

COMMUNITY SMALL GRANTS FUND.

Round two 2019/2020



Shire of
Collie
Explore. Discover. Connect.

Applications may be submitted until 4.30pm, Friday 6 March 2020

No late applications will be accepted. Applications should be submitted to: Shire of Collie, 87 Throssell Street, Collie, WA. 6225 or email colshire@collie.wa.gov.au.

Organisation Details

Name of Organisation			
Is your organization Incorporated?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Postal Address			
Email Address			
Phone Contact			
Contact Person			
ABN (if applicable)			
Registered for GST (Yes or No)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Bank Account Details	Name on bank account:		
	Bank name		
	BSB number		
	Account number		
Please describe your organisation and its purpose in 150 words or less: (How long has it existed, history, current membership including relevant membership growth, include any other important information to build a picture for the assessment panel).			

Event/Project Summary

Name of proposed event/project	
Dates of event/project	
Location of event/project (must be held in Collie)	
Timeframe (estimated start, duration and end of event project)	

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 200 words each – dot points acceptable)
Economic Benefits

Social Benefits

Health and Well-being Benefits (Physical/ mental)

Does your event/project promote Arts and Cultural development in Collie? (150 Words)

Please list all potential partnerships for the event/project.

Partnerships

(e.g. local businesses, service organisations, local not-for-profits)

State what their role is

(in the lead up to the event or project or on the day of the event or program)

Financial Information

Proforma Budget Estimate

All figures to be exclusive of GST.

Tips when completing budget:

1. Applicants that can demonstrate their own financial contributions may be considered favourably.
2. Total Income needs to equal total expenditure.
3. Do not include GST.
4. In-kind contribution refers to donations/inclusion of goods or services that have a value, e.g. venue costs, donated materials, or volunteer's time.
5. Please calculate the value of volunteer time at \$25/hour/volunteer.
6. List expenditure items that are to be funded by the Shire Grant in the gray area.
7. Total expenditure is for the event/project only.

EXAMPLE BUDGET

Income	Amount (excl GST.)	Expenditure Please list items	Amount (excl GST.)
Shire of Collie REQUESTED Grant \$	2000	Marketing and promotion	1000
		Venue Hire	450
		Facilitator	550
Organsations cash contribution	1500	Catering	500
Donations		Temporary Infrastructure	1450
Sponsorship		Event Fees	350
Other grants/funding		Traffic Management	1450
Additional contributions from other sources			
Tickets sold \$15 each (max 150 sold)	2250		
Sub Total Income	5750	Sub Total Expenditure	5750

Income in-kind		Expenditure In-kind The Shire recognizes your valuable contribution – please estimate value of in-kind contribution.	
Volunteers x 4 x 12 hrs @ \$25/hr	1200	Volunteers x 4 x 12 hrs @ \$25/hr	1200
Administration cost (printing, photocopying)	75	Administration cost (printing, photocopying)	75
Sub Total of Income In-kind	1275	Sub Total of Expenditure In-Kind	1275
TOTAL INCOME	7025	TOTAL EXPENDITURE	7025

EVENT/PROJECT BUDGET

Income	Amount (excl GST.)	Expenditure Please list items	Amount (excl GST.)
Shire of Collie REQUESTED Grant \$		*see tip 6	
Organisations cash contribution			
Donations			
Sponsorship			
Other grants/funding			
Additional contributions from other sources			
Sub Total Income		Sub Total Expenditure	
Income in-kind		Expenditure In-kind The Shire recognizes your valuable contribution – please estimate value of in-kind contribution.	
Sub Total of Income In-kind		Sub Total of Expenditure In-Kind	
TOTAL INCOME		TOTAL EXPENDITURE	

Please estimate how much of the above costs will be spent locally. (\$ or % value)	
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Has your organization received/applied for a Shire of Collie Small Community Grant previously?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details	

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:

“ A connected community that is as rich and diverse as its heritage and landscape.”

Grant terms and conditions

- 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
- 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.
- 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%

Applications must fulfil the following criteria:

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 two 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 and decided 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. Successful applicants must show acknowledgement of the Shire of Collie eg. Mention in advertising material, invitation to opening of event, banners/logo displayed at event.
 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.
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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

Declaration of Applicant

Name of Person	
Position Title	
Organisation Name	
Signature	
Date	

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).

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If you do not receive a confirmation of receipt of your application within 48hrs of lodgement please call Community Development Officer, Tamsin Emmett on 97349007 to follow up.
