dealt with under the provisions of the *Freedom of Information Act 1982*.

The Shire of Dundas will inform and publish the names of successful proponents and relevant information about their projects.

Please fill out this form as fully as possible. The information requested here is necessary and will provide vital insights to enable assessment of your proposal. Missing or unclear information may make you ineligible for funding or delay the assessment of your proposal while we seek clarification.

Proposals not submitted in this format may not be considered. Proposals not consistent with the guidelines may be rejected.

Electronic copies are preferred, accompanied by one complete hard copy with a signed Legal Authorisation Form.

Completed proposals should be forwarded to:

Electronic copies: shire@dundas.wa.gov.au

Paper copies:

The Chief Executive Officer
Shire of Dundas
PO Box 163
NORSEMAN WA 6443

Part 1 - Legal Authorisation

I, _____ *<full name of proponent>*

as _____ *<position/title >*

of _____ *<organisation & full address>*

confirm that:

- I am a person authorised to make this declaration on behalf of my organisation/individual and all relevant persons have made a full disclosure of information.
- The information provided in this form and all attached documents is complete and correct. I understand that giving false or misleading information is a serious offence.
- The Shire of Dundas is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
 - The Shire's databases and records, including information related to my organisation's application for funding;
 - State or Territory agencies;
 - Law enforcement agencies;
 - Credit reference agencies;
 - Any other appropriate organisation or person as reasonably required as part of these checks.
- I agree that the Shire may arrange for an independent viability assessment (IVA) of my project including by an external adviser or consultant to the Shire.

Signed: _____

Date: _____

Part 2 - Applicant Details

1. Legal name of proposing organisation or individual – If member of a consortium, indicate name of member organisation.

2. Registered business or trading name if other than your legal name

3. Registered business address details – Business address or Company's registered business address (not PO Box)

Street Address

Suburb/Town/City

State

Postcode

4. Postal address – Only if different from registered business address

Street Address

Suburb/Town/City

State

Postcode

5. Organisation contact numbers

Telephone Number

Mobile

Fax Number

Email

6. Is your organisation registered with an Australian Company Number (ACN), an Australian Business Number (ABN), Australian Registered Business Number (ARBN).

No

Yes please provide details:

ACN _____ - _____ - _____

ABN _____ - _____ - _____ - _____

ARBN _____ - _____ - _____

7. Organisation's GST Registration

Yes Please enter total amount (\$) requested excluding GST where relevant.
No There will be no GST amount added to your total amount requested.

8. Organisation's Incorporation

Yes
No

9. Insurance Status.

Yes Please list details and provide a current copy of insurance certificate
No

10. Contact details for this proposal – Please provide a contact person who is available and has the authority to answer any queries that the Shire of Dundas may have about this proposal. Any correspondence will be sent to the contact listed here.

Title	
First Name	
Surname	
Position	
Telephone Number	
Mobile Number	
Fax Number	
Email Address	

11. Bank Account Details – for direct deposit of successful grant*

Account Name	
BSB Number	
Account Number	
Bank Name	
Bank Branch	

*Notes: If this facility is unavailable please tick the box to receive a cheque

Notes

- 1. All successful applicants are required to submit an acquittal on the CGP Acquittal form within 30 days of completion of the event/project.**
- 2. It is essential to supply copies of receipts with Acquittal.**

Part 3 - Project Details

1. Amount Requested (\$)

2. Title of Project

3. Project Description

4. Aims/Objectives of the Project

5. How the grant will benefit your organisation and/or the community

6. Budget (for requested amount only)

Budget Item	Actual Cost (\$)		Budget Item	Actual Cost (\$)
<i>EXPENDITURE (Specify)</i>			<i>INCOME</i>	
			<i>Cash</i>	
			Organisation's contribution	
			Other (please specify)	
			<i>Shire of Dundas Grant</i>	
Total Expenditure			Total Income	
			In Kind – Volunteer Hours	

Notes:

1. Please calculate the value of volunteer hours at \$25/hour/volunteer.
2. If registered for GST please enter amounts excluding GST.

7. Describe how the project or facility will be managed for a sustainable future.

8. Tick which of the five criteria your project supports as outlined below

- Personal Development & Wellbeing: To connect people to services, facilities and experiences that enhance their physical, social and overall health.
- Infrastructure Development: To plan, develop and manage community facilities that met the social, recreation, education, housing and transport needs of the community.
- Community Participation: To encourage and facilitate community involvement through consultation, improved access and recognition of achievements.
- Place Activation: To create vibrant and meaningful community hubs as places of social interaction, creativity and economic vitality.
- Relationship Building & Connections: To build self-reliant community organisations and develop mutually beneficial partnerships between government, business and residents.

9. Describe who is contributing to the delivery of the project – (Include staff, volunteers, partner organisations, etc.)

10. Describe the effect on the project if the Council contribution does not meet the requested amount

11. In this application in relation to either a school/large group, excursion/trip/group?

Yes Please describe below

No