

SHIRE OF MERREDIN

COMMUNITY FUNDING GRANT APPLICATION FORM – 2019/20

Due Date: COB, 31 March 2019

Section 1 – Applicant Information

Name of Group/Organisation	
Name of Contact Person 1	
Daytime Phone Number	
Mobile Number	
Email Address	
Postal Address	
Name of Contact Person 2	
Daytime Phone Number	
Mobile Number	
Email Address	
Postal Address	

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

Do you or your group have an Australian Business Number (ABN)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide you ABN:</i> _____		

Are you or your group registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>A tax invoice will be required to acquire any successful grant funds</i>		

Section 2 – Project Information	
Project/Activity Name	
Expected Start Date	
Expected Finish Date	
Project/Activity Description <i>(attached separate page is required)</i>	
Significance of what the Project/Activity will accomplish	
How many people in the community will benefit?	

Section 3 – Strategic Community Plan

The community and Council developed a vision for Merredin and key elements. Please tick the box that links the project to the most appropriate key zones and elements.

Key Zones	Key Element	Tick
Key Zone 1 Community & Culture	Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.	<input type="checkbox"/>
Key Zone 2 Economy & Growth	Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy.	<input type="checkbox"/>
Key Zone 3 Environment & Sustainability	Merredin values the preservation of the natural environment and researches and implements practices to ensure sustainability.	<input type="checkbox"/>
Key Zone 4 Communication & Leadership	Merredin Council engages with its Community and leads by example	<input type="checkbox"/>
Key Zone 5 Places & Spaces	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.	<input type="checkbox"/>
Key Zone 6 Transport & Networks	Merredin provides transport networks that connects it locally, nationally and internationally.	<input type="checkbox"/>

Section 4 – Budget

Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.

Total Project/Activity Cost	
Breakdown of Costs <i>(Please list expenditure items and attach separate page if required)</i>	
Amount requested from Council	
Amount that your organisation/group will be contributing (cash component)	
Amount that your organisation/group will be contributing (in-kind component)	
Details of approaches made to other sources of funding	
Has your organisation/group received financial support from Council in the past?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, provide details of when and how much?</i>	

Section 5 – Checklist

Proof of Incorporation (either applicant or auspicing organisation) attached	<input checked="" type="checkbox"/>
ABN details provided	<input type="checkbox"/>
Public Liability – Certificate of Currency attached	<input type="checkbox"/>
Previous year’s audited financial statements attached	<input type="checkbox"/>
Two written quotes for works/services attached	<input type="checkbox"/>
Minutes of meeting where this application was approved (if applicable)	<input type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	<input type="checkbox"/>
Application has been signed by an authorised person	<input type="checkbox"/>
Any other supporting documentation is attached (if applicable)	<input type="checkbox"/>

Due Date	Close of Business, 31 March 2019
Submit Applications to:	<p>Kellie Bartley, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p>dceo@merredin.wa.gov.au</p>
For more information contact:	Kellie Bartley on 90411611

Section 6 – Guidelines and Conditions

The following guidelines and conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year;
2. Applications must be received by **4.00pm on 31 March** in any financial year, late applications will not be considered;
3. The project must take place within the financial year, unless an extension of time is approved by Council;
4. The activity project must link to the Shire of Merredin's community vision and strategic goals;
5. Approval must be obtained from Council for any significant change to the project;
6. The grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
7. The applicant must acknowledge Council's support in its advertising or publicity of the project;
8. Wherever possible promotional material must include the Shire's logo;
9. Each project is to be considered on its merits and an allocation made in the Budget for that specific project within the constraints of the Budget;
10. Organisations/groups will be advised of the outcome of their application in August annually;
11. The project will be run under the auspices of the applicant;
12. Any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
13. Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
14. Grant allocations that are not accessed within 6 months from notification of success will be forfeited (groups will be notified in writing in this instance); and
15. The applicant must abide by any other conditions of approval on the grant by Council.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.

Section 7 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 4.00pm on 31 March in any financial year).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.

I understand that Council’s decision process concludes at the end of July annually and I will be notified by the Shire regarding the result of this application in August annually.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the following year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

Applicant’s Signature		
Applicant’s Name		Date:
Position in Organisation/Group		
Name of Organisation/Group		
Witness’ Signature		
Witness’ Name		Date:

Section 8 – Shire of Merredin Checklist

(Office use only)

Task	Date	File #	Officer	Initial
Application received				
Application – written acknowledgement				
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Media Release (if applicable)				
Project/activity conditions adhered to				
Project/activity promoted				
Project and financial report submitted				
Project and financial report provided to Council				
Invoice received				
Invoice paid				
Unspent funds returned <i>(if applicable)</i>				