



## Round One

2018 / 19

## COMMUNITY SMALL GRANTS FUND

**Applications may be submitted until  
4.30pm, Friday 26 October 2018**

No late applications will be accepted.

Applications should be submitted to:

Shire of Collie  
87 Throssell Street  
Collie WA 6225

or

via email to [colshire@collie.wa.gov.au](mailto:colshire@collie.wa.gov.au)

For further information contact:

Community Development Officer: 9734 9000

[colshire@collie.wa.gov.au](mailto:colshire@collie.wa.gov.au)

## Organisation details

<b>Name of Organisation:</b>		
<b>ABN (if applicable):</b>		
<b>Bank account details</b>	Name on bank account:	
	Bank name:	
	BSB number:	
	Bank account number:	
<b>Postal address:</b>		
<b>Contact person:</b>		
<b>Phone contact:</b>		
<b>Email address contact:</b>		
<b>Type of organisation:</b>		

Has your organisation received / applied for funding from the Shire of Collie Small Grants Fund previously?  Yes  No

If yes, please provide details:

## Event / project details

<b>Name of proposed event / project:</b>	
<b>Date of event / project:</b>	
<b>Timeframe:</b>	
<b>Location of event / project (must be held in Collie):</b>	
<b>Describe any income you will derive from the event (e.g. gate takings, sale of food, etc):</b>	
<b>Total estimated LOCAL expenditure for event / project:</b>	
<b>Total estimated expenditure for event / project:</b>	

**Please provide a brief overview of the proposed event / project** *(maximum 300 words)*

**Please explain how the event / project will benefit the community of Collie** *(maximum 300 words each)*

**Economic Benefits**

**Social Benefits**

**Please explain who is the target group and the estimated number of people to benefit from the event / project based on previous experience** *(maximum 150 words)*

**Please list all potential community partners for the event / project**

## Alignment to the Shire of Collie Strategic Plan 2017-2027

Please tick the area/s below that your project is most aligned to within the Shire of Collie's Strategic Plan. A complete copy of the Shire of Collie Strategic Plan 2017-2027 is available from the Shire website, [www.collie.wa.gov.au/council/public-documents](http://www.collie.wa.gov.au/council/public-documents)

### 1. Our Community – A vibrant, supportive and safe community

#### 1.1. Health, education and family support services that are accessible and meet the needs of the community.

- 1.1.1. Continue to advocate for health, education and family support services
- 1.1.2. Support and promote opportunities for youth development, employment and activities
- 1.1.3. Support the provision of a range of facilities and services to encourage ageing in place in our community.
- 1.1.4. Advocate for adequate early childhood facilities and programs.
- 1.1.5. Support lifelong learning, arts and culture in the community through the provision of library and cultural facilities and services.
- 1.1.6. Promote a high standard of public health.
- 1.1.7. Support a collaborative approach to alcohol management in the community.
- 1.1.8. Ensure people with disabilities can access and use both Shire and general facilities and services.

#### 1.2. Participation in sport, recreation and leisure opportunities

- 1.2.1. Provide and promote sport, recreation and leisure facilities and programs.
- 1.2.2. Provide support to local sport and recreation clubs and groups to increase public participation.

#### 1.3. An active and supportive community

- 1.3.1. Support community initiated and owned projects.
- 1.3.2. Work in partnership with community groups to increase volunteer numbers.
- 1.3.3. Support and encourage participation in community and civic events.
- 1.3.4. Develop stronger links with the local Indigenous community.
- 1.3.5. Recognise and celebrate the culturally diverse groups within the community.

#### 1.4. A growing community

- 1.4.1. Attract new residents through promoting and marketing the lifestyle, natural environment, facilities, services and business opportunities in Collie.
- 1.4.2. Encourage the development of rural residential opportunities.
- 1.4.3. Work with industry and other employers to encourage new employees to reside in Collie.

#### 1.5. A safe community

- 1.5.1. Work with the local Police Department and other relevant agencies to provide a safer community.
- 1.5.2. Support emergency and fire management planning, preparedness, response and recovery arrangements.
- 1.5.3. Provide animal management services.

### 2. Our Economy – A strong and diversified economic base driven by a range of business and employment opportunities

#### 2.1. Local industrial development and diversification

- 2.1.1. Work with the State Government to invest in Collie's economic future.
- 2.1.2. Promote and support local industry development and diversification. i.e.Agriculture

- 2.1.3. Ensure the provision of industrial land.

## 2.2. A strong business and services sector

- 2.2.1. Promote and support growth in the commercial, professional and government services sectors.
- 2.2.2. Work with the Collie Chamber of Commerce and Industry to promote improved retail facilities and encourage local shopping.
- 2.2.3. Promote information technology business opportunities utilising the National Broadband Network.
- 2.2.4. Maintain communication with local businesses to understand their opportunities and barriers, and how Council can best support them.

## 2.3. A growing tourism industry

- 2.3.1. Support the provision of appropriate visitor servicing facilities including the Collie Visitor Centre.
- 2.3.2. Support local and regional tourism destination management and marketing initiatives that provide local tourism growth; including:
  - Collie Caravan Park
  - supporting development of Lake Kepwari and Collie Motorplex
  - support development of camping facility managed by the Department of Parks and Wildlife (DPAW)

## 3. Our Natural Environment – A protected and sustainable natural environment that supports the needs and aspirations of the community.

### 3.1. A protected natural environment

- 3.1.1. Sustainably manage bushland.
- 3.1.2. Support community based environmental protection initiatives.
- 3.1.3. Encourage industry to take a collaborative approach to environmental management.
- 3.1.4. Investigate the supply of natural gas to residential areas.

### 3.2. Water resources sustainability

- 3.2.1. Advocate for improvement of the Upper Collie River Catchment.
- 3.2.2. Continue the revitalisation of the Collie River environment in the town.
- 3.2.3. Advocate for improved water quality and utilisation of the Wellington Dam for recreational purposes.
- 3.2.4. Continue to implement the International Communities for Local Environmental Initiatives (ICLEI) Water Campaign Local Action Plan.
- 3.2.5. Promote water conservation practices in the community.

### 3.3. Effective waste diversion and recovery

- 3.3.1. Provide waste collection, recycling and disposal services.
- 3.3.2. Promote recycling, reuse and minimisation of waste in the community.
- 3.3.3. Support development of appropriate regional waste management strategies.

### 3.4. Adaption to climate change

- 3.4.1. Identify and undertake appropriate climate protection actions aligned with the International Communities for Local Environmental Initiatives (ICLEI) programs.
- 3.4.2. Incorporate energy saving initiatives into all new and redeveloped Council facilities and encourage the community to adopt energy saving initiatives in their homes and developments.

- 3.4.3. Incorporate environmentally friendly initiatives into Council facilities.
- 3.4.4. Advocate for cleaner coal technologies. (see also Goal 2)

**4. Our Built Environment – Infrastructure, Amenities and development that supports the needs and aspirations of the community**

**4.1. Appropriate land use, development and heritage conservation**

- 4.1.1. Ensure appropriate planning controls for land use and development.
- 4.1.2. Promote the development of high quality residential developments.
- 4.1.3. Identify urban renewal opportunities.
- 4.1.4. Support and promote the conservation and maintenance of heritage buildings, sites and places of interest.

**4.2. Attractive townscapes and streetscapes**

- 4.2.1. Manage and maintain infrastructure in the Central Business District and support vibrant services and retail shopping.
- 4.2.2. Manage and maintain the Council's parks, gardens, verges and open space.
- 4.2.3. Upgrade and maintain the approaches to Collie.

**4.3. A safe and reliable transport system**

- 4.3.1. Maintain and further develop local roads and footpath networks.
- 4.3.2. Lobby the State Government for upgrading of main roads servicing the Shire.
- 4.3.3. Work with Main Roads WA to manage heavy vehicle movement through Collie.

**4.4. An effective and reliable drainage system**

- 4.4.1. Manage and maintain the Shire's drainage system

**4.5. Council buildings and service related assets that support community needs**

- 4.5.1. Manage and maintain public buildings, facilities and public amenities.
- 4.5.2. Provide an appropriately serviced cemetery.
- 4.5.3. Manage and maintain service related machinery, vehicles and equipment.

**4.6. A sustainable asset and infrastructure base**

- 4.6.1. Develop and implement long-term asset management plans for all Council assets.
- 4.6.2. Develop capital programs based on asset management plans and complete identified projects within scheduled timeframes.
- 4.6.3. Maintain effective liaison with other levels of government and regional bodies to ensure coordinated provision of regional infrastructure.

## Financial Information

Proforma Budget Estimate

All figures to be exclusive of GST.

**Title of Event / Project:** \_\_\_\_\_

### Income and in-kind support received for the event / project

<b>Source of income</b> (e.g. Entry fees, sale of refreshments, other grant applications, provision of labour from own organisation)	<b>Cash (ex GST)</b> \$	<b>In-kind support (ex GST)*</b> \$
Shire of Collie Grant Application		
<b>Total income:</b>		

### Proposed expenditure for the event / project

<b>Item</b> (e.g. Advertising, goods or services) Clearly identify local expenditure.	<b>Shire of Collie grant (ex GST)</b> \$	<b>Other grants / Cash (ex GST)</b> \$	<b>Total cash (ex GST)</b> \$	<b>In-kind support (ex GST)</b> \$
<b>Total expenditure:</b>				

\* For in-kind support please use \$32.50 per hour for any volunteer hours for the event / project and commercial rates for other goods or services to be provided.



## Shire of Collie

### Community Small Grants Fund

As an extension of the work undertaken by Council, and in recognition of the valuable contribution community organisations make to the well being of the Shire of Collie, Council has resolved to establish a Community Small Grants Fund.

The Fund is aimed at assisting community based organisations to undertake finite projects which can be shown to support the Shire's Vision Statement:

*"Collie - a vibrant, growing and sustainable community where people live, visit and invest."*

### Grant terms and conditions

Applications must fulfil the following criteria:

- The application is for amounts up to \$5,000
- The project will be undertaken within the Shire of Collie and funds expended in Collie (wherever possible)
- The project will deliver economic benefit and / or social and community well-being benefit to the community
- The project can demonstrate an alignment to the Shire of Collie Strategic Community Plan 2017-2027 (as outlined above)
- Unless otherwise agreed, the applicant will need to be an incorporated not for profit organisation or seek the auspice of an incorporated not for profit organisation to administer the applicant's fund and provide accountability for the grant
- Organisations will not be funded for more than one project in any one financial year
- Council staff will access the application using the following criteria:
 

Economic weighting	10%
[estimate of local spend to be provided]	
Social/community well-being weighting	50%
Strategic plan alignment weighting	40%

1. The funds are available to not-for-profit organisations that can demonstrate a direct positive influence on the Collie community.
2. Funding for successful Round One grant applications will be available after Council resolution.
3. Organisations will not be funded for more than one project in any one financial year.
4. All applications will be reviewed by Council in accordance with the funding criteria.
5. Council reserves the right to accept or reject any application received.
6. Applicants will be advised within 14 days of Council's deliberations of their success or

otherwise.

7. Successful applicants will be required to provide Council with an evaluation of the project and acquittal of the funding received, based on the criteria for receiving the grant allocation.
8. Acknowledgement of the Shire of Collie must be included in any advertising and on any material relating to the project for which the funds were allocated.
9. The grant funds will be utilised within the specified period, unless authority to change the timeline is received by a resolution of Council prior to the expiry date, and if not the funds will be returned to the Shire of Collie in full.
10. The funds shall only be paid over to the organisation once Council has received an official Tax Invoice.
11. For funds paid in advance, all unexpended funds shall be returned to the Shire of Collie within one month of Council receiving advice that the project has been completed or is not to continue.
12. The Shire of Collie is under no obligation to check bank details (if supplied) prior to the transfer of any funds to the organisation.
13. Grant funds are provided on a one-off basis and should not be seen by the applicant as an entitlement to any further funding by Council.
14. The Shire of Collie will not be held responsible for the success of the approved purpose for which the grant was given or for any losses or additional costs incurred that are associated with the approved purpose.
15. The applicant must comply with all Local, State and Commonwealth laws applicable to the approved purpose.
16. Applicants must formally acquit their grant funds within 8 weeks of the completion of the project, on the approved acquittal and evaluation forms provided.

## Declaration

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriate sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Collie to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate;
- If a grant is provided I am aware that grant Terms and Conditions as outlined above will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I agree to run the project as stated, and provide a final acquittal report and Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Collie within 8 weeks of completion of the project and that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and is able to meet all accountability requirements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## Checklist

Prior to submitting your application please ensure the following has been completed:

- All questions in the application form have been completed.
- A legally authorised officer has read, agreed to the grant terms and conditions, and signed the application form.
- Attachments:
  - Copy of your organisation's (or the sponsoring organisation's) Certificate of Incorporation
  - Copy of current ABN status [from Taxation Office website] (if applicable)
  - Quotes for goods and services
  - Additional supporting material [maximum six pages] (if applicable).