



Shire of Cunderdin

Community Grants 2023

Round 1

Shire of Cunderdin - Community Grants

The Shire of Cunderdin invites applications for funding to support innovative projects or events in response to community needs, either as a whole or target groups (children, youth, seniors, people with disabilities, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects and events for which opportunity has arisen.

Projects must take place within the Shire of Cunderdin and significantly benefit the Shire of Cunderdin community. Funding can be used for a wide range of purposes, including, but not limited to:

- Once off community events
- Community projects that address a clearly defined community need
- Small equipment purchases or capital projects.
- A maximum of 20% of the total funding can be used for catering purposes.

ELIGIBILITY

- The applicant organisation must operate within the Shire of Cunderdin and beneficiaries must be residents of the Shire of Cunderdin.
- Only groups who can demonstrate that they are not-for-profit community organisations will be considered eligible for funding.
- Applications must be made on the appropriate Shire of Cunderdin Community Grant Application Form.
- Canvassing of Elected Members may result in your application being disqualified.

ASSESSMENT CRITERIA

Submission of a Community Grant application does not guarantee funding.

Applications will be assessed against the following criteria:

- Alignment with the Shire of Cunderdin Strategic Community Plan
- Demonstration of community need
- Anticipated outcomes in response to the identified need
- Access, opportunity, and participation
- Demonstrated management and financial capacity to deliver
- Evidence that other support and funding has been obtained or is being sought
- Recognition of Shire of Cunderdin support in the form of social media, displays etc.

WHAT CANNOT BE FUNDED

Please note that the following items WILL NOT be funded under this grant:

- Full cost of the project - applicants need to contribute towards the project. Contributions can be cash, planned fundraising activities and in-kind support.
- Retrospective costs.
- Recurrent operational or staffing costs.
- Gifts or the purchase of alcohol.
- Costumes or uniforms.
- Equipment not directly related to the project
- Projects that are the core responsibility of government agencies.
- Projects that are deemed to be of benefit to a business, person or other profit making venture. Corporate events or projects.
- Activities that duplicate an existing service .

APPLICATION REQUIREMENTS

In order to be considered for funding, applicants must provide the following by the advertised closing date:

- Completed and signed application form
- Copy of Public Liability Insurance (where applicable)
- Copy of latest financial statement and balance sheet (if applicable)

SUCCESSFUL APPLICANTS

Applicants will be notified of the outcome of their application. Successful applicants will be required to sign a grant agreement specifying the terms and conditions of the grant, before claiming the awarded funds. If at any stage the applicant is unable to meet the terms and conditions of the funding agreement they should contact the Community Development Officer as soon as possible. Successful applicants are to submit a compliant tax invoice to the Shire of Cunderdin to claim their funding. For grants under \$1,000.00 the full allocation can be claimed upfront. For grants \$1,000.00 and above 90% of the allocated funding can be claimed upfront. The remaining 10% will be withheld until the project is complete and a financial acquittal and project evaluation has been submitted and approved.

APPLICATIONS DUE 4PM ON FRIDAY, 29 SEPTEMBER 2023

Applications can be submitted by mail, email or hand delivered:

Shire of Cunderdin
37 Lundy Avenue
PO Box 100
CUNDERDIN WA 6407
liezl.debeer@cunderdin.wa.gov.au

Enquiries regarding eligibility and the application process should be directed to:
Community Development Officer Ph (08) 9635 2700 or
liezl.debeer@cunderdin.wa.gov.au

GRANT STEPS AND TIMELINE

Grants are generally confusing and require a lot of paper work. To make it easier, please follow these easy steps to determine how you are progressing with your grant process. Please remember that a positive grant outcome is not the final step - there is lots more paper work to be completed!

GRANT APPLICATION PROCESS

1

Read through the grant guidelines.



2

Contact the Community Development Officer to discuss your proposed project.



3

Complete the application form & attached all necessary documentation. Submit your application on time!
Applications close 4pm on Friday, 29 SEPTEMBER 2023.



4

Receive notification of outcome by 31 October 2024.
(Notification Letter)



5

Sign grant agreement and return with invoice for grant amount as per instructions on the Notification Letter .



6

Implement project/event. Don't forget to:

- Acknowledge the Shire of Cunderdin.
- To take photographs as evidence.
- Keep a copy of all invoices.



7

Finished your project? Submit your project acquittal form & claim any outstanding monies by 31 May 2023.
The entire project is required to be completed by 31 May 2023.



or

5

Go back through your grant application and the grant guidelines. Is there anything in the grant application that cannot be claimed through the grant?



6

Still unsure why your grant have not been approved?
Give the Shire of Cunderdin a call to obtain feedback on your application.



SUCCESSFUL GRANT STEPS

UNSUCCESSFUL GRANT?

SHIRE OF CUNDERDIN COMMUNITY GRANT

Please complete all the questions and write 'not applicable' if necessary.

1. APPLICANT DETAILS	
Name of Applicant (Group or Committee)	
Contact Person	
Street Address	
Postal Address	
Phone / Mobile	
Email	
Is this applicant an incorporated organisation?	
ABN	
Is the organisation registered for GST?	
Is the project/event covered under Public Liability Insurance?	
Applicant Bank Account Details	BSB: Account No. Account Name:
Membership numbers (recent)	
Target group for this project (age etc.)	

2. EVENT / PROJECT DETAILS

Name of Event / Project	
Commencement Date	
Completion Date	
Event / Project Description (Please describe the event or project in detail. Provide attachments if applicable.)	

3. EVENT / PROJECT JUSTIFICATION

How has the need for the event/project been identified?	
How will the Shire of Cunderdin community benefit?	
What other sources of funding have been applied for (please specify whether they are confirmed)?	
What will the grant be used for? What will this grant pay for e.g. what equipment or presenters will be paid for with this grant?	

How will the Shire of Cunderdin support be recognised? (Please detail)	
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4. EVENT / PROJECT EXPENDITURE

Description of Expenditure Item / Service	Amount \$ (excl GST)	Quote Attached Y/N
TOTAL PROJECT COST		

5. PROJECT / EVENT INCOME

Funding Source	Amount \$ (Excl GST)
Shire of Cunderdin Request (How much are you requesting from the Shire of Cunderdin?)	
Applicant Cash (How much are your group contributing?)	
Other:	
TOTAL INCOME	

6. CHECKLIST

Please check your application carefully and ensure all relevant information has been provided. Additional supporting documentation can be attached to the application, and provide comments if items on the checklist are not met.

Item	Yes	No	Comment
Have you completed all sections of the application form?			
Is a copy of Certificate of Incorporation attached?			
Is a copy of Public Liability Insurance attached?			
Is a copy of a recent Financial Statement attached?			
Are copies of quote for items above \$500 attached?			
Are all additional relevant supporting documents enclosed? E.g. letters of support			
Has the application been endorsed by the organisation's committee?			

7. DECLARATION

I hereby certify that I have been authorised to prepare and submit this application, and that the information herein is, to the best of my knowledge true and correct.

Should financial assistance be provided by the Shire of Cunderdin, the applicant agrees to the following conditions of funding:

1. The financial contribution from the Shire of Cunderdin is not retrospective - funding will not be provided if the event/project commences prior to Shire approval.
2. The financial assistance will be used only for the purposes for which it is granted, unless otherwise agreed in writing by the Shire of Cunderdin.
3. The Shire of Cunderdin will be advised of any change in scope of the project and the Shire of Cunderdin retains the right to refuse/reduce its level of financial assistance in that instance.
4. Funding will be expended on the latest by 31 May 2024.
5. Unspent funds are to be returned to the Shire of Cunderdin within 3 months of event/project date/end of grant term.
6. If special conditions are applied as a condition of funding, the applicant will be required to agree in writing to these conditions prior to the financial assistance being provided.
7. The applicant will acknowledge the Shire of Cunderdin's support in all public communications relating to the event/project, including signage, advertising and promotional materials in accordance with Shire requirements.
8. The applicant will provide a full acquittal of all funds, including project evaluation and evidentiary materials as required by the Shire of Cunderdin within three months of the end of the grant term.

FULL NAME	
POSITION HELD	
SIGNATURE	
DATE	