

COMMUNITY — **FUNDING PROGRAM**



ANNUAL GRANT APPLICATION

 GRANT STAINER | 2024 MERREDIN SHOW



ANNUAL GRANT



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 2024/25 Annual Grant opens on 8 April 2024 and closes on 10 May 2024.

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 2024, 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.

INELIGIBLE

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

- Government departments (excluding Schools within the Shire).
- 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.
- 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 event.
- Cash prizes or gifts.
- Activities which promote racism, violence or discrimination.
- Activities which put the reputation of the Shire of Merredin in disrepute.



TERMS & CONDITIONS

- No outstanding debts with the Shire (greater than 60 days)
- Preference will be given to applicants who meet an identified need, target group or activity identified in the Strategic Community Plan
- Applications that demonstrate own or other financial contribution sources will be viewed favorably
- All applications will be formally assessed and prioritised in accordance with this guideline and the Shire 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 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.

MORE INFO

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



ANNUAL 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 Activity / 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?

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.

THEME	GOALS	TICK
Community & Culture <i>Description</i>	Merredin is rich in culture, arts, sport and community life. Everyone is safe. Everyone belongs.	<input type="checkbox"/>
Economy & Growth <i>Description</i>	Merredin thrives with a job-rich and multi-faceted economy, building on local strengths.	<input type="checkbox"/>
Environment & Sustainability <i>Description</i>	Merredin looks after the natural environment and minimises its carbon footprint.	<input type="checkbox"/>
Communication & Leadership <i>Description</i>	The Merredin community is highly engaged in planning and action for its future, with a well governed, forwardlooking, and proactive local government.	<input type="checkbox"/>
Places & Spaces <i>Description</i>	Merredin is an attractive regional town, with an inviting public realm.	<input type="checkbox"/>
Transport & Networks <i>Description</i>	Merredin is easy to get around for all and well-connected regionally, nationally and internationally for people and industry.	<input type="checkbox"/>

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"/>
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



merredin.wa.gov.au



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