



SHIRE OF BOYUP BROOK
GRANT/SPONSORSHIP APPLICATION

2017/2018

Up to \$500.00

All sections must be completed

1. Name of applicant organisation:

2. Address of applicant organisation

3. Name of contact person

4. Name and Address of organisation responsible for disbursement of funding

5. Name of Project

6. Description of Project

7. Amount of grant/sponsorship requested

8. Contribution towards project by the organisation

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IT IS ESSENTIAL FOR THE ORGANISATION

- Not to operate for direct profit or financial gain to the organisation or an individual.
- The proposal supports the mission statement, values and strategic direction of Council.
- The applicant organisation can demonstrate the capacity to manage and be accountable for the funds and the project.

Timeline for achieving project results

Milestone	Action/s Required	By When	Cost

The following information must also be attached to your application form and submitted together

Check list

- Certificate of Incorporation (if applicable).
- A recent financial statement.
- Confirmation by the President or Secretary that the application has been supported by resolution of the Organisation.
- Management committee and Executive Officers names.
- A letter demonstrating community support.

- Has the application been signed by all parties necessary?
- Have I answered all questions?
- Have I attached all other related information?

Signature _____

Shire of Boyup Brook Donations

Introduction

The Shire of Boyup Brook is offering organisations the provisions of financial assistance to all Local Community Groups. Enclosed are the guidelines and the Shire of Boyup Brook policy for applying for a Donation.

Objective

To promote and support community-based initiatives which meet Council's annually selected strategic direction and Community Services Planning.

Definitions

The following definitions apply to this policy:

1. Organisation is an incorporated body under the Associations Incorporation's Act 1987 or a recognized corporate body created by government with an Australian Companies Number (ACN).
2. Individual is a resident of the Town/Shire.
3. Grant – is the provision of a set amount of funds for a single year in order to achieve a specific identified purpose.
4. Sponsorship - is the provision of cash, in-kind support or subsidy to organisations or individuals in return for specifically identified promotional opportunities for Council.
5. Subsidy is the provision of in-kind in the form of a cash book entry which enables Council to determine the real cost of support provisions and donations to community groups.
6. Mission Statement – To provide leadership that will enhance existing community services, identify and provide future service needs, stimulate future developments in a constantly changing economic, cultural and social environment
7. Strategic Direction - To be a proactive local government achieving the economic and social goals of the community that are affordable, productive and environmentally responsible.

Eligibility

Only organisations are eligible for funding support. In some instances, organisations may apply for funding on behalf of individuals who must be residents of Council. Only one application per year may be funded for any one organisation.

In general, applications for funding shall fulfil the following criteria:-

1. Not for direct profit or financial gain to the organisation or an individual;
2. The proposal supports the mission statement, values and strategic direction of Council;
3. The applicant organisation can demonstrate the capacity to manage and be accountable for the funds and the project.

The Council will:-

1. only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances;
2. require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds;
3. require each successful applicant to agree that they do not represent Council in any capacity.

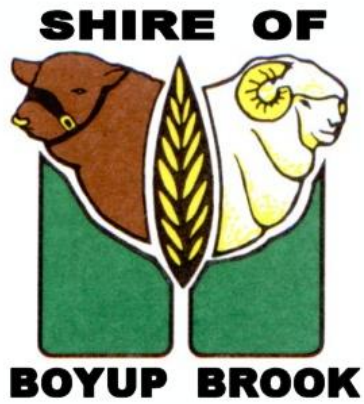
Program Promotion

All funding programs will be advertised annually in March with all applicants advised of the outcome of their application within one month of the adoption of the annual Budget. These requests will be presented to the Council with a brief precis.

Applications need to be returned to the Shire of Boyup Brook by **4.00pm Friday 28 April 2017**.

Acquittal

If your application is successful then the attached Acquittal will need to be completed and returned to the Shire Office by the date shown in the advice of approval.



**COMMUNITY GRANTS
ACQUITTAL FORM**

For the year ended 30 June 2018

This form should be used for Acquittals for Shire of Boyup Brook Community Grants. Prior to submitting your acquittal, please consult the check list below and tick boxes to show that all requested information has been included:

Enclose photocopies of all invoices and receipts relevant to your project/event

Enclose photocopies of any press releases or promotional photographs relevant to your project

Ensure this form is signed by the Chairperson or President of your Organisation

An Electronic copy of this Community Grants Acquittal Form is available from the Shire of Boyup Brooks website, listed under the "Document Centre" and search under "Forms". Acquittals can be lodged electronically.

COMMUNITY GRANT ACQUITTAL FORM

Name of Organisation _____

Name of Chairperson/President _____

Postal Address _____

_____ **Postcode** _____

Contact Person

Name _____ **Position** _____

Telephone _____ **Fax** _____

Name of Project/Event

Project/Event Commencement Date

Project/Event	Completion	Date
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Total Cost of Project/Event \$ _____

Amount of Council Grant \$ _____

Amount of Contribution by Organisation \$ _____

Or contribution in kind (eg; labour, materials)

(Please specify) _____

Contribution from Other Sources \$ _____

How many people were involved in your Organisation's project/event

Only the Chairperson or President of the Organisation should sign this Acquittal form

I certify that all the information provided is true and correct and give permission to the Shire of Boyup Brook to contact any persons or organisations in the processing of this Acquittal

Signed _____ Position _____

Name _____ Date _____