



Shire of  
Donnybrook Balingup

# MAJOR FUNDING APPLICATION

FOR FINANCIAL YEAR 2020 – 2021

Maximum \$2,000

Please read the Community Grant guidelines before completing this Application Form

ORGANISATION NAME

--

PROJECT OR EVENT NAME

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FUNDING TYPE REQUESTED (Select only one)

COMMUNITY GRANT

EVENT SPONSORSHIP

BUDGET REQUEST/  
RECURRENT FUNDING

## THE APPLICATION PROCESS

**Applications must be received by 4.30pm on Wednesday 22<sup>nd</sup> April 2020**

All applications will receive a written acknowledgement. Consideration of applications will take place by Council through its budget deliberations process. The outcome will only be announced once Council's Annual Budget has been adopted.

### APPLICATION CHECKLIST

Prior to submitting your application, please complete the checklist below to confirm that all requested information has been included. Incomplete applications will be 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)
- A copy of an Audited Financial Statement (or alternative documentation) providing an overview of the financials status of the applicant is enclosed.
- If your application is for capital works and the organisation is not the Owner of the premises, written permission form the owner has been included.
- If you application is for an event, a copy of the event budget including all projected income and expenditure has been included.
- If your application is for a budget request/recurrent funding a copy of an Audited Financial Statement or (alternative documentation) providing an overview of the financial status of the applicant is enclosed.

**Please address application to:**

Chief Executive Officer  
Community Grant Application  
Shire of Donnybrook Balingup  
PO Box 94  
Donnybrook WA 6239

## APPLICANT DETAILS

<b>Organisation Name</b>	
<b>Chairperson or President</b>	
<b>Organisation Postal Address</b>	

<b>Main Contact Person</b>	
<b>Position</b>	
<b>Email</b>	
<b>Phone</b>	

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)
	Cooperative
	Established Community Group
	Other – Provide details:

<b>Does your organisation have an ABN?</b>		Yes	<b>ABN:</b>
		No	

<b>Is your organisation registered for GST?</b>		Yes		No
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<b>When was your organisation established?</b>	
<b>How many members in the organisation?</b>	
<b>What is the membership fee?</b>	
<b>How many paid staff in the organisation?</b>	
<b>How many volunteers in the organisation?</b>	

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

**PROJECT SUMMARY**

<b>Amount requested</b>	\$
<b>Amount contributed by you (the applicant)</b>	\$

<b>Project Description – CLEARLY explain what you want the funding for</b>

## PROJECT TIMEFRAME AND BENEFITS

<b>Project Commencement Date</b>	
<b>Projected Completion Date</b>	

**Why is the project important? Provide a brief description of the anticipated number of people that will benefit from the project, 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 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.**
- **Please complete all sections. If you have queries please contact Community Development on 9780 4200.**

INCOME		
INTERNAL FUNDING – CASH		AMOUNT
1	Applicant's cash contribution	\$
2	Other cash contribution from:	\$
3	Volunteer hours:  <div style="font-size: small; margin-left: 20px;">           hours @\$41.72/hour            Figure based on ABS average hourly earnings estimate for volunteers, published on the Funding Centre.  <a href="https://www.fundingcentre.com.au/grant/help">https://www.fundingcentre.com.au/grant/help</a> </div>	\$
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)		\$
<b>Note: Total income (12) must be equal to total expenditure (36)</b>		
EXPENDITURE		
PROFESSIONAL SERVICES		AMOUNT
		FUNDING ORG
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 Stationary		\$
24	Photocopying		\$
25	Insurance		\$
26	Other		\$
27	Other		\$
<b>28</b>	<b>TOTAL PROMOTIONAL &amp; ADMINISTRATION EXPENSES (SUM21:27)</b>		<b>\$</b>
TRANSPORTATION & VENUES		FUNDING ORG	AMOUNT
29	Travel & accommodation costs		\$
30	Venue Hire		\$
31	Equipment hire		\$
32	Refreshments		\$
33	Other		\$
34	Other		\$
<b>35</b>	<b>TOTAL TRANSPORTATION &amp; VENUES EXPENSES (SUM 29:34)</b>		<b>\$</b>
<b>36</b>	<b>TOTAL EXPENDITURE (20 + 28 + 35)</b>		<b>\$</b>
<b>Note: Total Income (13) must be equal to Total Expenditure (36)</b>			

<b>Total Cost of Project/Event (34)</b>	<b>\$</b>
<b>Amount of Concil Funding (6)</b>	<b>\$</b>
<b>Your Internal Funding (5)</b>	<b>\$</b>
<b>Contirbution from Other Sources (12 – 6)</b>	<b>\$</b>

## **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 which 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 grants or budget item funding may be suspended at any time, if in the opinion of Council, 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 a formal resolution from Council – 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 Council and a determination made.
8. Payment for the grant funding occurs after the project has been completed and the acquittal documents has been received.

## **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 2020 – 2021 budget and its acceptance in August/September 2020.



### Public Liability Insurance

If you are a community group that uses Council facilities more than ten times in financial year, you will need to provide a Public Liability Insurance Certificate of Currency. If you are an Incorporated Body or affiliated to a sporting body, you will require Public Liability Insurance to use Council facilities.

If the activity is officially managed by the Shire, e.g. a class coordinated by the Shire's Recreation Centre, your own Public Liability Insurance is not required.

**Does your organisation have Public Liability Insurance? If yes, please state the value of your current Public Liability Insurance and attach a copy of the insurance policy.**

	<b>Yes</b>		<b>Copy enclosed</b>	<b>Insured Amount:</b>	<b>\$</b>
	<b>No</b>				

**Only the Chairperson, President or 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 Council approves this application for funding, I will be required to accept the Funding Conditions as outlined above.

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

### ADDITIONAL SUPPORTING MATERIAL CHECKLIST – WHERE APPLICABLE

	Statement of Supplier (if your group does not have an ABN)
	Quotes supporting your request, include those for Council services