



Shire of Wickepin Community Grants 2020/21

General Grant Application Form

Closing Date 4.00 pm Friday 22 May 2020

FUND OBJECTIVE - Funds from Council may be made available for the following:

- Establishment or improvement of playing areas or buildings
- Support for major sporting and community events
- Support for general sporting clinics, including coaching clinics
- To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.
- Increasing visitors to the region

PLEASE COMPLETE ALL QUESTIONS

Applications to be addressed to:

Chief Executive Officer
Shire of Wickepin
PO Box 19
Wickepin WA 6370

Applications can be delivered to:

Shire of Wickepin
77 Wogolin Road
Wickepin WA 6370

Email

admin@wickepin.wa.gov.au

Please contact the Shire of Wickepin Community Development Officer prior to applying for funding to discuss the project application and funding requirements.

Funds requested must demonstrate to be of benefit to the broader Shire of Wickepin community and an acquittal is to be provided to the Shire within six months of receiving funding. An extension can be applied for in writing to the Chief Executive Officer.

As Council intends to process all applications as equitably as possible, all selection criteria must be addressed in your application.

Council actively encourages applicants to pursue alternate funding if events/activities/programs are eligible under the CSRFF, Lotterywest or other grants.

Available community grant funding in any given year will be subject to allocation by Council for that financial year.

It is strongly recommended that applications are not left to the last week of final closing date before submission. Late applications will not be considered under any circumstances.

GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.

Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.

Applications will be acknowledged as received by Council.

Council reserves the right to request further information on demand.

Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.

No project requiring funding shall commence without the written consent of Council.

Money granted must be spent on the project allocated.

All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.

Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.

All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. The Shire's Community Development Officer can provide support regarding signage and approved use of the Shire's logo.

Ineligible Items:

- Private or commercial ventures or activities
- Retrospective funding
- Purchase of land
- Support for an individual pursuit
- Events/activities/programs that already receive financial assistance from other source of funding
- Adult-related industries, political or racist activities
- Religious activities furthering religious doctrine

All successful applicants must provide Council with an acquittal of all grants on the attached acquittal form.

SECTION 1 - Applicant Information

Name of Organisation Wickepin Community Resource Centre
Postal Address PO Box 131, Wickepin WA 6370
Contact Person Amanda Heaney
Position Coordinator
Telephone 08 98881500
Email wickepintc@westnet.com.au

Is your organisation a Not for Profit body? Yes

Is your organisation an Incorporated body? Yes

If yes Incorporation Number? A1009730M

Is your organisation registered for GST? Yes

Australian Business Number (ABN) 93902899855

Does your organisation have a constitution? Yes

Financial information

Please attach a copy of the audited financial statement for the last financial year.

Previous assistance from the Shire of Wickepin

Has council previously assisted your organisation? Yes

Date of last grant (if known)? 2019

Amount of last grant: \$14,478.25

Application Summary

Project title Computer Upgrades

Total project funds requested \$4747.00

SECTION 2 - General Information about your organisation and services provided

This section is designed to help you provide information that will give some general background about your organisation, the service it provides and the reasons for your request to council.

What are the main purposes of your organisation?

The Wickepin CRC aims to work with and for the community by providing a professional, confidential and family friendly centre. We strive to support and enhance the business, economic and social development of the Wickepin Shire by providing access to up to date technology, services, information, events and training.

What are the main services it provides?

The focus of the Wickepin CRC is to connect the community, this being through training, social events, information awareness on relevant community needs, and services. We are the venue for the local Library, the local paper, visitor information and volunteer contact point.

Describe how your organisation operates ie: by volunteers, paid staff, combination of both. Please indicate how many staff and volunteers you have.

The Wickepin CRC operates Monday to Friday 9am - 4.30. We have 4 part time employees, 9 voluntary committee members and a varied number of volunteers that help within the CRC at varying times.

If not clearly specified in your financial statements, describe your main funding sources eg: government grants (please state source), fundraising, members fees, fees for services, etc.

Our main funding body is the Department of Primary Industries and Regional Development. The Shire of Wickepin funds the CRC to operate the Library.

Approximately how many people are members of your organisation or how many community members benefit from the services provided by your organisation? Please describe any eligibility requirements for membership or access to services.

We have approximately 80 paid members of the Wickepin CRC, with approximately 160 people per month using and benefiting from the services, events or workshops held by the CRC.

From where does your organisation or service operate?

24 Wogolin Road, Wickepin WA 6370

If you are requesting a grant for capital works for a building, please indicate who owns the premises? A letter of support is required from the owner of the building. Will the project require a building permit? No

Who owns the land on which your facility is or will be located?

Shire of Wickepin

Annual rent paid for use of premises? \$1100 inc GST

What geographical areas does your organisation cover?

Shire of Wickepin area only?

Shire of Wickepin area and adjoining areas?

SECTION 3 – Project Details

What is the funding to be used for?

- Purchasing goods and services such as sporting equipment or materials or engaging professionals for the purpose of instruction.
- Infrastructure such as significant construction or improvement of facilities. (Please include building and planning approvals if required.)
- Funding for specific events or programs.
- In kind assistance (venue/bus hire etc). Separate letter of request addressed to CEO will be required.

Which of the Shire of Wickepin's Strategic Goal themes does your project align with?

- To develop and maintain quality services and infrastructure.
- To ensure the protection and improvement of the environment.
- To promote the development of a viable and diversified local economy.
- To provide and encourage the use of a variety of recreational, educational and cultural facilities.
- To provide efficient, effective and accountable governance.
- To promote the Shire as the focal point in the development of the greater region.

How? The Wickepin CRC holds a vast number of activities and events throughout the year, with the updated equipment we will be able to deliver these activities at a better standard and be more reliable.

Project Description

To purchase new and updated laptops for the CRC to ensure we were offering the best quality service to our customers. We use a laptop regularly for the movie nights and other training and workshop days that we hold, having one that is more efficient allows us peace of mind when delivering these activities. Having laptops in the public computer area allows for easier movement of the device within the CRC for customers that need that bit more privacy and for them to be also taken to other venues should that be required for customers attending training days.

Start Date: September 2020

Finish Date: December 2020

Would it be possible to share with another group? (ie is your proposal duplicating an existing service?)

No

If yes – please comment.

Demonstrate how you have the full support of your members and the general community for your funding application. Attach minutes of meeting where project funding was discussed and approved. Provide letters of support.

Letter of support attached.

Section 4 - Project Cost

Council's general philosophy is to fund only the following

- 100% up to \$2000
- 75% between \$2,000 and \$5,000
- 50% \$5,000 and above

Voluntary labour and equipment may be included in the applicant's contribution at a value of \$25 per hour. Council employees or equipment may be used in lieu of a cash contribution from Council. Council will favour applications that would not otherwise be funded through other government grants eg: Department of Sport and recreation CSRFF Grants.

Please complete the table below, showing income and expenses from all sources including in-kind, donated materials or voluntary labour (\$25/hr).

Income			Expenditure		
Source	Cost/Description	Amount (ex GST)	Supplier	Description/Quantity	Amount (ex GST)
<i>E.g. Lotterywest Shire of Wickepin</i>	<i>E.g. In Kind Labor Grant</i>	\$2000	<i>E.g. Ewen's Rural</i>	<i>Cement and Posts</i>	\$2100
Wickepin CRC	In Kind	\$4747.00	Narrogin Technology Solutions	Office Laptops x 2	\$3398
Shire of Wickepin	Grant	\$4747.00	Narrogin Technology Solutions	Training/Community Laptops x 4	\$5596
			Narrogin Technology Solutions	1TB Hard Drives x 2	\$200
			Narrogin Technology Solutions	Setup Fee	\$300
TOTAL INCOME Exc GST: \$9494.00			TOTAL EXPENDITURE Exc GST:\$9494.00		
NB: If your organisation is not registered for GST, please ensure you request the whole amount inclusive of GST.					
TOTAL INCOME INC GST:			TOTAL EXPENDITURE INC GST:		

Please provide any other information relevant to your application.

SECTION 5 – Authorisation/Declaration

The authorised person signing this application should be an executive member of your organisation, ie President, Vice-President, Secretary or Treasurer.

I certify that I am authorised to submit this application on behalf of the organisation. I also declare that I have read the Shire of Wickepin Financial Assistance Guidelines and will comply with the provisions of the Shire of Wickepin Policy regarding the Community Assistance Grant Scheme.

Name: Amanda Heaney
Signature: A Heaney
Position in Organisation: Coordinator
Date: 22/05/2020

Bank Account Name: Wickepin Community Resource Centre Inc

Bank Account Number:

0	1	6	-	7	7	0	1	1	0	0	9	0	2	1	1		
BSB Number							Account Number										

Please return your application to:
Shire of Wickepin
PO Box 19 WICKEPIN WA 6370

Please ensure you have included these items with your application:

- Financial accounts
- Detailed budget with supporting quotes
- Working drawings where applicable
- Letters of support
- Planning application
- Building application



Wickepin

Community Resource Centre

Your local connection

24 Wogolin Road, Wickepin WA 6370

P: 08 9888 1500 F: 08 9888 1588

E: wickepintc@westnet.com.au

22 May 2020

Mr M Hook

Chief Executive Officer

Shire of Wickepin

77 Wogolin Road

Wickepin 6370

Dear Mark

Letter of Support – Shire of Wickepin Community Grant

On behalf of the Wickepin Community Resource Centre Management Committee, I wish to convey our support for the Wickepin CRCs grant application for Technology Upgrade Assistance.

The Wickepin Community Resource Centre caters for all age groups and demographics with their events, workshop's and training – Movie Nights, Seniors Week Excursions, Health promotion and support functions, Business associated courses and Volunteer Recognition to name a few. With the help of the technology upgrades to hold these events, we would be able to use them portably for events and for patrons to be able to access them for training days that are being held in other venues besides the CRC's Building. This will also allow the Wickepin CRC to endeavour to create more events and activities for our community members.

As a Not for Profit community based organisation the CRC endeavours to bring a multitude of workshops, information sessions and events to the community. Seeking assistance through the Community Grant will help to make many of the future events more widely accessible to all within the community and abroad.

I trust that this letter of support is earnestly accepted and wish to add that I would be happy to add further to the above support by personal contact should it be deemed necessary.

If you have any further queries please do not hesitate to contact the undersigned.

Yours Sincerely

Jody Matthews

Chairperson

Wickepin CRC Management Committee

kooringa@treko.net.au

Proudly supported by



Department of Local Government, Sport and Cultural Industries
Department of Primary Industries and Regional Development



ROYALTIES
FOR REGIONS

Wickepin CRC

From: Dave - Narrogin Technology Solutions [dave@narrogintechnology.com.au]
Sent: Tuesday, May 5, 2020 5:42 PM
To: 'Wickepin CRC'
Subject: RE: New Quote
Attachments: NTS April 2020 - Notebooks.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Amanda,

Sorry for the late reply but thank you for your continued interest.
Due to supply issues and price increases during the current health crisis some options have changed.

Desktop system components have increased in price but I can still honour the original quote of \$1849ea.

Laptop pricing and availability has been severely affected however we have been able to secure some new stock during the shortage.

I have attached our current Laptop pricelist for you to look through to consider your options.

The Lenovo V330 quoted is no longer available so the only option available with Win 10 Pro is the 17" Asus X712FA \$1699ea.

This has a larger 17.3" Full HD screen, a higher capacity SSD 512GB and Windows 10 Pro. It can also take an optional 1TB HDD for added storage. \$100

However it does not have an internal DVD drive, VGA or LAN port (these can be added via USB addons, I can provide pricing if needed)

We have these currently on backorder so will not be able to confirm pricing or availability until they dispatch from our supplier.

The Asus X509FA quoted has been replaced by the Asus X509JA \$1399ea.

It is the newer model with 10th gen processor but the price has increased by \$100. (this model is still capable of taking the optional 1TB HDD upgrade option \$100)

These are in stock and available at the moment so can hold the pricing and availability for 2 weeks while waiting approval to proceed.

Office 365 Home remains priced at \$119 with any new PC purchase.

Introductory NTS membership is included and you will be invited to renew to a new 12 month membership after 3 months.

Onsite setup and data transfer will be subject to health restrictions and may need to be performed remotely where possible.

If remote setup & transfer is possible it may take longer however I would still estimate 2-3 days but at a lower rate of \$150 per day.

We currently have a large back log of new systems still to deploy requiring data transfers so it would be several weeks before I could look at scheduling a data transfer.

For any systems not requiring a data transfer, we can deploy these within a few days and provide remote support for initial onsite configuration.

Pricing and availability is subject to constant change at the moment so when you are ready to proceed I will just need to reconfirm stock levels before accepting conformation.

Please let me know if you have any questions or additional requirements.

Thanks again for your interest.

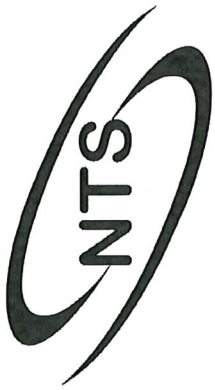
Dave Pangler

NARROGIN TECHNOLOGY SOLUTIONS

1/126 Federal Street
PO Box 1112
NARROGIN WA 6312



Ph (08) 9881 5366
dave@narrogintechnology.com.au



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HOME / OFFICE NOTEBOOKS			
Model	Asus X543U	Asus X509JA	Asus X509FJ
Screen	15.6" Widescreen	15.6" Widescreen	15.6" FHD Widescreen
CPU	Intel 8th Gen Core i3-8130u Processor	Intel 10th Gen Core i5-1035G1 Processor	Intel 8th Gen Core i5-8265u Processor
O/S	Windows 10 Home (64 Bit)	Windows 10 Home (64Bit)	Windows 10 Home (64Bit)
RAM	4GB DDR4	8GB DDR4	8GB DDR4
HDD	256GB SSD	512GB SSD	512GB SSD
Optical	N/A	N/A	N/A
Wrnty	Intel HD Graphics 1 year RTB Warranty	Intel HD Graphics 2 year RTB Warranty	Intel HD Graphics 2 year RTB Warranty
All Laptops include - Carry Bag, 12 months Norton Security subscription, plus pre-delivery testing			
	\$999.00	\$1,399.00	\$1,499.00
			\$1,699.00
			\$1,849.00

x2 Laptops

x4 Laptops

Data Transfer from Existing System \$150
Microsoft Office 365 Personal (1 Year Subscription) \$99
Seagate 1TB Backup Drive (Configured) \$119

Profit and Loss

Wickein Community Resource Centre Inc For the month ended 30 April 2020

APR 2020

MAR 2020

Non Operating Income

Grant Income

Grants (State) Recurrent	-	23,657.44
Total Grant Income	-	23,657.44

Other Income

Interest Income	16.94	-
Total Other Income	16.94	-

Total Non Operating Income	16.94	23,657.44
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Operating Income

Binding	-	7.10
Donations Received	105.80	6.85
Facsimile/Emailing	5.09	18.36
Fundraising Income	-	30.00
Internet/Computer	42.68	38.18
Laminating	-	5.86
Photo Printer	-	30.77
Photocopies	48.62	22.51
Printing	32.23	129.67
Recharge-It	72.73	72.73
Resale Items	63.63	59.09
Room Hire	-	(34.09)
Scanning	10.54	2.55
Secretarial Services	-	10.91
Stationery [41003]	1.82	-
Wickein Town Jackets	-	136.35
W-process/Dtop Publishing	-	9.09
SOMETHING PAINTED PAINT	81.00	-
Total Operating Income	464.14	545.93

Cost of Sales

PURCHASES - CHALK PAINT	81.00	-
Purchases - Town Jackets	-	165.00
PURCHASES - HISTORY BOOKS	-	20.00
Total Cost of Sales	81.00	185.00

Gross Profit	400.08	24,018.37
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Operating Expenses

Bank Fee	0.53	5.00
Book Sale Payment	-	23.20
Cleaning Charge	181.82	181.82
Cleaning Supplies	6.10	-

Profit and Loss

	APR 2020	MAR 2020
Computer Software Expense	79.08	79.08
Depreciation	51.26	52.99
Electricity	369.19	-
Equipment & Supplies [61800]	4.90	25.00
Freight	-	13.42
Ink Charge - Ricoh Printer	3,904.70	2,011.66
Misc Expenses	14.73	95.00
Postage & Shipping	459.58	-
Recharge-It Ink Cartridges	-	58.20
Refreshments/Catering	8.14	-
Refreshments/Catering GST FRE	9.70	16.50
Resale Items - General	-	36.36
Stationery & Office Expenses	75.39	2.73
Telephone	116.73	129.13
Website Development	30.00	30.00
Westnet	113.54	90.86
Total Operating Expenses	5,425.39	2,850.95
Insurance Expenses		
Assoc.Liability Insurance	-	173.81
Employer Indemnity Insurance	63.63	68.18
Industrial Special Risk Ins	55.67	49.56
Liability Insurance	37.71	37.34
Professional Indemity Ins.	39.26	39.27
Voluntary Workers Insurance	34.71	34.72
Total Insurance Expenses	230.98	402.88
Employment Expenses		
Laundry Allowance	9.60	13.33
Library Wages	440.01	1,566.54
Superannuation	626.59	960.38
Wages & Salaries	6,155.74	8,542.54
Total Employment Expenses	7,231.94	11,082.79
Total Expenses	12,888.31	14,336.62
Net Profit/(Loss)	(12,488.23)	9,681.75