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| Grant Application Form  Sustainable Economy Small Grant |
| File: FIN/385 |

# Application Dates

Sustainable Economy Small Grant applications are for the remainder of the financial year or until all funds are allocated. Applications must be submitted at least 6 weeks prior to your project/event start date.

# Application Assistance

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

For assistance contact: Saul Cresswell, Sustainable Economy Officer

Phone: (08) 9780 5250

Email: [scresswell@amrshire.wa.gov.au](mailto:scresswell@amrshire.wa.gov.au)

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

Catherine Gardiner, Events Officer

Phone: (08) 9780 5266

Email: [cgardiner@amrshire.wa.gov.au](mailto:cgardiner@amrshire.wa.gov.au)

# Organisational Details

|  |  |
| --- | --- |
| Applicant Contact Details |  |
| Contact person |  |
| Name of organisation |  |
| Contact number/s |  |
| Contact email |  |
| Address |  |
| Postal address  *If different to above address.* |  |

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| Applicant Organisation Details | Please circle | |
| Is your organisation a registered business or an incorporated body?  *If yes, please attach proof.* | Yes | No |
| If no above, have you attached a letter from a sponsoring committee? | Yes | No |
| Are you registered for GST? | Yes | No |
| Do you have “Public Liability Insurance”  *If yes, please attach a copy of “Certificate of Currency”.* | Yes | No |
| Have you applied for Grant funding from the Shire previously?  *If yes, please attach information.* | Yes | No |
| Is the Shire already providing your organisation with financial assistance in this financial year?  *If yes, please attach information.* | Yes | No |

# Proposal Summary

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| Project Summary |  |
| Name of project |  |
| Proposed date/s |  |
| Location/Venue |  |
| Total amount requested |  |
| Please provide a description of your proposal: *(e.g. who, what, why)* | |
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# Criteria

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| Project Outcomes | |
| Your application will be assessed on how you meet the following criteria | |
| Criteria 1: Alignment with grant priorities  *Describe how your proposal will help achieve certification to demonstrate sustainability, or will activate a public space within a commercial centre* | |
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| Criteria 2: Achievability  *Please demonstrate that the project is achievable – that it is timely, that you have the necessary skills and experience to deliver it, etc.* | |
| Please show that the proposal is well thought out, and list key milestones and dates. |  |
| Demonstrate your capacity to deliver the project |  |
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| Criteria 3: Value for money  *Shire funding should demonstrate value for money, delivering as broad benefits as possible to the community.* | |
| How much of your project spend will be local? |  |
| What is your contribution towards the project? |  |
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| Criteria 4: Broad benefit  *Please show that the certification sought helps contribute to the sustainability story of the region, or that the activation will support surrounding businesses and allow free attendance (low-cost affordable attendance may be permitted).* | |
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| Shire Acknowledgement/s |  |
| Successful applicants must acknowledge the Shire in all advertising related to the grant funding. Please list how you will do this. | |
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**5. Budget**

Please attach budget information using the ***Sustainable Economy Grant Budget Template*** *a*vailable on the Sustainable Economy Grant section of the Shire website. [www.amrshire.wa.gov.au/grants](http://www.amrshire.wa.gov.au/grants)

**6. Applicant’s financial details**

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| --- | --- |
| Applicant Banking Details |  |
| ABN: |  |
| Name of account: |  |
| BSB: |  |
| Account number: |  |

# Authorisation by Manager/President/Secretary/CEO

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| Authorisation Details |  | |
| Name of authorising officer: |  | |
| Position of authorising officer: |  | |
| I authorise this application for a Sustainable Economy Small Grant to be considered for approval.  If approved, I acknowledge:   * A permit application may be required in addition to this application to ensure compliance with relevant legislation and Shire policies; and * The project must be acquitted within 1 month of completion.   I also authorise being contacted by the Shire’s Marketing and Events Officer and consent for the Shire to use images of me 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.*

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| □ | Completed all questions in the application form, including the budget that indicates where Shire funds will be spent |
| □ | Proof of Incorporation (or letter from sponsor organisation) / Proof of being a registered business |
| □ | Public Liability Insurance (Certificate of Currency) |
| □ | Additional support documents if required |
| □ | A copy of this application has been retained for your records |

# 9. Application Submission Options

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

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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 |