

COMMUNITY GRANT FUNDING



APPLICATION FORM

Applications close Friday 22 May 2026

The Shire of Wickepin Community Grant Funding Program provides financial assistance to not for profit organisations within the Shire to support community driven initiatives that benefits residents, encourages community participation and engagement and aligns with the Shire of Wickepin Strategic Community Plan 2023 – 2033.

APPLICATION ELIGIBILITY (please tick each box)

- The applicant is a not-for-profit community organisation.
- The project or event will be delivered within the Shire of Wickepin and provides benefit to the wider community.
- The project or event aligns with the Shire of Wickepin Strategic Community Plan 2023 – 2033 and the Community Grant Fund Program Policy and Guidelines.
- The applicant holds current Public Liability Insurance appropriate to the project or event.
- The applicant has no outstanding acquittals or unreturned funds from previous Shire funding.

GUIDELINES

- All applications must be completed on the Shire of Wickepin Community Grants Application form.
- Applicants can request:
 - 100% up to \$2,000
 - 75% \$2,001 and \$5,000
 - 50% \$5,001 and above
- Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.
- Applications should only be made when an applicant group is confident that all cash the applicant propose to contribute will be readily available if a grant is approved. Proof of funds may be requested before final approval.
- Council will favour applications that would not otherwise be funded through other grant funding eg: CSRFF
- Applications will be acknowledged as received by Council.
- Council reserves the right to request further information on demand.
- 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. CEO can provide support regarding signage and approved use of the Shire's Logo.

ELIGIBLE ITEMS

- Purchase of equipment required for the ongoing operations ie shade tent, tables, chairs, computers, etc;
- Infrastructure improvements ie fencing, lighting, storage, etc;
- Establishment or improvement of playing areas or buildings ;
- Support for major sporting and community events ;
- Support for general sporting clinics, including coaching clinics, workshops;
- 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.

INELIGIBLE ITEMS

- Assistance towards Council's rates or standard user agreements;
- Assistance towards financial operating costs of the applicant ie rent, staff wages, utility costs, insurance, stationery, etc;
- Replacement and repairs of consumables including technology items;
- Food, drinks and alcohol;
- Interstate and overseas travel;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in the Shire of Wickepin;
- Projects that duplicate an existing or similar project/service within the community unless support can be shown of approval by business and Council approval;
- An item benefiting an individual;
- Subsidising sporting club fees.

APPROVAL PROCESS

Applications will be assessed and processed through Council budget deliberations. All applicants will be notified in writing of their application outcome. Successful applicants will be required to submit an invoice for payment.

AQUITTAL

All successful applicants must provide Council with an acquittal of all funding received on a Shire of Wickepin acquittal form, prior to 30 June of the year funding was received.

APPLICANT DETAILS

Organisation/Group Name	
Contact Person	
Position	
Phone Number	
Email Address	
Postal Address	
ABN	

Is your organisation registered for GST? Yes No

PROJECT SUMMARY

Project Name: _____

Amount requested (ex GST): _____

ORGANISATION INFORMATION

Is this the first time applying for funding through the Shire of Wickepin? Yes No

If no, please provide details of previous funding received:

Does the organisation receive any waivers/discounted fees? (facility hire, equipment, rates, etc)

Yes No

If yes, please provide details:

What is the main purpose of your organisation and what services does your organisation provide?

Number of paid staff: _____ Number of volunteers: _____

Describe your main funding sources eg: grants (please state source), fundraising, member 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?

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

From where does your organisation or service operate?

If you are requesting a grant for capital works for a building:

Who owns the premises? _____

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 project is or will be located?

Annual rent paid for use of premises: \$ _____

What geographical areas does your organisation cover?

Shire of Wickepin only Shire of Wickepin and adjoining areas

Public Liability Insurance Provider & Policy Number: _____

Is your organisation Incorporated? Yes No

If no, complete the auspicing section below (required).

Auspicing Organisation Name	
Contact Person	
Position	
Phone Number	
Email Address	
Postal Address	
ABN	

Please attach a confirmation letter from the auspicing organisation confirming it will auspic this application.

Will the auspicing organisation also be submitting an application under this program this financial year?

Yes No

PROJECT DETAILS

Project Description: (additional information/photos/plans etc may be attached if required)

(Additional space over page)

Which of the Shire of Wickepin’s Strategic Community Plan 2023 – 2033 Goal themes does your project align with? (Can be more than one).

- 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

Please explain how: _____

Start date: _____ Finish date: _____

Applicant contribution (cash and/or in-kind): _____

List any additional grants that you have applied for/or will apply for in relation to this project:

ACKNOWLEDGEMENT PLAN

How will you acknowledge the Shire of Wickepin’s support for this project (eg: signage, social media, website)?

Have you received funding from another source? Yes No

If yes please specify source and amount:

DECLARATION

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriate sponsoring body on behalf of the applicant:

- I am authorised to submit this application on behalf of the applicant organisation (or auspicing organisation, where applicable)
- I confirm the information provided is true and correct and that supporting documents are attached.
- 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.
- I confirm the organisation will deliver the project as described and use any approved funding for the stated purpose only.
- I confirm appropriate insurance and any required approvals will be in place for the project or event.
- I understand funding is subject to Council approval and, if approved, an acquittal with supporting evidence will be required by 30 June of the year that financial assistance was received.

Name _____
Position _____
Signature _____
Date _____

Bank Account Name _____
BSB _____ Account No. _____

Please tick and attach all relevant documents (copies only):

- Meeting minutes showing an endorsed motion for the application to be submitted
- The organisation's most recent bank and financial statements (audited preferred if available)
- Certificate of Incorporation
- Current Public Liability Insurance Certificate
- Relevant quotes or estimates to match the submitted budget
- Auspicing letter confirming the auspice arrangement
- Evidence of other grant funding or donation approvals
- Project or Event Plan and/or timeline
- Letters of support
- Planning application
- Building application
- Any other supporting information relevant to the application (please list):

Please submit your application to: Shire of Wickepin
PO Box 19, WICKEPIN WA 6370 or
admin@wickepin.wa.gov.au