



Shire of
Donnybrook Balingup

MAJOR FUNDING APPLICATION

FOR FINANCIAL YEAR 2023 - 2024

Maximum \$2,000

Please read the Community Grant guidelines before completing this Application Form

ORGANISATION NAME

--

PROJECT OR EVENT NAME

--

FUNDING TYPE REQUESTED (Select only one)

COMMUNITY GRANT

EVENT SPONSORSHIP

FUNDING AMOUNT REQUESTED

--

APPLICANT DETAILS

Organisation Name	
Chairperson or President	
Organisation Postal Address	

Main Contact Person	
Position	
Email	
Phone	

Status of organisation	
Yes	Incorporated Association (include a copy of Certificate of Incorporation)
No	Name of Auspicing Body (include a copy of the auspicing bodies Certificate of Incorporation)
	Established Community Group
	Other – Provide details:

Does your organisation have an ABN?		Yes	ABN:
		No	

Is your organisation registered for GST?		Yes		No
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Has this organisation previously received a Community Grant from the Shire of Donnybrook Balingup?	<input type="checkbox"/>	Yes
		No
If yes, please provide the following details for the most recent Community Grant or Budgetary Funding you have received.		
Project Name		
Organisation Name		
Grant Amount	\$	
Year grant funded		Year grant acquitted

PROJECT/EVENT SUMMARY

Project/Event Description – CLEARLY explain what the funding is for?

PROJECT/EVENT TIMEFRAME AND BENEFITS

Commencement Date	
Completion Date	

Why is the project/event important? Provide a brief description of the anticipated number of people that will benefit from the project/event, directly and indirectly. How will that be measured?

Have you applied for other grant funding? If yes, who did you apply to and how much was that application for? Please CLEARLY show this in the project budget.

Does your project/event just benefit your own group OR provide benefit to the wider community? Please CLEARLY explain how others will benefit from your project.

Are you working with any other community groups to achieve your project? If yes, please list each group involved in the project AND how they are supporting the project.

PROJECT BUDGET

- Project budgets are required for applications to be considered.
- Item numbers in left column assist with calculating final budget totals.
- The included items are for assistance, please add/remove as needed.
- Please complete all sections. If you have queries, please contact the Community Development team on 9780 4200.

INCOME								
INTERNAL FUNDING – CASH		AMOUNT						
1	Applicant's cash contribution	\$						
2	Other cash contribution from:	\$						
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Volunteer hours:</td> <td style="width: 45%;">hours @\$41.72/hour</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td> <small>Figure based on ABS average hourly earnings estimate for volunteers, published on the Funding Centre. https://www.fundingcentre.com.au/grant/help </small> </td> <td style="text-align: right;">\$</td> </tr> </table>	Volunteer hours:	hours @\$41.72/hour			<small>Figure based on ABS average hourly earnings estimate for volunteers, published on the Funding Centre. https://www.fundingcentre.com.au/grant/help </small>	\$	
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	<small>Figure based on ABS average hourly earnings estimate for volunteers, published on the Funding Centre. https://www.fundingcentre.com.au/grant/help </small>	\$						
4	Other:	\$						
5	TOTAL INTERNAL FUNDING (SUM 1:4)	\$						
EXTERNAL FUNDING		AMOUNT						
6	Shire of Donnybrook Balingup	\$						
7	Funding Organisation 1:	\$						
8	Funding Organisation 2:	\$						
9	Participant Fees (if applicable)	\$						
10	Other:	\$						
11	Other:	\$						
12	TOTAL EXTERNAL FUNDING (SUM 6:11)	\$						
13	TOTAL INCOME (5 + 12)	\$						
Note: Total income (12) must be equal to total expenditure (36)								
EXPENDITURE								
PROFESSIONAL SERVICES		FUNDING ORG						
		AMOUNT						
14	Consultant fees	\$						
15	Accounting & bookkeeping costs	\$						
16	Salaries for paid staff	\$						
17	Honoraria for service providers	\$						
18	Other	\$						
19	Other	\$						
20	TOTAL PROFESSIONAL SERVICES (SUM 14:19)	\$						

PROMOTIONS & ADMINISTRATION		FUNDING ORG	AMOUNT
21	Promotional Materials		\$
22	Telephone		\$
23	Postage and Stationery		\$
24	Photocopying		\$
25	Insurance		\$
26	Other		\$
27	Other		\$
28	TOTAL PROMOTIONAL & ADMINISTRATION EXPENSES (SUM21:27)		\$
TRANSPORTATION & VENUES		FUNDING ORG	AMOUNT
29	Travel & accommodation costs		\$
30	Venue Hire		\$
31	Equipment hire		\$
32	Refreshments		\$
33	Other		\$
34	Other		\$
35	TOTAL TRANSPORTATION & VENUE EXPENSES (SUM 29:34)		\$
36	TOTAL EXPENDITURE (20 + 28 + 35)		\$
Note: Total Income (13) must be equal to Total Expenditure (36)			

Total Cost of Project/Event (34)	\$
Amount of Council Funding (6)	\$
Your Internal Funding (5)	\$
Contribution from Other Sources (12 – 6)	\$

Only the Chairperson, President of Authorised Person of your group should sign this application.

I, the undersigned, certify that to the best of my knowledge the statements made within this application are true.

I understand that if the Shire of Donnybrook Balingup approves this application for funding, I will be required to accept the Funding Conditions as outlined above.

Name	
Position	
Signature	
Date	

GENERAL FUNDING CONDITIONS

1. The Shire of Donnybrook Balingup will not accept this application if it is late or incomplete.
2. Council may use the information provided by the funded entity for its own promotional purposes.
3. All funded entities will be required to enter into an agreement with the Shire of Donnybrook Balingup that will detail specific conditions and terms relevant to that project.
4. All funded entities must acknowledge the support of the Shire of Donnybrook Balingup in all their promotional material.
5. Funded entities must advise the Shire of Donnybrook Balingup of any change to office bearers and their contact details.
6. Payments of grant funding may be suspended at any time, if in the opinion of the Shire, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
7. Any change to a funded project cannot proceed without formal approval from the Shire – the applicant must submit a written grant variation request to the Shire of Donnybrook Balingup clearly stating any proposed changes to the project and the reason why the changes are required. This will be considered by the Shire and a determination made.
8. Payment for the grant funding occurs once a tax invoice is received from the recipient. Payment can be made as soon as the grant/event sponsorship has been approved. When the project is completed a grant acquittal form is required to be completed along with evidence the grant has been used for the intended purpose.

SPECIFIC GRANT CONDITIONS

If there are any specific grant conditions, unique to your application these will be included in the letter of advice confirming your application has been successful, following the Councils consideration of 2023 - 2024 budget and its acceptance in August/September 2023.

APPLICATION CHECKLIST

Prior to submitting your application, please complete the checklist below to confirm that all requested information has been included. Incomplete applications will not be considered.

- The application form has been signed by the Chairperson or President of the organisation.
- The application clearly specifies what the funding is to be used for, AND answers have been provided for every question – please attach any additional information you feel will give more weight to your application.
- Any previous funding (Community Grant, Event Sponsorship or Recurrent Funding) has been acquitted.
- If your application is for capital works, copies of plans and costings have been attached (with a letter or permission if the applicant is not the owner of the premise)
- If your application is for capital works and the organisation is not the Owner of the premises, written permission from the owner has been included.
- If your application is for an event, a copy of the event budget including all projected income and expenditure has been included.

THE APPLICATION PROCESS

Applications must be received by 4.30pm Friday 30th June 2023.

All applications will receive a written acknowledgement of receipt. The outcome of the application and assessments will only be announced once Council's Annual Budget has been adopted.

Please address application to:

Chief Executive Officer
Community Grant Funding Scheme Applications
Shire of Donnybrook Balingup

PO Box 94
Donnybrook WA 6239

OR

shire@donnybrook.wa.gov.au