



Shire of Boyup Brook

Community Grant Application For Financial Year 2025/2026

Organisation Name _____

Project Name _____

Grant Request Amount _____

Applications close 4:00pm Friday 25 April 2025.

This Application Form should be read in conjunction with Council's Policy C17 Community Grants which includes information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.boyupbrook.wa.gov.au>

All new applicants are strongly encouraged to contact the Manager Community Services either by phone on 9765 1200 or email shire@boyupbrook.wa.gov.au to discuss your application prior to completing this form.

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

☐ Incorporated Association (include Certification of Incorporation)

☐ Cooperative

☐ Established Community Group

☐ Other (provide details)

Is the organisation registered for GST? ☐ Yes ☐ No

Does the organisation have an ABN? ☐ Yes ☐ No

Number

Does the organisation have Public Liability Insurance?

☐ Yes ☐ No

☐ Copy provided

Has the organisation previously received Community Funding from the Shire?

☐ Yes ☐ No

If funding has been received previously, did you acquit the grant?

☐ Yes ☐ No

Details of project (name, year, amount)

Grant Request Information

Community Grants are a once off contribution for projects occurring within the financial year and are for requests not exceeding \$5,000. Community Grant Applications will be assessed by Council with preference given to applications that leverage funds from additional organisations 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	
<p>Explain why the project is important and the benefits to your community group and the wider community (min 100 words max 250 words).</p>	
<p>Explain how your project is aligned to the strategic objectives of the Shire of Boyup Brook (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 including which objectives your project is aligned to and why (min 150 words max 500 words).</p>	
<p>Who is your target audience/participants? eg youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc (min 100 words max 250 words).</p>	
<p>Are you working with any other community groups to achieve your project? If yes, please provide details of each group and how they are supporting the project.</p>	

What will the funding be specifically used for?

Project Budget

Total income must be equal to total expenditure (all amounts ex GST). Please add an extra sheet if required. If applicable, please include in your attachment's confirmation from other funding sources, copies of quotes and in-kind breakdown.

Income Table

Funding Source	Cash (Ex GST)	In-Kind	Total	Confirmed Y/N
Applicant's contribution				
Shire of Boyup Brook				
Other sources of funding				
Volunteer hours	@\$30 p/hr =			
Total Income				

Expenditure Table

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

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
- ☐ Copy of Insurance Certificate of Currency
- ☐ 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
- ☐ Quotes attached
- ☐ In-kind breakdown attached
- ☐ Confirmation from other funding source/s attached
- ☐ All relevant parties have endorsed and signed the application
- ☐ All 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 for 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 4:00pm Friday 25 April 2025.



Attention: Manager Community Services
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244

or



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