Shire of Cunderdin

Community Grants 2025/26

Application Form

1. APPLICANT DETAILS:

Name of Applicant (Group of Committee):	
Contact Person:	
Street Address:	
Postal Address:	
Email:	

Mobile Phone:		Is the organisation registered for GST?	
Is the applicant an incorporated organisation?		ABN (if applicable):	

2. BANK DETAILS

Account Name:			
BSB:		Account No.	

3. PROJECT DETAILS

Project Title:	
Project Details: (Provide a full description of what your project entails)	

4. PROJECT DETAILS (add extra lines if necessary)

Community Benefit

What It Means: How will the project help the local community?

Questions to Ask: Who will benefit from this? Does it address important community needs? Will it improve the well-being of the community?

Realistic and Lasting

What It Means: Is the project doable and can it last over time?

Questions to Ask: Is the plan clear and within budget? Can the project continue to benefit the community after the funding ends? Is the project able to be completed on time?

Community Involvement

What It Means: Does the project bring people together and involve the community?

Questions to Ask: Does it encourage partnerships or teamwork? How will the community be involved in making it happen?

5. BUDGET

Please note that for all expense items above $500, you need to attach a copy of the quote. (All values in the budget table are to be excluding GST)

	Budget amount $ (excl. GST)
Income	
Cunderdin Community Grant request <enter grant request amount>	
Your Organisation's monetary contribution	
Other Income <Insert description>	
Other Income <Insert description>	
Total Income	
Expenses	
Expense item	
Expense item	
Expense item	
Total Expenses (excl. GST)	
Surplus/(Deficit)	-

Total In-kind Support <estimated dollar value> <explain how in-kind support is calculated>	

Please estimate the dollar value of any donations of goods or services as the in-kind support (e.g. volunteer hours, free food etc.). Volunteer hours are to utilise a standard value of $25/hr.

Add additional rows where required

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 checklist are not met.

Item	Yes	No	Comment
Have you discussed your project with the Community Development Officer?			
Have you completed all sections of the application form?			
Is a copy of the Certificate of Incorporation attached (where relevant)?			
Is a copy of Public Liability Insurance attached?			
Is a copy of a recent Financial Statement (or similar) attached?			

Are copies of quote for items above $500 attached?			
Are all additional supporting documents attached? E.g. letters of support, project plan etc.			
Has the application been endorsed by the organisation's committee? Attach evidence where possible.			

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 2026.
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:		Signature:	
Position held:		Date:	

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 4 pm on TUESDAY, 23 SEPTEMBER 2025. ○

4 — Receive notification of outcome by 31 October 2025.
(Notification Letter) ○

GRANT SUCCESSFUL

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 2026.
The entire project is required to be completed by 31 May 2026. ○

or

UNSUCCESSFUL?

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. ○

Attachments:

Please place any attachments at the back of your application.