



**APPLICATION FOR
MINOR COMMUNITY EVENT GRANT
QUICK RESPONSE – LEVEL 1
\$0 - \$500**

FORM 220A

Date stamp

Please indicate which of the following objectives your event will achieve:

- Foster the distinctiveness of places through the personalisation of community areas
- Activate public spaces
- Build the skills and capacity of the community
- Leave a lasting positive impact on the community
- Promote accessibility and inclusivity for all members of the community
- Empower groups to be proactive in the community

APPLICATION ASSESSMENT PROCEDURE

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Minor Community Event Grant Quick Response (Level 1) will be assessed by the Manager Place & Community Engagement and Director Sustainable Development and referred to the Chief Executive Officer for determination under the delegation of Council. Decision on applications will be made within 6 weeks of receiving application.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

HOW TO APPLY

1. The applicant must submit the below application form. To avoid delays to the application ensure all questions are completed and the information provided is correct. The application form must be submitted at least 8 weeks prior to the event date.
2. The applicant must obtain a formal written quote from the third party/parties supplying the goods/services and submit this with the application form. The formal written quote from the third party supplier must be itemised and include the business name, address, contact details and ABN (if applicable).
NOTE: It is the responsibility of the event organiser to ensure the third party supplier they engage has the required licences, qualifications and insurances for the job they are contracted to undertake.
3. The Minor Community Event Grant Quick Response (Level 1) Application Form and any supporting documents can be submitted:
 - in person to the Shire office located at: 1 Council Drive, Eaton 6232;
 - or via email: grants@dardanup.wa.gov.au
 - or via post to: The Shire of Dardanup, PO Box 7061, EATON WA 6232.

To avoid delays please ensure all questions are completed and the information provided is correct.

1. APPLICANT DETAILS

Event contact person name: <i>(first & surname)</i>			
Company/organisation/position: <i>(if applicable)</i>			
Postal address:		Post Code:	
Mobile:		Home Phone:	
Email:			

What are the main services and/or activities of your organisation?

2. EVENT DETAILS

Official name of event:			
Event date/s:			
Event Location/s:			
Event Description: (summary of the event goals, objectives, proceedings):			

Has this event been held in the past? Yes No

Will this event be held again? Yes No

If you are planning to hold this event again please describe the frequency (monthly, annually, bi-annually etc):

What benefits to the Shire of Dardanup community will your event offer?

Is entry to the event open to the general public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there an event entry/participation fee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes provide ticket/entry fee details:		
What is the target audience of your event?		
How are you promoting the event?		

Have/will you receive any funding from other funding bodies for this event? Yes No

If yes please complete the below for all funds received for event:

1 Name of organisation:		Amount approved:	
What will funds be used for?			
2 Name of organisation:		Amount approved:	
What will funds be used for?			
3 Name of organisation:		Amount approved:	
What will funds be used for?			

3. GRANT AMOUNT REQUEST

Funding amount requested	\$
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Please indicate what you are requesting the grant for?

Promotion/ Advertising <input type="checkbox"/>	Portable Toilets <input type="checkbox"/>	Venue Hire <input type="checkbox"/>
Waste Management (bins) <input type="checkbox"/>	Equipment Hire <input type="checkbox"/>	First Aid <input type="checkbox"/>
Traffic Management <input type="checkbox"/>	Professional Services Hire <input type="checkbox"/>	Security <input type="checkbox"/>
Coaching/Skill Development <input type="checkbox"/>	Other <input type="checkbox"/> <i>please specify:</i>	

Please provide further details about what you are requesting the grant for (why/how many etc..) :

NOTE: Itemised written quote/s from the supplier/s providing the goods or services must accompany this application.

Has the Shire of Dardanup provided a donation towards this event in the past? Yes No

If yes: Year: Amount:

4. ACKNOWLEDGEMENTS

I, (name) _____

as the event organiser, applying for a Quick Response Minor Community Event Grant acknowledge that the information in my application is true and correct.

I have attached a true & accurate quote/s from the supplier/s providing the goods or services. Yes

I have submitted an Events Application Form to the Shire for the event in which the grant funding is for. Yes

The grant funding will be used for the purpose for which it was given. Yes

I understand the Shire of Dardanup must be acknowledged in relevant publications or media coverage of the event for its support. Yes

I meet the eligibility criteria detailed in CP044 Community & Events Grant Policy. Yes

Signature :

Date:

Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0000 Fax: (08) 9724 0091
Email: records@dardanup.wa.gov.au

