

COMMUNITY — FUNDING PROGRAM — QUICK GRANT



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

APPLICATION FORM



 2021 GATEWAY MERREDIN

QUICK GRANT



The Quick Grant is for projects seeking cash funding, in-kind contributions or fee waivers up to the value of \$2,500 (ex GST) per financial year. Applicants can receive multiple Quick Grants per year, but to a cumulative total of \$2,500 (ex GST) per financial year.

The Quick Grant is open all year round, and applications will be assessed in approximately 20 working days.

The intention of this funding category is to provide fast response and turn around to projects or opportunities that have merit, and for projects which are unlikely to have the lead time to be planned in advance.

Who can Apply

- Not for profits, community groups, and organisations.
- Sporting groups and associations.
- Individuals on behalf of groups.

Eligibility

- Incorporated association.
- Unincorporated associations require an auspice by incorporated organisation (the auspice organisation can apply for their own grant).
- Organisations are not required to be located within the Shire of Merredin, but must prove the application benefits the Shire of Merredin Community.
- All activities included in the grant must be for the relevant financial year.

Criteria

- Must align with the Shire of Merredin Council Plan.
- Must demonstrate the ability to deliver the activity.
- Must demonstrate the community benefit.

Acquittal Requirements

- Acquittal forms will be provided to recipients.
- Recipients are required to provide a financial and performance-based acquittal report.

Examples

- Cash funding: cash contribution to projects/events
- In-kind contributions: staff time (for example: shire employees)
- Waivers: facility or equipment hire

INELIGIBLE

The following projects are ineligible to receive funding through the Shire of Merredin Community Funding Program Quick Grant:

- Government departments (excluding Schools within the Shire of Merredin)
- Organisations with outstanding Shire acquittals
- Events which generate financial profits for commercial companies or individuals
- Activities which duplicate an existing service
- On-going operational expenses (example: administration costs, wages, insurance, utilities, communications or rent)
- Retrospective activities, or activities which will start before the applicant is notified of the outcome
- Activities which are the core responsibility of another funding body or government department
- The purchase of alcohol
- Sporting related consumables that are requested by individuals
- Funding for a political purpose
- Activities which conflict with a Shire of Merredin event
- Cash prizes or gifts
- Activities which promote racism, violence or discrimination
- Activities that put the reputation of the Shire of Merredin in disrepute



TERMS & CONDITIONS

- Applicants must have no outstanding debts with the Shire of Merredin (greater than 60 days).
- Preference will be given to applicants who meet an identified need, target group or activity identified in the council Plan.
- Applications that demonstrate additional financial contributions, including their own funds, or other sources will be viewed favourably.
- All applications will be formally assessed and prioritised in accordance the Shire of Merredin budget.
- All decisions are final, and no appeals will be considered.
- Applications must be acquitted by 30 June in the relevant financial year, unless stated in the grant agreement.
- All unacquitted and unexpended funds are to be returned within 30 days, or as agreed to by the Shire of Merredin.
- Funds are to be spent in accordance with the approved activities submitted in the application.
- The Shire of Merredin must be acknowledged for the contribution during the course of the funding activity/ program/ event, as agreed in advance.

Application Requirements

- Proof of incorporation
- ABN details
- Public Liability Certificate
- Previous year's financial statement and balance sheet
- Applicants must obtain all required permits, certificates, and approvals

Healthy Communities

Applicants will be highly valued for their commitment and effort towards public health and creating healthy communities. The Shire encourages smoke-free and alcohol-free events and activities.

MORE INFO

Please contact the Community and Culture team to discuss your application and for more information by calling 9041 3295 or email cumminstheatre@merredin.wa.gov.au.



QUICK GRANT

APPLICATION FORM

APPLICANT DETAILS

Name of Organisation

Primary Contact

Name:

Phone:

Email:

Postal Address

Phone Number

Date of Event / Project

Is your organisation registered for GST?

Yes

No

Organisation ABN

Does your organisation receive annual funding of Federal Government funding? If yes, please explain below:

Briefly summarise your project:

Is your group incorporated?

Yes

No

If yes, have you attached a copy of your Incorporated Certificate?

Yes

If no, please provide the name of the Auspicing Organisation:

PROJECT DETAILS

Project/Event Name

Expected Start Date

Expected End Date

Please describe in detail the project you wish to fund with the grant, including location and project dates:

How will you acknowledge the Shire of Merredin in the project?

COUNCIL PLAN 2025-2035

Describe how your project / event aligns with the Shire of Merredin Council Plan:

Please tick the relevant themes your project addresses in the Strategic Community Plan below, and provide a brief description.

<i>THEME</i>	<i>GOALS</i>	<i>TICK</i>
Community & Culture	Merredin is rich in culture, arts, sport and community life. Everyone is safe. Everyone belongs.	<input type="checkbox"/>
Economy & Growth	Merredin is a regional hub that thrives with a job-rich and multi-faceted economy, building on local strengths and supporting local and regional business growth.	<input type="checkbox"/>
Environment & Sustainability	Merredin looks after the natural environment and supports innovation to improve sustainability.	<input type="checkbox"/>
Communication & Leadership	The Merredin community is highly engaged in planning and action for its future, with a well governed, forward-looking, and proactive local government.	<input type="checkbox"/>
Places & Spaces	Merredin is an attractive regional town, with inviting public spaces for residents and visitors to access and share.	<input type="checkbox"/>
Transport & Networks	Merredin has a well-connected infrastructure network, linking people and industry both regionally, and nationally.	<input type="checkbox"/>

BUDGET

Project/Event Name	<input type="text"/>
Total Project Budget	\$ <input type="text"/> ex GST
Requested Amount (from Shire)	\$ <input type="text"/> ex GST

BUDGET BREAKDOWN - EXPENDITURE

Item	Amount	Cash/In-kind	Quote?
TOTAL EX GST	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

FINANCIAL INFORMATION

Has the organisation previously received funding from the Shire of Merredin? Yes No

If yes, please complete the following:

Year	Purpose of Funding	Amount Received	Acquittal Completed?

DECLARATION

Checklist	
No outstanding debts with the Shire (greater than 60 days)	<input type="checkbox"/>
Proof of Incorporation (either applicant or auspicing organisation) attached	<input type="checkbox"/>
Public Liability – Certificate of Currency attached	<input type="checkbox"/>
Previous years financial statement and balance sheet attached	<input type="checkbox"/>
Quotes for any costs over \$1,500 attached	<input type="checkbox"/>
Discussion held with relevant Shire employee	<input type="checkbox"/>
Any relevant booking forms for in-kind requests are attached	<input type="checkbox"/>
Any funding from other sources, for this activity is attached	<input type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	<input type="checkbox"/>

Please read, tick the boxes and sign

- I acknowledge that I am authorised to make this application on behalf of the organisation.
- I acknowledge that the information provided in this application is true and correct, and I agree to the terms and conditions of the grant.
- I acknowledge that I may be required to supply further information prior to consideration of this application by the Shire of Merredin.
- I give permission for the Shire of Merredin to promote this grant as part of any communications and public relations activities.

Signature

Date

Name



Shire of Merredin



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