



**Shire of Donnybrook Balingup
Community Grant Funding Scheme 2019 - 2020**

Major Community Grant – Maximum \$2,000

Application Form

Applications Close on Friday 26th April 2019

**Please read the Community Grant Funding Guidelines before
completing this Application Form.**

Please complete all fields in the application form and attach all/any relevant supporting materials.

Incomplete or late applications will not be accepted. Send your application by email or post to:

Chief Executive Officer
Shire of Donnybrook Balingup
PO Box 94
Donnybrook WA 6239
records@donnybrook.wa.gov.au

Applicant Information

1. Group/Organisation Name:

Main Contact Person:

Position

Phone

Street Address

Suburb

State

Postcode

Postal address (if same, please write as above)

Suburb

State

Postcode

Email Address

Website

Project/Activity Summary

Project/Activity Title:

Grant amount requested:

\$

Project/Activity Description:

Project/Activity Date/s:

Group/Organisation Details

2. Is your Group/Organisation incorporated? YES NO

If YES Please provide copy of your certificate of Incorporation

If NO, name of auspicing body:

Please provide a copy of the auspicing body's incorporation certificate.

3. Does your Group/Organisation have an ABN YES NO

ABN #

If you do not have an ABN please complete and attach a Statement by Supplier form.

4. Is your organisation registered for GST? YES NO

5. Does your organisation have public liability insurance cover for the duration of the project/activity?

YES NO

Insured Amount:

Please provide a certificate of currency with this application.

Project/Activity Information

6. Provide a brief description of the expected benefits of your project/activity?

Project/Activity Information (Cont'd)

7. Provide a brief description of the anticipated number of people that will benefit from the project/activity, directly and indirectly. Please detail how this will be measured.

8. Provide a brief description of your organisation and who will be involved in the development/delivery of your project/activity?

9. Provide a brief summary of community and stakeholder support for the project/activity? (please attach letters of support if applicable)

Budget Information

If your Group/Organisation has a detailed budget already prepared, this can be submitted as an alternative to completing the budget information below.

Income

Funding Source	Cash \$	In-kind \$	Total \$	Confirmed Y/N
Your Organisations contributions				
Request to the Shire of Donnybrook Balingup				
Other sources of funding				
TOTAL	\$	\$	\$	

Expenditure

Details	Item Cost (excluding GST) \$	Cash component requested from the Shire of Donnybrook Balingup \$
TOTALS	\$	\$

Two written quotes for items over \$1,000; written estimate or advertised price or one written quote for items under \$1,000 (low value, miscellaneous items can be grouped together up to \$500)

Application Checklist

Prior to submitting your application please ensure that all necessary information and supporting documentation has been included.

Incomplete applications will not be accepted.

SUPPORTING MATERIAL (MANDATORY):

- Copy of current registration/ incorporation.
- Copy of insurance certificate of currency.

SUPPORTING MATERIAL (WHERE APPLICABLE):

- Letters of support from community and/or other groups.
- Statement of Supplier Form (if your organisation does not have an ABN).
- Quotes supporting your request, incl those for Council services if required.
- Copy of most recent Annual Report or financial statements.

CHECK LIST:

- I have attached all necessary supporting material.
- Detailed budget has been completed in full, or is attached.
- Application Authorisation has been signed by an authorised person from your organisation.

Application Authorisation

I, the undersigned, certify / acknowledge that:

- This application will not be accepted if it is late or incomplete.
- The statements in this application are true to the best of my knowledge.
- Our Group/Organisation has no overdue acquittals from previous Shire of Donnybrook Balingup funding.
- I agree to accept the decision of the Shire of Donnybrook Balingup regarding the assessment of this application.
- I understand that should this application be accepted, I will be required to provide an acquittal on behalf of the Group/Organisation within 3 (three) calendar months of the project/activity completion date, or 30 June 2019 whichever is the earliest.
- Successful applicants will receive a Letter of Notification outlining the Funding Agreement.
- The Letter of Notification will outline all reporting requirements.
- The Letter of Notification will detail your commitment to recognising the Shire of Donnybrook Balingup's contribution through public relations and marketing activities that are a condition of funding.
- I authorise the Shire of Donnybrook Balingup to reproduce any attachments provided with this form for internal purposes only.
- I agree to advise the Shire of Donnybrook Balingup immediately of any variation to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for funding on behalf of the group/organisation detailed below and that all the information supplied is correct.

Applicant Signature

Date

Applicant Name

Applicant Position

