



# Shire of Boyup Brook

## Community Grant Application For Financial Year 2023/2024

**Organisation Name** \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Grant Request Amount** \_\_\_\_\_

Applications close 4:00pm Friday 28 APRIL 2023.  
Applicants will be advised of the outcome of their application  
one month after the adoption of the Annual Budget.

## Applicant Details

Name of applicant organisation			
Name of President or Chairperson			
Name of main contact person			
Position of main contact person			
Telephone		Email	
Postal Address			

## Status of the Organisation

<input type="checkbox"/> Incorporated Association (include Certification of Incorporation)			
<input type="checkbox"/> Cooperative			
<input type="checkbox"/> Established Community Group			
<input type="checkbox"/> Other (provide details)			
Is the organisation registered for GST? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does the organisation have an ABN? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	
Does the organisation have Public Liability Insurance?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy provided
Has the organisation previously received Community Funding from the Shire?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of project (name, year, amount)			

## Grant Request Information

Community Grants are a once off contribution for projects occurring within the financial year. Community Grants are for requests \$1,001 and over. Community Donation requests for under \$1,000 are to be made via request letter to the CEO. Both Community Grants and Community Donation applications will be assessed by the assessment panel. Preference will be given to applications that leverage funds and provide a larger percentage of cash contribution.

Community grant request	
Amount contributed by the organisation	

## Project / Activity / Event Information

Project name	
Project description - clearly explain what you want the funding for (min 100 words max 250 words).	
Proposed commencement date	
Proposed completion date	

Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).

Explain how your project is aligned to the strategic objectives of the Boyup Brook Shire (see Annual Report and Strategic Community Plan on the website or contact the Shire office for more details). Provide a comprehensive explanation as to why Council should fund your proposal (min 150 words max 500 words).

### Project Budget

Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required.

#### Income Table

Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution				
Shire of Boyup Brook				
Other sources of funding				
<b>Total Income</b>				

#### Expenditure Table

Expenditure Details	Funding Organisation	Amount
<i>ie Catering</i>	<i>Shire of Boyup Brook</i>	<i>\$200.00</i>
<b>Total Expenditure</b>		

## Applicant Checklist

Prior to submitting your application, please consult the checklist below and tick boxes to show that all requested information has been included:

- If your organisation is incorporated, please provide your Certificate of Incorporation
- Please provide a copy of your Insurance Certificate of Currency
- Please provide a recent financial statement (audited where applicable)
- Confirmation that the application has been supported by resolution of the organisation
- List of Management Committee and Executive Officers names and positions
- Letter(s) of support from other community groups
- Ensure all relevant parties have endorsed and signed the application
- Ensure all the questions have been answered and relevant information attached.

## Application Authorisation

**Only the Chairperson or President of the Organisation should sign this application form.**

I certify that I am authorised to make this application on behalf of the organisation, that all the information provided is true and correct and I give permission to the Shire of Boyup Brook to contact any persons or organisations regarding this application. I agree to abide by the Shire of Boyup Brook Code of Conduct.

Name			
Position			
Signed		Date	

Submit this completed form and associated supporting documents by **Friday 28 April 2023**.



Attention: CEO  
Shire of Boyup Brook  
PO Box 2  
55 Abel Street  
Boyup Brook WA 6244



[shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au)  
(subject line Community Grant Application and your organisations name)