

# SHIRE OF MERREDIN

## COMMUNITY FUNDING GRANT APPLICATION FORM – 2021/22

**Due Date: COB, 5 April 2021**

### Section 1 – Applicant Information

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

**Is your group incorporated?**  Yes  No

*If yes, please provide a copy of your Incorporated Certificate*

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

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**Do you or your group have an Australian Business Number (ABN)?**  Yes  No

*If yes, please provide you ABN:*

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**Are you or your group registered for GST?**  Yes  No

*A tax invoice will be required to acquire any successful grant funds*

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

### Section 3 – Strategic Community Plan (SCP)

*The community and Council developed the vision and themes outlined within the draft SCP.  
Please tick the box that links the project to the most appropriate themes and goals.*

Themes	Goals	Tick
Community and Culture	Merredin is rich in culture, arts, sport and community life. Everyone is safe. Everyone belongs.	<input type="checkbox"/>
Economy and Growth	Merredin thrives with a job-rich and multi-faceted economy, building on local strengths.	<input type="checkbox"/>
Environment and Sustainability	Merredin looks after the natural environment and minimises its carbon footprint.	<input type="checkbox"/>
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"/>
Places and Spaces	Merredin is an attractive regional town, with an inviting public realm.	<input type="checkbox"/>
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"/>

### 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.

<b>Total Project/Activity Cost</b>	
<b>Breakdown of Costs</b> <i>(Please list expenditure items and attach separate page if required)</i>	
<b>Amount requested from Council</b>	
<b>Amount that your organisation/group will be contributing (cash component)</b>	
<b>Amount that your organisation/group will be contributing (in-kind component)</b>	
<b>Details of approaches made to other sources of funding</b>	
<b>Has your organisation/group received financial support from Council in the past?</b> <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 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"/>

<b>Due Date</b>	Close of Business, 5 April 2021
<b>Submit Applications to:</b>	<p>Andrina Prnich, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p><a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a></p>
<b>For more information contact:</b>	Andrina Prnich on 9041 1611

## 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 5 April 2021**, 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 5 April 2021).

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.

<b>Applicant's Signature</b>		
<b>Applicant's Name</b>		<b>Date:</b>
<b>Position in Organisation/Group</b>		
<b>Name of Organisation/Group</b>		
<b>Witness' Signature</b>		
<b>Witness' Name</b>		<b>Date:</b>

## 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>				