Application Form
Community Development and Events Grant
Category 2 - Easy Grants (Up to $3,000)
File No: FIN/191

Application Dates

Category 2: Easy Grants

Applications for Easy Grants are open until the end of financial year or until all funds are allocated. If you would like feedback on your draft application please contact the Community Development team at communitydevelopment@amrshire.wa.gov.au

Applications must be submitted at least 6 weeks prior to your project/event start date. Please note the 6 weeks begins from the day we receive a complete application meeting all eligibility requirements.

Application Assistance

Before submitting your application you must contact the Shire to discuss your project.

For assistance contact:

Melissa Carmichael
Community Development Officer
Phone: (08) 9780 5627
Email: mcarmichael@amrshire.wa.gov.au

or

Community Development Team
Phone: (08) 9780 5255
Email: communitydevelopment@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

1. Organisational Details

Applicant contact details	
Name of organisation	
Contact person	
Contact number/s	
Contact email	
Address	

Auspice organisation details (if applicable)	
Name of organisation	
Contact person	
Contact number/s	
Contact email	
Address	

Applicant organisation details *if you have an auspice please complete this section based on the auspice organisation	Please tick
Is your organisation an incorporated body?	☐ Yes ☐ No *If yes, please attach proof.* *If no, please attach auspice support letter.*
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".*

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2. Proposal Details

Project/Event	
Project/Event Name	
Project/Event Date/s	
Location/Venue	

Please provide a detailed summary of your project. *(max. 250 words)*

Why is your project needed in the Shire of Augusta Margaret River? *(max. 100 words)*

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Priorities: Category 2 - Community Development and Events Easy Grant

Tick the priority(ies) that your project/event will address
You can tick more than one

☐	Workshops, activations and/or events that encourage celebration, creativity and connection.
☐	Projects that build organisational capacity of community groups to enhance their positive impact in the community.
☐	Innovative programs that respond to local issues/needs.

Describe how your proposal will address the priority(ies) you have identified.

Shire acknowledgement/s

Successful applicants must acknowledge the Shire in all advertising related to the grant funding. Please provide examples on how you will do this.

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3. Funding Request and Budget

Funding request details	
How much are you requesting (GST inc.)?	
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 applied for, or are you intending to apply for, other funding sources for this project?	☐Yes ☐No *If yes, please provide information in Budget template (see section 6. Budget Details)*
What will the funds be used for? *(e.g. purchase of equipment, catering, venue hire etc)*	

Please attach budget information using the *Community Development and Events Grants Budget Template* available here: https://www.amrshire.wa.gov.au/getmedia/948e65b6-cd70-4759-85bf-da13f86aeb1d/Community-Development-and-Events-Grants-Budget-Template.xlsx

4. Applicant's Financial Details

Applicant banking details *If you have an auspice organisation, please provide their banking details.*	
ABN:	
Name of account:	
BSB:	
Account number:	

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5. Checklist

Please ensure that you have completed the following before submitting the application.
Please tick off each item when it has been completed or attached. All items must be complete for your application to be eligible.

☐	Discussed your application with a Shire Community Development Officer.
☐	The Community Development and Events Grants Guidelines have been read and understood.
☐	Completed all questions in the application form.
☐	Attached a completed **Community Development and Events Grants Budget Template** (including anticipated Shire fees and charges).
☐	Attached **quotes** for <u>all</u> goods and services allocated under Shire funding.
☐	Attached **Certificate of Incorporation** or letter from auspice organisation.
☐	Attached **Public Liability Insurance** (Certificate of Currency).
☐	Attached additional support documents e.g. support letter/s (optional)

6. Declaration

Authorisation details (auspice to also sign if applicable)	
Name of authorising applicant (s):	
Position of authorising applicant(s):	
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(s)	
Date	

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7. Application Submission Options

Completed applications must be submitted to the Shire by:

Email	communitydevelopment@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 OR 9.00am – 4.00pm	Shire Offices - Reception 66 Allnutt Terrace, Augusta 9.00am - noon, 1.00pm - 4.00pm

Note: Applications must be submitted at least 6 weeks prior to proposal start date. Applications submitted less than 6 weeks, will not be considered.

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