

Application Form

2022-23 Community Organisation Operating Grant



File No: FIN/381

1. Closing Date

Applications due by 2pm Tuesday 24 May 2022. No late applications will be accepted.

2. Organisational Details

Applicant Contact Details

Contact person

Name of organisation

Contact number/s

Contact email

Address

Postal address

If different to above address.

Applicant organisation details

Is your organisation an incorporated body?

Yes No

If yes, please attach proof.

Are you registered for GST?

Yes No

Do you have "Public Liability Insurance"

Yes No

If yes, please attach a copy of "Certificate of Currency".

APPLICATION FORM - COMMUNITY ORGANISATION OPERATING GRANT

3. Funding request

Funding request details

Amount being requested (inc GST)

Have you applied for funding from the Shire previously?

Yes No

If yes, please attach information.

Is the Shire already providing the applicant organisation with financial assistance in this financial year?

Yes No

If yes, please attach information.

Have you spoken to the grant contact person in regard to your application?

Yes No

Name of staff member:

Have you applied for, or are you intending to apply for, other funding sources for this proposal?

Yes No

If yes, please provide details in budget template. (see section 5. Budget Details)

What will the funds be used for?
(e.g. staff costs, insurance, utilities etc)

Please provide details in budget template (see section 5. Budget Details)

4. Criteria

Community Category- Priorities

Tick the priority area that your proposal will address

Mental health and wellbeing.

Community and social capacity building, information and support.

Arts and cultural development programs that foster artistic development and community engagement.

Environment and Sustainability Category- Priorities

Tick the priority area that your proposal will address

APPLICATION FORM

Biodiversity protection and improvement.

Waterway health.

Coastal management and protection.

Environmental sustainability.

Environmental education and capacity building.

Priorities continued

Demonstrate your organisation's experience and capacity to deliver services within the selected priority area.

APPLICATION FORM

Identified need

Describe why your organisation requires a financial contribution from the Shire and if successful, how you intend to sustain service levels beyond an agreed funding period.

(Please attach the organisation's annual operating budget and last financial statements)

APPLICATION FORM

Service Outcomes

Demonstrate how this funding contribution will help the organisation to achieve its vision and goals as outlined in the organisations business or operational plan. *(Please attach the organisations business or operational plan)*

APPLICATION FORM

Service Outcomes continued

Demonstrate what benefit your services provide to the local community (service outcomes). *Please note that you will be asked to provide deliverables against the outcomes in the acquittal form*

Key Objectives

Example: increase access to services x, y, z

Outcome

Example: an additional 10 x community members have access to y

Sustainability

Describe how your proposal aligns with sustainability principles e.g. economic, social and environmental.

Shire acknowledgement/s

Successful applicants must acknowledge the Shire in all promotional material related to the grant funding. Please list how you will do this.

5. Budget

Please attach budget information using the **Community Organisation Operating Grant Budget Template** available on the Community Organisation Operating Grant section of the Shire website. www.amrshire.wa.gov.au/council/financial-assistance

6. Applicant's financial details

Applicant banking details

ABN:

Name of account:

BSB:

Account number:

7. Authorisation

Authorisation details

Name of authorising applicant:

Position of authorising applicant:

APPLICATION FORM

I authorise this application for a 2022-23 Community Organisation Operating Grant be considered for approval.

If approved, I acknowledge to:

- Adhere to all reporting requirements stipulated by the Shire;
- Acquit funds within 1 month of completion of the agreed funding period; and
- Obtain any relevant permits to comply with relevant legislation and/or Shire policies.

I also authorise being contacted by the Shire's Marketing and Events Officer and consent for the Shire to use images and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases and the Shire of Augusta Margaret River's website.

Date



Please ensure that you have completed the following before submitting the application.

Please tick off each item when it has been completed or attached.

Completed all **questions** in the application form.

Application discussed with the Shire grants officer.

Attached completed **Community Organisation Operating Grant Budget Template**.

Attached evidence of the organisation's annual operating budget and last financial statements.

Attached **quotes** for purchase of goods and services.

Attached the organisation's business or operational plan.

Attached **Certificate of Incorporation**.

Attached **Public Liability Insurance** (Certificate of Currency).

Attached additional support documents e.g. support letter/s.

APPLICATION FORM

8. Application assistance

Applicants must contact the Shire to discuss their application before submitting.

For assistance contact:

Community Category

Jason Cleary
Phone: (08) 9780 5260
Email: jcleary@amrshire.wa.gov.au

Environment and Sustainability

John McKinney
Phone: (08) 9780 5252
Email: jmckinney@amrshire.wa.gov.au

For permits to comply with relevant legislation and Shire policies contact:

Catherine Gardiner, Events and Permit Officer
Phone: (08) 9780 5266
Email: cgardiner@amrshire.wa.gov.au

9. Application submission options

Completed applications must be submitted to the Shire by

Email	amrshire@amrshire.wa.gov.au
Post	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285

Note: Applications must be submitted by **2pm Tuesday 24 May 2022**. Late applications will not be accepted.

APPLICATION FORM