



Shire of Wickepin Community Grants 2025/26

General Grant Application Form

Closing Date 4pm Friday 23 May 2025

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 CEO 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 and acquitted 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 _____
Postal Address _____
Contact Person _____
Position _____
Telephone _____
Email _____

Is your organisation a Not for Profit body? Yes No

Is your organisation an Incorporated body? Yes No

Incorporation Number? _____

Is your organisation registered for GST? Yes No

Australian Business Number (ABN) _____

Does your organisation have a constitution? Yes No

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 No

Date of last grant (if known)? _____

Amount of last grant: \$ _____

Application Summary

Project title _____

Total project funds requested \$ _____

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?

What are the main services it provides?

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

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.

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.

From where does your organisation or service operate?

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? Yes No

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

Annual rent paid for use of premises? \$ _____

What geographical areas does your organisation cover?

- ☐ Shire of Wickpin area only?
- ☐ Shire of Wickpin 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?

Project Description

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

[illegible]

Start Date: _____

Finish Date: _____

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

Yes 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.

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)
E.g. Lotterywest Shire of Wickepin	E.g. In Kind Labor Grant	\$2000	E.g. Ewen's Rural	Cement and Posts	\$2100
TOTAL INCOME Exc 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 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: _____

Signature: _____

Position in Organisation: _____

Date: _____

Bank Account Name: _____

Bank
Number:

Account

			-														
BSB Number							Account Number										

Please return your application to:

Shire of Wickepin

PO Box 19 WICKEPIN WA 6370 or admin@wickepin.wa.gov.au

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