



**APPLICATION FOR
COMMUNITY GRANT – LEVEL 3**

\$1,001 to \$5,000

FORM 115 (B)

Date stamp

Please be advised of the following items that are NOT supported with the community grant:

- Professional fees including salaries and wages, consultants, project managers and event coordinators;
- Ongoing operational expenses;
- Retrospective funding or items already ordered;
- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue;
- State or Commonwealth Government Departments or Agencies, or profit-based business enterprises;
- Events that are not open for attendance by the general public;
- Prizes/Awards;
- Team uniforms;
- Personal travel;
- Activities that exclude or offend minority groups within the Shire of Dardanup;
- Activities that already receive Shire of Dardanup funding the same financial year;
- Applications that conflict with the Shire of Dardanup Strategic Community Plan.
- If a satisfactory acquittal has not been submitted for previously funded applicants no further grants will be made available to the applicant.

Part 1 Applicant Details (to be completed by ALL applicants)

Applicant/Organisation Name

Postal Address

Name of Contact Person

Email

Phone

Mobile

Are you incorporated?

NO – Can you approach an Incorporated group to action your request?

YES

Part 2 Information about your Organisation

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

Provide list of committee members and contact details

Empty box for committee members and contact details.

Next AGM Meeting

Empty box for Next AGM Meeting.

Please indicate membership numbers for the past 3 years (including current year):

Empty box for Current Year membership numbers.

Current Year

Empty box for Previous Year membership numbers.

Previous Year

Empty box for Third Year membership numbers.

Third Year

Have you applied to any other funding body for additional funds for this project?

NO; are you planning to apply to other funding bodies?

YES

NO

YES; please provide information below:

Which Organisation?

Empty box for Which Organisation?

What Year?

Empty box for What Year?

Was it Successful?

Empty box for Was it Successful?

Grant approved \$

Empty box for Grant approved \$.

Part 3 Project Details

Name of Project (if applicable)

Empty box for Name of Project (if applicable).

Overview of Project Details (give details of your project)

Large empty box for Overview of Project Details.

Expected Start Date

Empty box for Expected Start Date.

Expected Finish Date

Empty box for Expected Finish Date.

If this project is expected to extend over several years? Please explain why, and what is the expected end date?

Large empty box for explaining project extension and end date.

What benefits to the Shire of Dardanup Community will your project offer?

What are the objectives and expected benefits of your project?

Any other details or supporting information?

Part 4 Budget (if insufficient space is provided, please attach additional pages)

INCOME	Net Income
Council Contribution (grant funds requested in this application)	\$
Other Council Contribution (eg: site works)	\$
(A) Total Council Contribution Requested – If Registered for GST please gross up	\$
Other Grant Funding (please specify)	\$
	\$
	\$
	\$
(B) Total Other Grant Funding	\$
Donations (external contributions)	\$
Organisation Cash Contribution	\$
Organisation in Kind Contribution (max 1/3 of total cost)	\$
(C) Total Organisation Contribution Requested	\$

TOTAL INCOME A, B & C

\$

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Part 5 Expenditure – please detail each item

Item	In Kind	Cash	Total
TOTAL EXPENDITURE	\$	\$	\$

Part 6 Undertakings and Conditions

If a grant is provided the organisation/individual agrees to the following conditions:

1. The grant must be used for the purpose for which it was given and must be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 3 months of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup.
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced/completed.
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support. Any use of the Shire of Dardanup's logo must be approved before being distributed
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month

Part 7 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant/Organisation Name

Contact Person (if not Applicant)

Position

Signature

Date

Part 8 Return form to

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

