

COMMUNITY — **FUNDING PROGRAM**



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

QUICK GRANT APPLICATION FORM



| MERREDIN SWIMMING CLUB



merredin.wa.gov.au



08 9041 3295



mcc@merredin.wa.gov.au

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 within 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 Strategic Community 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
- In-kind contributions: staff time (for example: depot workers)
- Waivers: facility or equipment hire

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 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



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 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.

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.



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 Activity / Name

Expected Start Date

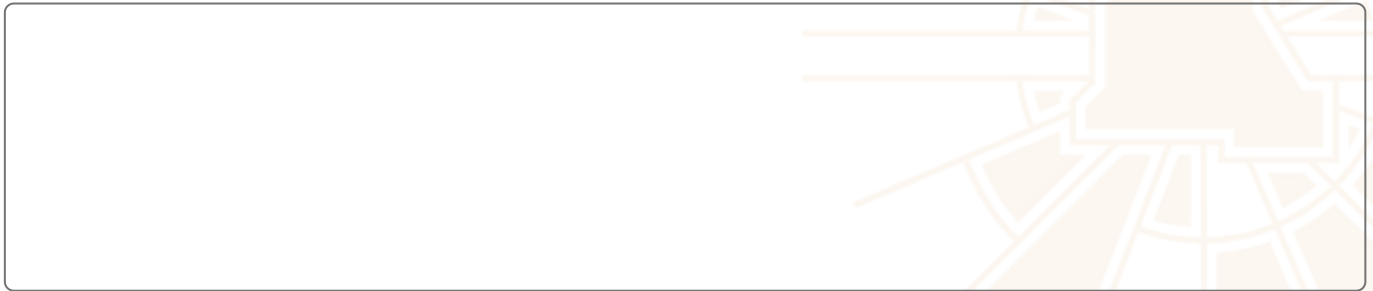
Expected End Date

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:



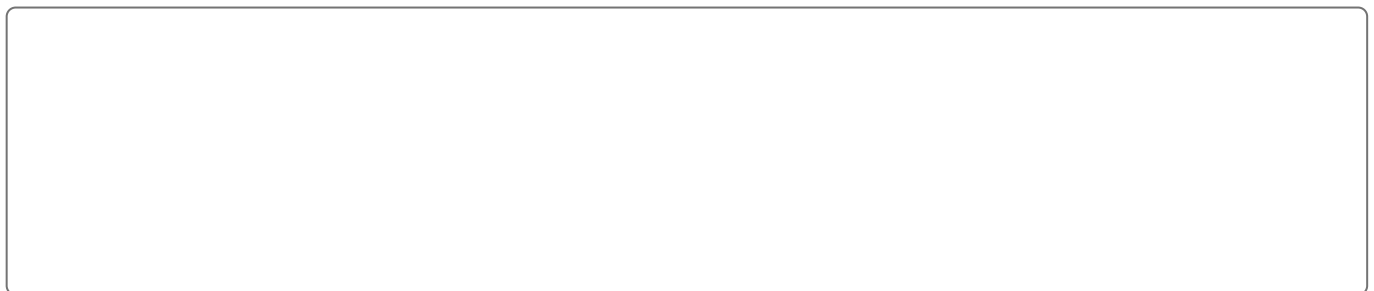
Describe the community need being met and the community benefit from your project:



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"/>

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	Quote?
TOTAL EX GST	\$		

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)

☐

Proof of Incorporation (either applicant or auspicing organisation) attached

☐

Public Liability – Certificate of Currency attached

☐

Previous years financial statement and balance sheet attached

☐

Quotes for any costs over \$1,500 attached

☐

Discussion held with relevant Shire employee

☐

Any relevant booking forms for in-kind requests are attached

☐

Any funding from other sources, for this activity is attached

☐

Supporting documents attached (ie. letters of support) (if applicable)

☐

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



08 9041 3295



mcc@merredin.wa.gov.au