

Shire of Cunderdin Community Grants



Community Grants 2022

Community Grant

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
- Equipment purchases or capital projects only if there is a demonstrated risk to the safety or wellbeing of participants.
- 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.

WHAT CANNOT BE FUNDED

- Retrospective costs
- Corporate events or projects
- Recurrent operational or staffing costs
- Gifts
- Costumes or uniforms
- Purchase of alcohol
- 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
- 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 THURSDAY, 1 SEPTEMBER 2022

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

Shire of Cunderdin

37 Lundy Avenue

PO Box 100

CUNDERDIN 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

SHIRE OF CUNDERDIN COMMUNITY GRANT



1. APPLICANT DETAILS

Name of Applicant	
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	
Target group (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?	

<p>How will the Shire of Cunderdin support be recognised? (Please detail)</p>	
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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	
Applicant Cash	
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 within six months of receipt of grant offer.
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	