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| Application Form2023-24 Organisation Operating Grant FIN ?? |
|  File No: FIN/381 |

# Closing Date

Applications due by 5pm Tuesday 19 September 2023. No late applications will be accepted.

1. **Application assistance**

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

For assistance contact:

**Community Category Environment and Sustainability**

Katie Taylor Kay Lehman

Phone: (08) 9780 5233 Phone: (08) 9780 5221

Email: ktaylor@amrshire.wa.gov.au Email: klehman@amrshire.wa.gov.au

**Sustainable Economy Category**

Saul Cresswell

Phone: (08) 9780 5250

Email: scresswell@amrshire.wa.gov.au

1. **Category**

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| Grant Categories  |
| Tick the Grant category that you are applying for: |
|[ ]  Community  |
|[ ]  Environment and Sustainability |
|[ ]  Sustainable Economy  |

# Organisational Details

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| 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”.* |

1. **Funding request**

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| Funding request details |  |
| Amount being requested (inc. GST) |  |
| Funding Period |  [ ]  1 year [ ]  2 year [ ]  3 year*Please tick* |
| 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)* |

1. **Criteria**

**Please tick the priority area that your proposal will address for the category you are applying for.**

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| Community Category- Priorities  |
|[ ]  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 |
|[ ]  Biodiversity protection and improvement  |
|[ ]  Waterway health |
|[ ]  Coastal management and protection |
|[ ]  Environmental sustainability |
|[ ]  Environmental education and capacity building |
| Sustainable Economy Category- Priorities |
|[ ]  Business or industry capacity building, information, and support |
|[ ]  Industry sustainability or circular economy initiatives |

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| Service Outcomes  |
| Demonstrate how this funding contribution will help the organisation to achieve its vision and goals as outlined in the organisation’s business or operational plan. *(Please attach the organisations business or operational plan)* |
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| Service Outcomes continued  |
| Demonstrate what benefit your services provide to the local community.*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* | **Outcomes***Example: an additional 10 x community members have access to y* |
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| Capacity to deliver |
| Demonstrate your organisation’s experience and capacity to deliver services within the selected priority area. |
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| 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)*  |
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| Sustainability |
| Describe how your proposal considers its environmental impact and benefits for the local economy? e.g. environmentally by minimising negative environmental impacts through its operations and/or services, socially through adopting and demonstrating socially inclusive practices and/or economically by using local businesses and resources. |
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| Shire Acknowledgement  |
| Successful applicants must acknowledge the Shire in all promotional activities/material related to the grant funding. Please list how you will do this. |
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**7. Budget**

Please attach budget information using the ***Organisation Operating Grant Budget Template*** *a*vailable on the Grants and Financial Assistance section of the Shire website. *Note: If you are applying for multi-year funding you must complete the budget for each requested year.* [www.amrshire.wa.gov.au/council/financial-assistance](http://www.amrshire.wa.gov.au/council/financial-assistance)

**8. Applicant’s financial details**

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| Applicant banking details |  |
| ABN: |  |
| Name of account: |  |
| BSB: |  |
| Account number: |  |

**9. Authorisation**

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| Authorisation details |  |
| Name of authorising applicant: |  |
| Position of authorising applicant: |  |
| I hereby certify that to the best of my knowledge the statements made within this application are true and correct. I understand that if successful, the award of funding is subject to the terms and conditions of a grant agreement with the Shire of Augusta Margaret River. |
| Signature  |  |
| Date |  |

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**Please ensure that you have completed the following before submitting the application.** *Please tick off each item when it has been completed or attached.*

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|[ ]  Completed all questions in the application form. |
|[ ]  Application discussed with the relevant Shire grants officer. |
| [ ]  | Attached completed **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. |

**10. Application submission options**

**Completed applications must be submitted to the Shire by either:**

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| Emailil:  | amrshire@amrshire.wa.gov.au |
| Post | Chief Executive OfficerShire of Augusta Margaret RiverPO Box 61Margaret River WA 6285 |
| Hand delivery: | Shire Offices - Reception41 Wallcliffe Road, Margaret River9.00am – 4.00pm | OR | Shire Offices - Reception66 Allnutt Terrace, Augusta9.00am - noon, 1.00pm - 4.00pm |

**Note:** Applications must be submitted by **5pm Tuesday 19 September 2023.** Late applications will not be accepted.