



## **Shire of Boyup Brook**

# **Community Grant Application For Financial Year 2019/2020**

**Organisation name**

**Project or event name**

**Grant request amount**

Applications close 5pm Friday 26 April 2019.  
Applicants will be advised of the outcome of their application one month after the adoption of the Annual Budget.



## 1. Applicant details

Name of applicant organisation

Name of President or Chairperson

Name of main contact person

Position of main contact person

Telephone

Email (for all correspondence)

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

If yes, provide details:

Does your organisation have Public Liability Insurance? If yes, please provide a copy.

- Yes  No

Has this organisation previously received Community Funding from the Shire?

- Yes  No

If yes, please provide details of project (name, year funded, amount received).

Have all previous applications been successfully acquitted?

- Yes  No  Not applicable

If no, provide details:



## 2. Grant request information

Community Grants are a once off contribution for projects occurring within the financial year. Memorandum of Understanding (MOU) is a request for a funding agreement for three years.

### Grant details

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

### MOU

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

Amount requested

Amount contributed by the organisation

## 3. Project/activity/event information

Project name

Project description - clearly explain what you want the funding for.

Proposed commencement date

Proposed completion date



Explain why the project is important and the benefits to your community group and/or the wider community.

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.



#### 4. Project Budget

Total income must be equal to total expenditure (all amounts ex. GST).

##### 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>i.e. Catering</i>	<i>Shire of Boyup Brook</i>	<i>\$200.00</i>
<b>Total Expenditure</b>		



## 5. Application 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.

## 6. 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.

### Declaration of Interest

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

Yes                       No

If yes, provide details:

Name

Position

Signed

Date

Submit this completed form and associated supporting documents by **Friday 26 April 2019**.

Attn: Community Grants Administrator  
Shire of Boyup Brook  
Abel Street (PO Box 2)  
Boyup Brook WA 6244  
Email: [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au)