

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

PART A - Legal Authorisation

I, EVELYN REID <full name of proponent>

as SECRETARY <position/title >

of NORSEMAN HISTORICAL MUSEUM ASSOCIATION INC
33 BATTERY ROAD (PO BOX 37)
NORSEMAN .WA. 6443 <organisation & full address>

Confirm that:

- I am a person authorised to make this declaration on behalf of my organisation 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.
- To the best of my knowledge, I have disclosed, at Part B 'Declaration of Conflict of Interest' of the proposal form all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the project or any funding agreement my organisation or I may enter into with the Shire of Dundas.

Signed:



Date:

23-05-2022

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PART B - Declaration of Conflict of Interest

Please complete either Item 1 or Item 2 of the Declaration.

Item 1. No Known Conflict

I confirm that at the time of signing, to the best of my knowledge I am unaware of any conflict of interest that would prevent my organisation from proceeding with the project or any funding agreement my organisation or I may enter into with the Shire of Dundas.

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- (a) disclose that interest promptly to the Shire of Dundas; and
- (b) take action necessary to avoid the conflict as directed by Shire of Dundas.



.....
(signature)

EVELYN REID

.....
(printed name)

23-05-2022

.....
(date)



.....
(signature of witness)

ROZENA PALCIC

.....
(printed name of witness)

23.05-2022

.....
(date)

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Item 2. Disclosure of Interest

I disclose the following interest:

.....
.....
.....
.....
.....

I undertake that if, at any time, I have an actual, apparent or potential conflict of interest, then I will:
(a) disclose that interest promptly to the Shire of Dundas; and
(b) take action necessary to avoid the conflict as directed by the Shire of Dundas.

.....
(signature)

.....
(printed name)

.....
(date)

.....
(signature of witness)

.....
(printed name of witness)

.....
(date)

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Part 1 – Applicant Details	
1. Legal name of proposing organisation or individual If member of a consortium, indicate name of member organisation.	
NORSEMAN HISTORICAL MUSEUM ASSOCIATION INC	
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	33 BATTERY ROAD
Suburb/Town/City	NORSEMAN
State	WA
Postcode	6443
4. Postal address - Only if different from registered business address	
Street Address	P.O. BOX 37
Suburb/Town/City	NORSEMAN
State	WA
Postcode	6443
5. Organisation contact numbers	
Telephone Number	08 9039 0367
Fax Number	—
Mobile	0400 201 739 (PRESIDENT)
Email	NORSEMANHISTORICAL@BIGPOND.COM
6. Is your organisation registered with an Australian Company Number (ACN), an Australian Business Number (ABN), Australian Registered Business Number (ARBN), Note: if your organisation does not have an ABN, you will need to complete and provide a Statement by Supplier (copies obtainable from the ATO website at www.ato.gov.au) with this application.	
Yes <input checked="" type="checkbox"/> please provide details below: No <input type="checkbox"/>	
CAN _____ - _____ - _____ ABN <u>347-321-920-58</u> ARBN _____ - _____ - _____	
7. Organisation's GST registration	
Yes <input type="checkbox"/> Please enter total amount (\$) requested excluding GST where relevant. No <input checked="" type="checkbox"/> There will be no GST amount added to your total amount requested.	
8. Organisation's Incorporation	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

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9. 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	MISS
First Name	EVELYN
Surname	REID
Position	SECRETARY
Telephone Number	08 90 391179
Mobile	—
Fax Number	—
Email	NORSEMANHISTORICAL@BIGPOND.COM

10. Primary purpose/objectives of your organisation (can be attached if relevant)

- TO PROTECT, RECORD AND PROMOTE THE MUSEUM COLLECTION, THE HISTORY OF NORSEMAN & THE SHIRE OF DUNDAS.
- TO RESTORE & PRESERVE HISTORICAL ITEMS AND TO FACILITATE AND ASSIST IN THE PRESERVATION OF HERITAGE BUILDINGS.
- TO LIAISE WITH OTHER HISTORICAL GROUPS AND LOCAL GOVERNMENT TO ACHIEVE COMMON GOALS.
- TO ENGAGE WITH THE COMMUNITY AND RAISE AWARENESS OF NORSEMAN'S HISTORY/HERITAGE AND THE BENEFITS THE MUSEUM CAN BRING TO TOWN.

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

Account Name	NORSEMAN HISTORICAL MUSEUM ASSOCIATION INC
BSB Number	016 719
Account Number	1084 - 40796
Bank Name	ANZ
Bank Branch	KALGOORLIE

***Notes:**

- If this facility is unavailable please tick the box to receive a cheque.

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12. Insurance details –

As a recipient of project funds your organisation must maintain: Public Liability insurance for not less than \$10 million; Workers' Compensation insurance for the amount required by the relevant State or Territory legislation; Motor Vehicle insurance; Personal Accident insurance; Professional Indemnity insurance (where relevant) for not less than \$2 million. Provide all relevant information relating to these headings in the table below. If insurance is required specifically for a Jobs Fund project, this should be included in the budget costs (leave policy number blank if not obtained to date).

Type Of Cover	Amount	Policy Number	Company	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
PUBLIC LIABILITY	A\$10,000,000	1704640014 BPK	QBE INSURANCE	30-06-2021	30-06-2022

Notes:

1. All CGP funding is inclusive of Council fees/charges. Once funded the organising group of an event or project cannot apply for a Sundry Donation for waiver of Council fees for the same event or project.
2. GST Status must be noted on the application form in order to evaluate GST relevance
3. If you are registered for GST please enter amounts (\$) excluding GST where relevant.
4. All CGP funding is dependent on event/project being implemented.
5. Committee can fund subject to special conditions.
6. All CGP funding requires Council acknowledgement including logo placement on flyers, advertising, media articles, openings/launches and use of Council banners where appropriate.
7. All successful applicants are required to provide an Acquittal on the CGP Acquittal form within 30 days of the completion of the funded event or project.

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Part 2 – Grant Request / Type of grant

Note: a separate application is required for more than one grant request
(please tick relevant box below)

Minor Community Grant (up to \$10,000)

- Minor community grants are available through four designated rounds per financial year.

Categories (*more than one box can be ticked if relevant*):

- Community Economic Development Initiative
- Community Capacity Building Initiative
- Environmental Initiative
- Emergency Service Initiative
- Community Heritage and/or Conservation Initiative
- Civic Recognition and Support

Notes:

1. Applicants are encouraged to contact a member of the Shire of Dundas Community Capacity Building team prior to submitting an application for guidance and support if required.
2. Do not complete PART 4 if you have completed this section.

Community Event Grant (up to \$10,000)

Category of Event:

- Community Event: an event of local or regional significance that stimulates participation.
- Iconic Event: an event of state or regional significance that generates tourist activity.
- Sporting Event: a sporting event that attracts wider community.

If you are unsure of the events stated above please refer to the Shire of Dundas, Community Financial Assistance Scheme overview.

Date of event _____ / _____ / _____ Amount

requested: \$ _____

Total project/event cost: \$ _____

Notes:

1. Do not complete PART 3 if you have completed this section.

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Part 3 – Proposed Project Details
1. Title of Project
MUSEUM KITCHEN UPGRADE
2. Project Description
TO PURCHASE A 2 DOOR CATERING REFRIGERATOR AND A FREE STANDING GAS STOVE FOR THE DEN BUILDING AT THE MUSEUM AND INSTALLATION OF THE APPLIANCES.
3. Aims or objectives of the Project
TO INCREASE THE CAPACITY FOR STORAGE OF PERISHABLE FOODS AND FOR HEATING OF FOODS WHEN HOLDING COMMUNITY EVENTS AND HOSTING TOURIST VISITORS.
4. Location of the Facility, Project or Initiative when Finalised
THE MUSEUM ON BATTERY ROAD.
5. Describe how the grant will benefit your organisation and/or the community/target group.
<ul style="list-style-type: none">• THE INCREASED CAPACITY WILL REDUCE THE NEED TO UTILISE OTHER EQUIPMENT FOR COLD STORAGE AND FOR PREPARING + HEATING FOOD AT AN OUTSIDE VENUE + TRANSPORTING IT.• IT WILL ALLOW OUR GROUP TO PROVIDE CATERING ON A LARGER AND MORE EFFICIENT MANNER WHEN HOLDING COMMUNITY + TOURIST EVENTS.• IT WILL BENEFIT OUR VOLUNTEERS WHEN USING THE DEN FOR MEETINGS AND A.G.M'S.

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6. Amount of people that will benefit from the project as a whole (if different)

THE WHOLE COMMUNITY

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

THE MUSEUM VOLUNTEERS WILL MAINTAIN & MANAGE THE EQUIPMENT AND USE THEM TO HOLD MORE EVENTS WHICH WILL SUSTAIN THE MUSEUM OPERATION AND BENEFIT THE COMMUNITY.

8. Describe how the project supports at least one of the five criteria outlined on Page 12

THE PROJECT RELATES TO:
CRITERIA 3 & CRITERIA 4

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

MUSEUM VOLUNTEERS

10. Describe how the project will be affected if the Council contribution does not meet the requested amount

THE PROJECT COULD BE DELAYED UNTIL FUNDS BECOME AVAILABLE.

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CRITERIA FOR DEVELOPMENT OF THE SHIRE OF DUNDAS

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

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Part 4 – Proposed Event Details
1. Name of the event
2. Date/s and timing of the event
3. Location of the event
4. Overview of the event and relevant component/s
5. How the local and wider community is involved in the event
6. How the event will be promoted and publicised
7. Describe the future plans for sustainability and funding of the event(unless a one-off)

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8. Describe how this event will contribute to economic development and local tourism within the Shire of Dundas (e.g. bring visitors to Norseman or Eucla, promote local business, employ local people)
9. Describe the effect on the event if the Council contribution does not meet the requested amount
10. Describe how you intend to recognise the Shire of Dundas

Access and Inclusion
Depending on what the grant will be used for you will need to ensure that you are aware of the Shire's Disability Access and Inclusion Plan. A copy can be downloaded from the Shire's website or by calling 9039 1205.
In regards to your project and/or event, will people with disabilities be able to gain access and/or be involved?
Yes / No - Describe
If you are providing information, will it be available in formats suitable for people with disabilities?
Yes / No - Describe
If your project includes community consultation, will people with disabilities be able to participate?
Yes / No - Describe

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5. Provide a detailed budget breakdown for the project

Where appropriate, indicate which items will be funded by the Shire of Dundas. If you are registered for GST please enter figures excluding GST. Include all income and expenditure, including details of volunteer hours.

Budget Item	Actual Cost (\$ GST exc)	Budget Item	Actual Cost (\$ GST exc)
EXPENDITURE		INCOME	
Professional Fees, inc. staff (specify)		Cash	
		Organisation's contribution	
		Donations	
Marketing & Promotion (specify)		Other grants	
		Sponsorship	
Administration Costs (Please specify)		In Kind	
		Volunteer Hour Value	
Material and Equipment (specify)		Other	
2 DOOR CATERING FRIDGE	\$3700.00	Shire of Dundas Grant	\$4860.00
GAS STOVE	\$660.00	(specify how grant is to be used, eg advertising etc)	
Venue Hire		To PURCHASE THE ITEMS.	
Travel, transport, vehicle costs			
Insurance		COVER TRANSPORT & CONNECTION COSTS.	
Catering			
Other (please specify)			
GAS STOVE CONNECTION.	\$500.00		
Total Expenditure	\$4860.00	Total Income	\$4860.00

Notes:

1. At least one written quotation is required for all items to be purchased greater than \$500 in value.
2. Please calculate the value of volunteer hours at \$25/hour/volunteer.
3. You can attach a different format for the budget from the above if more practical.
4. If you are registered for GST please enter all (\$) amounts excluding GST.

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Part 5 - Finance and Project Budget

1. Describe any attempts to secure funding through other sources
2. (eg: Lotterywest, Department of Sport & Recreation, Healthways, the private sector, etc.)

NIL

3. If yes, provide a list in the table below

Funding Agency	Amount	Approved (circle)		
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending


4. Describe any funding received from received the Shire of Dundas in the past five years

Year	Purpose	Amount
<i>NIL</i>		

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Part 6 - Declaration by Applicant

I, the undersigned, certify that I have authority on behalf of the organisation, group or club to submit this application and that the information contained herein or in the attachments is, to the best of my knowledge, true and correct.

Name: EVERYNN REID
Organisation: NORSEMAN HISTORICAL MUSEUM ASSOCIATION INC
Position: SECRETARY
Signature: 
Date: 23 / 05 / 2022

Additional Information

The following information is to be submitted if available.
If you are unable to submit this information please supply a written reason for this inability to submit.

- Copy of insurance certificates
- Copy of Constitution
- Copy of Incorporation Certificate
- Most recent Profit & Loss Statement and Balance Sheet
- Supporting documentation (minutes) to confirm committee agreement of project/event

Additional information that may be beneficial:

- Written confirmation of other funding sources
- Letters of Support from relevant agencies

Notes:

1. Keep a copy of this application and all associated documentation for your records.

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Part 7 - Checklist

Completed Part A – Legal Authorisation	<input checked="" type="checkbox"/>
Completed Part B – Declaration of Conflict of Interest	<input checked="" type="checkbox"/>
Completed Part 1 – Applicant Details	<input checked="" type="checkbox"/>
Part 1, Q7 – Completed and attached a Statement by Supplier – if not registered for an ABN	<input type="checkbox"/>
Part 1, Q8 – Completed and attached a Statement by Supplier – if not GST registered	<input type="checkbox"/>
Completed Part 2 – Grant Request	<input checked="" type="checkbox"/>
Completed Part 3 – Proposed Project Details	<input checked="" type="checkbox"/>
Completed Part 4 – Proposed Event Details	<input type="checkbox"/>
Completed Part ⁴ 5 – Access & Inclusion	<input type="checkbox"/>
Completed Part ⁵ 6 – Finance and Project Budget	<input checked="" type="checkbox"/>
Completed Part ⁶ 7 – Declaration by Applicant	<input checked="" type="checkbox"/>
Attachments (See Page 16)	<input checked="" type="checkbox"/>

Further Information

For further information or advice please contact the Shire of Dundas on 9039 1205 or e-mail shire@dundas.wa.gov.au

Completed hard copies of the application can be sent to:-

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