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| **SHIRE OF GINGIN COMMUNITY FUNDING PROGRAM**  Community Projects (up to $10,000): Guidelines |

This grant is available for events and projects that support the Shire’s five focus areas (see next page) for enabling a thriving community. If your project involves upgrades to public areas or buildings, please contact us prior to applying as a Concept Enquiry approval is generally required.

What is eligible for funding?

To be eligible for a Community Project grant (up to $10,000 excluding GST) the event/project must:

* Take place within the Shire of Gingin’s local government boundaries
* Be organised by an incorporated not-for-profit, or group that is auspiced by a not-for-profit
* Support one or more of the Shire’s funding focus areas
* (For Concept Enquiries only) Have a Shire in-principle Letter of Support

This grant is not eligible for:

* Consumables (e.g., printing inks, office supplies)
* Core operating costs (e.g., a permanent position for ongoing work)
* Commercial activities
* Projects with a political or religious purpose only
* Retrospective costs
* Emergency services groups (as these are funding by the Shire through other avenues)

How are applications assessed?

Council asks six questions when it assesses each funding application:

1. How does the project support the community funding focus areas?
2. What will the benefit be for the community?
3. Which part of the community will benefit?
4. Does the group have the experience/support needed to complete the project?
5. What in-kind or cash support is being provided by the applicant or other funding partners towards the project?
6. Is the cost of the project reasonable for the benefits created?

How do we apply?

Fill in the application form on pages 3, 4 and 5. Ensure you attached the required documents and read the Funding Agreement prior to signing.

Contact our team with any questions and make sure your application is submitted by 31 March 2024.

When do we find out if we are successful?

We will let you know the outcome of your application by the end of August 2024. The grant funds can only be used to cover purchases made after funding is confirmed.

More information

For more information, please contact the **Community Services** team.

**T:** (08) 9575 5100

**E:** [grants@gingin.wa.gov.au](mailto:grants@gingin.wa.gov.au)

**W:** [www.gingin.wa.gov.au/funding-and-grants](http://www.gingin.wa.gov.au/funding-and-grants)

# Community Funding Focus Areas

What are the Community Funding focus areas?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FOCUS AREAS | Attractions & Economy | Connections & Wellbeing | Planning & Sustainability | Excellence & Accountability |
| Description | Actively Pursue Tourism and Economic Development | Grow and Nurture Community Connectedness and Wellbeing | Plan for Future Generations | Deliver Quality Leadership and Business Expertise |
| Examples of Past Community Funding Projects & Events | **Woodbridge Spring Fair 2022** Stream 1, $4,000 towards the Woodbridge Spring Fair 2022.  **Lancelin CRC** Stream 4, $10,000 towards Lancelin Tourism Initiatives.  **Gingin CRC** Stream 1, $2,500 towards Arts N Rock 2023. | **Lancelin Primary School**  Stream 1, $2,000 towards the Perth and Fremantle Camp 2022.  **Lancelin Angling & Aquatic Centre** Stream 1, $700 towards the John Bray Junior Classic 2022.  **Lower Coastal Neighbourhood Watch** Stream 4, $1,000 towards Lower Coastal Neighbourhood Watch meetings. | **Seabird Progress Association** Stream 1  $3,940 towards Seabird Seaweed Control.  **Lower Moore River Working Group** Stream 4, $5,000 towards Moore River maintenance.  **Moore Catchment Council** Stream 4, $5,000 towards provision of Environmental Services. | **Public Liability Insurance** for various groups such as Guilderton Community Association, Redfield Park Community Association, Gingin Pensioner Club and Moore Men’s Shed, Stream 2.  **Gingin Playgroup Inc.** Stream 1, $5,000 towards Upgrades to Gingin Playgroup Facilities. |

The Community Funding focus areas come from the Shire of Gingin’s Strategic Community Plan 2022-2032which is developed in consultation with the community. Full details on each focus area can be found by viewing the plan at <https://www.gingin.wa.gov.au/reports-and-publications>how well they meet the chosen focus area/s.



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| **APPLICATION FORM**  For Community Projects up to $10,000 (GST excl.) |

1. project and applicant information

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| --- | --- | --- | --- |
| **Project/Event Title:** |  | | |
| **Sum requested from the Shire of Gingin (GST exclusive):** | | | |
| **Organisation name:** |  | | |
| **Postal Address:** |  | | |
| **Contact person:** |  | **Role:** |  |
| **Contact number:** |  | **Email:** |  |
| **Is your group incorporated:**  Yes  No \**if not incorporated please completed below* | | | |

*\*Auspicing Organisation Details* ***IF RELEVANT*** *(if the applicant is not-incorporated and another organisation is auspicing)*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Organisation name:*** |  | | |
| ***Postal Address:*** |  | | |
| ***Contact person:*** |  | ***Role:*** |  |
| ***Contact number:*** |  | ***Email:*** |  |
| **Is your group incorporated:**  *Yes*  *No* | | | |

2. Your project

**a)** **What is the project/event you would like to run in the community?**

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**d) Which of the funding focus areas does this your project support?**

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**b)** **How will this project benefit the community? What do you plan to achieve?**

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**c) Who will benefit from your project?** (tick all that apply)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Our group | Our suburb | | Whole of Shire | | Visitors | Local business |
| Kids | Youth | Elderly | | Other (specify): | | |

**e) What experience does your group have that will enable you to complete the project?**

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3. budget

**a) Project Income: Where are you getting the resources for the project from?** *Note:* *If your group is contributing volunteer hours towards organising and running the project this can be calculated at $25 per hour per person in-kind contribution*

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| --- | --- | --- | --- |
| **INCOME** | | | |
| **Income Sources** | **Cash**  **(GST EXCL)** | **In-Kind Contribution** | **Confirmed**  **If Yes tick box** |
| Own (Applicant’s) Organisation Contribution | $ | $ |  |
| Shire of Gingin Request | $ | $ |  |
| *List other sources such as other grants being applied for or local sponsorships* | $ | $ |  |
|  | $ | $ |  |
| **Total $ income** | $ | $ |  |

**b) Project Expenditure: what will you need to purchase/hire to complete the project?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPENDITURE** | | | | |
| **Item(s) description** | **Cash**  **(GST EXCL)** | **In-Kind** | **Total** | **Tick items that Shire grant would fund.** |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
| **Total $ cost of items** | $ | $ | $ |  |

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**c)** **Do you need to use a Shire building or Public Open Space?** (if yes, please detail)

4. applicant checklist

Copy provided with application:

Quotations for project/event

Supporting information, such as stakeholder and community support, photos, etc.

Most recent financial statement

Insurance Certificates of Currency (if not supplied in previous years)

Current Certificate of Incorporation (if not supplied previously)

(For Concept Enquiry projects only) Shire In-principle Letter of Support

5. DECLARATION:

On behalf of the applicant organisation, I declare that:

* All the information provided is true and correct.
* I give permission to the Shire of Gingin to contact any persons or organisations in the assessment of the application, as appropriate.
* I have read and fully accept the **Funding Agreement** (next page), understanding it will come into effect if this Funding Application is successful.

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| **Applicant Signature:** |  | **Date:** |
|  | Chairperson/President/Authorised Person | |
| **Print Name:** |  | **Title:** |
| **Position:** |  | |
| **Witness name:** |  | |
| **Witness signature:** |  | |

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| ***Auspicing organisation Details (if applicable)*** | | |
| ***Auspicing Signature:*** |  | ***Date:*** |
|  | *Chairperson/President/Authorised Person* | |
| ***Print Name:*** |  | ***Title:*** |
| ***Position:*** |  | |
| ***Witness name:*** |  | |
| ***Witness signature:*** |  | |



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| **Funding Agreement between the Shire of Gingin and the Applicant** |

**The Applicant agrees to:**

1. Use the funding for the purpose outlined in the application or seek a variation in writing from the Shire prior to spending any funds.
2. Only acquit expenditure from within the 2024/25 Financial Year, made after receiving written confirmation of funding.
3. Comply with Goods and Services Tax (GST) requirements:
   1. If the group or organisation is registered for GST, then comply with GST requirements and issue a tax invoice with Australian Business Number (ABN) and GST included in addition to the approved grant amount;
   2. If the group or organisation is not registered for GST then GST cannot be added onto the approved amount and payment will be made on receipt of an invoice with ABN or invoice with a Statement by Supplier; and
   3. GST liability will be remitted to the Australian Taxation Office (ATO).
4. Receive 50% of payment prior to commencement of the project and remaining 50% upon receipt of the acquittal and completion of the project.
5. Invite a representative from the Shire of Gingin to attend the sponsored event, if applicable.
6. If applicable, sell or provide low strength alcohol and non-alcoholic beverages, including water, at the event as the Shire supports the responsible consumption of alcohol.
7. Prominently display the Shire of Gingin logo on advertising, including electronic media, relating to the project or event. Collect, display and return the Shire’s logo banners at the project or event.
8. Where possible use local volunteers, community groups and service providers to retain funds in the local community.
9. Endeavour to create a project/event that is accessible to all ages and abilities.
10. Satisfactorily complete the 2024/25 Community Funding Acquittal, including submitting copies of paid invoices/receipts for purchases relating to the Community Funding and copies of promotional material by **Monday 31 May 2025** at the latest.
11. Return unspent money if applicable. The funding is contingent on actual spending as supported by the invoices/receipts in the acquittal.

**The Applicant understands that:**

1. **Failure to adhere to this Funding Agreement may jeopardise the organisation’s future funding opportunities with the Shire.**
2. **This Funding Agreement will end on Wednesday, 31 May 2025, including return of the completed Acquittal, unless by prior written request and agreement.**