

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT



COMMUNITY — **FUNDING PROGRAM** — ANNUAL GRANT



merredin.wa.gov.au



MERREDIN



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Annual Grant

Details

The Annual Grant is for projects seeking cash funding, in-kind contributions or fee waivers up to the value of \$10,000 (ex GST) per financial year.

The 2023/24 Annual Grant opens on 24 April 2023 and closes on 2 June 2023.

Applications will be considered by Council at the June Ordinary Council Meeting.

Applicants will be notified in July of the outcomes, and funds will be released by August 2023, once the budget is approved.

Who can apply

- Not for profits, community groups, and organisations.
- Sporting groups and associations.

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 the grant must be for the relevant financial year.

Criteria

- Must align with the Shire of Merredin Strategic Community Plan.
- Must demonstrate the ability to deliver the activity.
- Must demonstrate the community need being met.
- Provide any evidence of co-funding, or funding from other sources (applications with this will be looked on more favorably).
- Demonstrate commitment to accessibility and inclusion.

Acquittal Requirements

- Acquittal forms will be provided to recipients.
- Recipients are required to provide a financial and performance-based acquittal report.
- Must demonstrate how the Shire of Merredin is appropriately acknowledged.



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Ineligible

- 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 (applications for equipment and uniforms for club/team use, are eligible)
- 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 which put the reputation of the Shire of Merredin in disrepute



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Terms and Conditions

- Applicants must have no outstanding debts with the Shire of Merredin (greater than 60 days)
- Preference will be given to applicants who meet a need, target group or activity identified in the Strategic Community 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 with this guideline and 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



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Terms and Conditions

Application Requirements

- Proof of incorporation
- ABN details
- Public Liability Certificate
- Previous years 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.

SHIRE OF MERREDIN

ANNUAL GRANT APPLICATION FORM – 2023/24

APPLICANT DETAILS	
Name of Organisation	
Primary Contact	Name:
	Contact Number:
	E-Mail:
Postal Address	
Phone	
Date of Event/ Project	
Is your organization registered for GST?	Yes No
Organisations ABN (If Applicable)	
Does your organization receive annual funding or Federal Government funding? If yes, please explain	
Briefly summarise your project	

Is your group incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, have you attached a copy of your Incorporated Certificate	<input type="checkbox"/> Yes	
If no, please provide the name of the Auspicing Organisation:		

PROJECT DETAILS	
Project/Activity Name	
Expected Start Date	
Expected Finish 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?	

CRITERIA
Describe in detail your ability to deliver the activity
Describe the community need being met and the community benefit from your project
Provide any evidence of co-funding, or funding from other sources (applications with this will be looked on more favorably)
Describe in detail your commitment to accessibility and inclusion in your project
How many people in the community will benefit?

STRATEGIC COMMUNITY PLAN 2020-2030		
Describe how your project/ activity aligns with the Shire of Merredin Strategic Community Plan		
Please tick the relevant themes your project addresses in the Strategic Community Plan below, and provide a brief description.		
Themes	Goals	Tick
Community and Culture	Merredin is rich in culture, arts, sport and community life. Everyone is safe. Everyone belongs.	<input type="checkbox"/>
Description		
Economy and Growth	Merredin thrives with a job-rich and multi-faceted economy, building on local strengths.	<input type="checkbox"/>
Description		
Environment and Sustainability	Merredin looks after the natural environment and minimises its carbon footprint.	<input type="checkbox"/>
Description		
Communication and 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"/>
Description		
Places and Spaces	Merredin is an attractive regional town, with an inviting public realm.	<input type="checkbox"/>
Description		
Transport and Networks	Merredin is easy to get around for all and well-connected regionally, nationally and internationally for people and industry.	<input type="checkbox"/>

PROJECT NAME:			
TOTAL PROJECT BUDGET	\$	EX GST	
REQUESTED AMOUNT FROM SHIRE	\$	EX GST	
BUDGET BREAKDOWN			
INCOME			
CONTRIBUTION FROM	AMOUNT	CASH/IN-KIND	
YOUR ORGANISATION			
SHIRE OF MERREDIN			
EXPENDITURE			
ITEM	AMOUNT	CASH/IN-KIND	QUOTATION ATTACHED?
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
TOTAL EXC GST	\$		

(Please include quotes for any individual costs over \$1,500).

FINANCIAL INFORMATION

Has the organization previously received funding from the Shire of Merredin?

☐ Yes

☐ No

If yes, please complete the following:

YEAR	PURPOSE OF FUNDING	AMOUNT RECEIVED	ACQUITTAL COMPLETED (YES/NO)

DECLARATION

CHECKLIST	
No outstanding debts with the Shire (greater than 60 days)	<input type="checkbox"/>
Proof of Incorporation (either applicant or auspicng 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"/>
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"/>

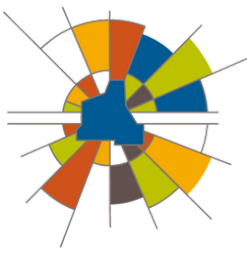
Please read, tick the boxes and sign

- ☐ I acknowledge that I am authorised to make this application on behalf of the organisation.
- ☐ I acknowledge that the information in this application is true and correct.
- ☐ 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.
- ☐ If applying for in-kind support, the relevant booking form is attached.
- ☐ I agree to the terms and conditions of the grant.

Signature _____

Date: _____

Name: _____



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MORE INFO

Please contact the Community and Culture team to discuss your application and for more information.



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