

Information for Applicants

The Shire of Donnybrook Balingup (the Shire) requests all applicants to refer to the following information and ensure all sections of the form have been completed prior to submission. The Shire will not accept or consider any applications that are incomplete, or that *do not* meet the following Funding Conditions, or the requirements outlined in the Community Grants and Donations Guidelines & Application Information.

Application Requirements & Information

- Applications made by groups or organisations must be signed by their Chairperson or President. An *unincorporated* community group can only apply for funding if they do so under the auspice of another *incorporated* organisation. Any application made in this situation must be signed by both incorporated and unincorporated organisations. It is the responsibility of the incorporated organisation and the applicant to negotiate and agree upon the conditions of the auspice arrangement.
- The applicant clearly specifies what the funding is to be used for, and ensures all sections of the application form are completed (where possible). Should you have any additional information, please ensure it is submitted with your application and references are noted where necessary.
- If the Shire has previously provided funding or support for an activity by the applicant, they must have completed and acquitted that particular activity. The applicant must have no outstanding debts to the Shire.
- If an application is for capital works, copies of any relevant plans and costings, along with a letter providing permission if the applicant is *not* the owner of those premises, must be included upon submission. Please note that capital works on private land are *not* eligible for funding.
- If an application is for an event, a copy of the event budget (including all projected income and expenditure) must be included upon submission.

All mandatory supporting documentation, including copies of any current registrations (such as Certificate of Incorporation) and insurance certificates of currency, must be included upon submission. If you are an incorporated association, please include a copy of your Certificate of Incorporation. If you are a group applying under an auspice arrangement, please include a copy of your auspice body's Certificate of Incorporation along with a letter their authorisation for you to apply under their auspice.

Funding Conditions

- The Shire of Donnybrook Balingup (the Shire) will not accept any late or incomplete applications.
- The Shire may use information provided by the recipient for various purposes, such as routine and legislative reporting, promotional content, etc.
- All funding recipients must acknowledge the support of the Shire of Donnybrook Balingup in their promotional material.
- All funding recipients must advise the Shire of any changes in their staff or office bearers, and ensure their contact details are updated.
- Payment for the grant funding occurs once the approval letter has been received and an invoice has been provided to the Shire.
- If the application is successful the group/organisation is required to lodge the acquittal documents within 3 months of the completion date, or the end of the financial year whichever is earliest.

Specific Grant Conditions

If you have any specific conditions that may apply to your grant that are unique to your application, please include this in a separate attachment with your application. All applicants will be advised in writing on the outcome of their application. If you are successful, the Shire will also include and/or address these specific conditions in your letter.

Submissions

Please address your application as follows, and lodge via one of the below methods:

Chief Executive Officer
Community Grant Application



- Online:** Scan the QR code, or visit www.donnybrook-balingup.wa.gov.au
- Email:** shire@donnybrook.wa.gov.au
- In Person:** 1 Bentley St, Donnybrook
- Post:** PO Box 94, Donnybrook, WA 6239

Community Grants – Application Form

Shire of Donnybrook Balingup 2025-2026



Section A: Applicant Details

Please indicate which of the following best describes you, the applicant:

- | | |
|---|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Not-for-profit (NFP) Community Group |
| <input type="checkbox"/> Incorporated Association | <input type="checkbox"/> Group (under an auspice arrangement) |

Note: 'applicant' is the entity making the applications. Individuals are to please use their name, and non-individuals are to please use the name of their group or organisation.

Applicant Name:

Chairperson / President:

Main Contact Person:

Main Contact's Position:

Email:

Phone:

Organisation's
Postal Address:

Suburb:

Postcode:

Important Information

- | | |
|---|--|
| Are you an Incorporated Association? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you applying under an auspice agreement with another group? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you an established Community Group? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you applying as a different type of entity? If yes, please provide details. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Do you have an ABN? If yes, please provide it in the space below. ☐ Yes ☐ No

Are you registered for GST? ☐ Yes ☐ No

Has this group or organisation previously received funding from the Shire? ☐ Yes ☐ No

If yes, please provide the following details for the most recent funding you have received:

Project Name:

Grant Amount:

Year Grant Funded:

Year Grant Acquired:



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Section B: Application Summary

Funding Amount Requested (exc. GST):

Please provide the name of the project that this funding is to be used towards:

In the space below, please explain what you want the funding for.



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Section C: Application Details

Proposed Start Date:

Proposed End / Complete Date:

In the space below, describe the expected benefits of your activity. Please ensure you outline how this will benefit your group, any participants, and/or the community (locally or Shire-wide).

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 it.

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



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Section D: Activity / Project Budget

Please ensure all sections are completed, where applicable – please indicate items that do not apply to your activity by writing “N/A” in the Amount column. For any questions or concerns, please contact the Shire Administration Office and speak with a Community Development Officer.

#	Internal Funding – Cash	Amount (\$)
1	Applicant’s cash contribution:	
2	Other cash contribution ¹ :	
	Contribution from:	
3	Volunteer Hours: <i>Number of hours @ \$43.27 per hour²</i>	
4	In-kind:	
5	TOTAL INTERNAL FUNDING:	
#	External Funding	Amount (\$)
6	Shire of Donnybrook Balingup contribution:	
7	Funding organisation 1:	
8	Funding organisation 2:	
9	Participation fees (if applicable):	
10	Other:	
11	Other:	
12	TOTAL EXTERNAL FUNDING:	
13	TOTAL INCOME ³ :	
#	Expenditure ⁴ (Promotion & Administration)	Amount (\$)
14	Promotional Materials	
	Funding Organisation:	
15	Insurance	
	Funding Organisation:	
16	Travel & Accommodation Costs	
	Funding Organisation:	
17	Venue Hire	
	Funding Organisation:	
18	Equipment Costs	
	Funding Organisation:	
19	Refreshments	
	Funding Organisation:	



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#	Expenditure ⁴ (Promotion & Administration) – continued	Amount (\$)
20	Guest Speaker / Presenter Fee	
	Funding Organisation:	
21	Artist / Performer Fee	
	Funding Organisation:	
22	Other:	
	Funding Organisation:	
23	Other:	
	Funding Organisation:	
24	TOTAL EXPENDITURE:	

1. If there is more than one (1) source of other contribution, please attach a list separately.
2. Volunteer Hours are \$43.27 per hour, based on ABS average hourly earnings estimate for volunteers – learn more via the Funding Centre: www.fundingcentre.com.au/grant/help
3. Total Income (Item 13) is the amount calculated by adding Total Internal Funding (Item 5) and Total External Funding (Item 12).
4. In addition to the total amounts, please provide the funding organisation or source for each item under Expenditure.

Section E: Submission

Only the Chairperson, President, or Authorised Person of your group should sign this application. If the application is being submitted with the support of an auspice body, the application should be cosigned by the Chairperson, President or Authorised Person of that auspice body.

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.

Name & Position: _____

Signature: _____ Date: _____

Name & Position: _____

Signature: _____ Date: _____

