



Community Grant Application Package

Applications to be submitted no later than
4pm Friday 24 May 2024

Please contact the Community Economic Development
Officer to discuss proposed project prior to commencing application.



9888 1005



admin@wickein.wa.gov.au



www.wickein.wa.gov.au

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OBJECTIVE

To provide guidelines for the provision of financial assistance to incorporated and not for profit focused community organisations including sporting groups within the Shire of Wickiepin, that will assist with the development of their chosen interest and that meets the application criteria (subject to budget constraints).

POLICY

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500.

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 :and
- 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

Council may fund the following:

- 100% up to \$2,000
- 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 grant funding sources eg CSRFF, Lotterywest.

INELIGIBLE EXPENSES

- Retrospective funding
- Private or commercial ventures or activities
- Purchase of sand
- Support for an individual pursuit
- Events/activities/programs that already receive financial assistance from other source of funding
- Events/activities/programs that are eligible under the CSRFF grants scheme
- Trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

APPLICATION CRITERIA

- All applications must be based within the Shire of Wickepin, with the majority of members of the applicant organisation being residents of the Wickepin shire.
- All applications must be completed on the Shire of Wickepin Application for Financial Assistance - Community Grants form.
- Applications should be supported by documented estimates of expenditure, ie quotes or written estimates from suppliers.
- All applications must be received by the designated closure date. No late applications will be considered.
- Only one application per financial year for financial assistance will be considered per organisation.
- Prior approval in writing must be sought for any substantial change to the assistance request.
- 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 must be refunded to the Shire of Wickepin.
- All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. Council's Community Economic Development Officer can provide support regarding signage and approved use of the Shire's logo.

ASSESSMENT

- Applications must include GST exclusive figures.
- Council reserves the right to request further information if required.
- Council reserves the right to consider and allocate funds without the right of appeal. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
- Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.
- Decisions regarding funding applications are final and will not be reconsidered.

ACQUITTAL

Projects must be completed within the 2024/25 financial year. Project and financial reports must be submitted to the Shire of Wickepin in "Section G Grant Acquittal" of the application, by 31 May 2025.

If projects are not completed and acquitted by the time the next annual round opens in March 2025, the Community Organisation may not be eligible to apply in that round.

FURTHER INFORMATION

Please contact Council's Community Economic Development Officer or the Chief Executive Officer to discuss your application prior to commencing on 9888 1005 or cedo@wickepin.wa.gov.au.



APPLICATION FOR FINANCIAL ASSISTANCE COMMUNITY GRANT

SECTION A – APPLICANT INFORMATION

Organisation:	
Contact Person:	
Position Held:	
Postal Address:	
Phone:	
Email:	

FUNDING REQUEST

Total funding requested: (ex GST) \$ _____

Total In Kind Requested: \$ _____

Total Project Budget (ex GST) \$ _____

SECTION B – INFORMATION ABOUT YOUR ORGANISATION (All questions must be answered)

1. What are the main purpose and/or activities of your organisation?

2. What are the main services it provides?

3. Please provide the below membership numbers.

	Juniors	High School	Adult	Total
2023				
2022				

4. Is your organisation Not for Profit?

Yes No

5. Is your organisation an Incorporated body?

Yes No Incorporation Number: _____

6. Is your organisation registered for GST?

Yes No ABN: _____

7. Does your organisation have a constitution?

Yes No

8. Financial Information

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

9. Previous Assistance from the Shire of Wickepin

Has your organisation received council funding in the previous 5 years?

Yes No

If yes, please list the financial year/s and amount/s.

Financial Year	Amount \$

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

11. 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.

12. 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.

13. From where does your organisation or service operate?

14. 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.

15. Does your project require any approvals? Yes No

16. Annual rent paid for use of premises? \$ _____

17. What geographical areas does your organisation cover?

- Shire of Wickepin area only
- Shire of Wickepin area and adjoining areas

SECTION C – PROJECT DETAILS

1. Project Name: _____

Project Location: _____

2. Expected Project Start & Finish Dates

Start Date: _____ Finish Date: _____

3. What is the funding being 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 a facility. (Please include building and planning approvals if required. If the project is in a Council owned building, permission must be sought from Council prior to application.)
- Funding for specific events or programs.

4. Have you applied for funding through any other sources for this project?

Yes

No

If yes: Which organisation? _____
What year? _____
Was it successful? _____
Grant approved \$ _____

If you were successful in receiving funding from other sources, please attach documentation to confirm.

If no, are you planning on applying for funding through other organisations?

5. From the Shire of Wickepin’s Strategic Community Plan 2023 – 2033, which goal theme does your project align with? A copy of the Strategic Community Plan 2023 – 2033 can be found at www.wickepin.wa.gov.au.

- Roads are a key economic driver across the Shire.
- Improve the amenities and aesthetics of townsites.
- The Shire of Wickepin Caravan Park amenities are of a high standard.
- Maintain Shire owned facilities in a strategic manner and also to meet community needs.
- We are an agricultural hub, that innovates and leverages opportunities.
- New businesses are attracted and existing businesses grow.
- Residents and visitors can access reliable telecommunications services.
- Tourism opportunities create value to our communities.
- Our communities are engaged, have a healthy lifestyle and are safe.
- Our organisation is well positioned and has capacity for the future.
- We are proactive about collaboration and forward planning our future success.
- Our communities are informed via multiple channels at regular intervals.

6. How does your project align with this goal?

7. Would it be possible to share with another group? (ie is your proposal duplicating an existing service?) Yes No

If yes, please comment.

SECTION D – PROJECT DESCRIPTION

1. Describe your project.

2. How will your project be managed?

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

List of attachments

- > _____
- > _____
- > _____
- > _____

4. Attach photos, plans or diagrams to illustrate your request if relevant.

List of attachments

- > _____
- > _____
- > _____
- > _____

SECTION E – 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 Local Government, Sport and Cultural Industries’ 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		
Source	Cost/Description	Amount (ex GST)
<i>Eg: Shire of Wickepin</i>	<i>In Kind Labour</i>	<i>\$2,000</i>
<i>Eg: Lotterywest</i>	<i>Grant</i>	<i>\$2,000</i>
TOTAL INCOME EXC GST		\$
NB: If your organisation is not registered for GST, please ensure you request the whole amount inclusive of GST		
TOTAL INCOME INC GST		\$
EXPENDITURE		
Supplier	Description/Quantity	Amount (ex GST)
<i>Eg: Ewen’s Rural Supplies</i>	<i>Cement and Posts</i>	<i>\$2,100</i>
TOTAL EXPENDITURE EXC GST		\$
NB: If your organisation is not registered for GST, please ensure you request the whole amount inclusive of GST		
TOTAL EXPENDITURE INC GST		\$

Please provide any other information relevant to your application.

SECTION F – CONDITIONS

If the grant funding is awarded to the organisation then they shall agree to the following conditions:

- The grant will be used for the purpose which it was given.
- If successful in your application, your organisation is required to provide the Shire of Wickepin with a tax invoice before 30 September 2024 for the amount of allocated funds.
- The acquittal must be returned to the Shire of Wickepin within one month of completion of your project or by 31 May 2025. Copies of project receipts must be attached.
- The Shire of Wickepin will issue an invoice to the organisation for any unspent funds.
- If there is any delay in the completion of the project or expenditure of grant funds, a written request will be made to the Shire of Wickepin seeking approval for extension of time.
- A grant will not be approved for a project that has commenced or has been completed.
- Any special conditions that are attached will be met.
- All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
- The Shire of Wickepin will be acknowledged in any publications or media coverage for its support.
- Your project should be discussed with the Community Economic Development Officer or Chief Executive Officer prior to applying.
- Keep a copy of your application for your records.
 - The Shire will contact you if more information is requested.
 - All applicants are advised in writing of the outcome.

SECTION F – DECLARATION

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.

Organisation	
Contact Person	
Position	
Signature	
Date	

Bank Account Name: _____

Bank Account Number: BSB _____ Acc Number: _____

Please return your application to:

Shire of Wickepin
PO Box 19 Wickepin WA 6370 or
admin@wickepin.wa.gov.au

APPLICATIONS CLOSE 24 MAY 2024

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

SECTION G – ACQUITTAL & FINANCIAL STATEMENT

Organisation:	
Contact Person:	
Postal Address:	
Telephone:	
Email:	
Name/Description of Project:	
Grant Amount:	

Describe how your project was delivered and the benefits to your organisation and the broader community.

For community events, how many people attended your event? _____

Detail or attach any community feedback you received on the project. (List attachments)

Continued over page

FINANCIAL STATEMENT

INCOME		
Source	Cost/Description	Amount (ex GST)
TOTAL INCOME EXC GST		\$
NB: If your organisation is not registered for GST, please ensure you request the whole amount inclusive of GST		
TOTAL INCOME INC GST		\$
EXPENDITURE		
Supplier	Description/Quantity	Amount (ex GST)
TOTAL EXPENDITURE EXC GST		\$
NB: If your organisation is not registered for GST, please ensure you request the whole amount inclusive of GST		
TOTAL EXPENDITURE INC GST		\$

Have you spent all the grant funding:

- Yes
- No

If you have not fully expended the grant money, what is the balance remaining? \$ _____
The Shire of Wickepin will invoice your group for any unexpended funds.

Attachments checklist

- Copies of project invoices/receipts
- Any other relevant material ie, promotional flyers, advertising, photos, media clippings
- Evidence or recognition of Shire of Wickepin assistance

Signature:	Date:
Name:	Position

Please return your completed acquittal to:
 Shire of Wickepin
 PO Box 19
 Wickepin WA 6370
 admin@wickepin.wa.gov.au