



Shire of Boyup Brook
Community Grant Application Form

1. Name of applicant organisation

2. Name of project/event/activity

3. Name of President or Chairperson

4. Name of main contact person

Position of main contact person

<input type="text"/>	<input type="text"/>
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5. Telephone

6. Email (for all correspondence)

<input type="text"/>	<input type="text"/>
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7. Postal address of applicant organisation (for all correspondence)

8. Grant type requested

Grant details

- Up to \$500
 \$501 - \$10,000
 \$10,001 +

Memorandum of Understanding (MOU)

- Up to \$500
 \$501 - \$10,000
 \$10,001 +

9. Amount requested

10. Amount contributed by the organisation

\$ <input type="text"/>	\$ <input type="text"/>
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11. Project summary - Clearly explain what you want the funding for.

Applicant details

12. Has this organisation previously received Community Funding from the Shire?

- Yes
- No

If yes, please provide the following details:

Previous project name	Year grant funded	Grant amount
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Have all previous applications been successfully acquitted?

- Yes
- No (if no provide details)

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13. Status of the organisation

- Incorporated Association (include certificate of Incorporation)
- Cooperative
- Established Community Group
- Other (provide details):

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Is the organisation registered for GST?

- Yes
- No

Does the organisation have an ABN?

- Yes (provide details)
- No

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Does your organisation have public liability insurance?

- Yes (provide Certificate of Currency)
- No

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Project/Activity/Event Information

14. Proposed commencement date

Proposed completion date

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15. Explain why the project is important

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Project/Activity/Event Information

16. Explain the benefits of your project to your community group and/or the wider community. How many people will benefit from this both directly and indirectly?

17. Explain how your project is aligned to the strategic objectives of the Boyup Brook Shire (see Annual Report and Strategic Community Plan or contact the Shire office for more details). If your project does not directly align please substantiate your request.

18. Project Budget

Please note both income and expenditure totals must equal.

Income	Amount	Expenditure	\$
Applicants cash contribution		Items	
Applicants in kind contribution		In Kind	
Specify other:		Specify other:	
Total applicant contribution			
Amount requested from Council			
Total (sum of applicant contribution and amount requested by Council)		Total	

19. Project Timeline

Timeline for achieving project /event/activity results

Milestone	By When

20. Application Checklist

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

- Certificate of Incorporation (where applicable).
- A recent financial statement (audited where applicable).
- Confirmation by the President or Secretary that the application has been supported by resolution of the Organisation.
- Management committee and Executive Officers names.
- Letter(s) of support from other Community Groups.
- Has the application been signed by all parties necessary?
- Have all the questions been answered?
- Has all the relevant information been attached?

Submit this completed form and associated supporting documents by **27 April 2018**.

Shire of Boyup Brook
Abel Street (PO Box 2)
Boyup Brook WA 6244
email: shire@boyupbrook.wa.gov.au

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

I agree that the organisation does not represent the Shire in any capacity.

- Yes (provide details)
- No

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Name

Signed

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Position

Date

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