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| Application Form 2023-24 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](mailto:jcleary@amrshire.wa.gov.au) Email: [klehman@amrshire.wa.gov.au](mailto:klehman@amrshire.wa.gov.au)

**Sustainable Economy Category**

Saul Cresswell

Phone: (08) 9780 5250

Email: [scresswell@amrshire.wa.gov.au](mailto: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](mailto:amrshire@amrshire.wa.gov.au) | | |
| Post | Chief Executive Officer  Shire of Augusta Margaret River  PO Box 61  Margaret River WA 6285 | | |
| Hand delivery: | Shire Offices - Reception  41 Wallcliffe Road, Margaret River  9.00am – 4.00pm | OR | Shire Offices - Reception  66 Allnutt Terrace, Augusta  9.00am - noon, 1.00pm - 4.00pm |

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