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| **SHIRE OF GINGIN COMMUNITY FUNDING PROGRAM**  Council Budget Request (over $10,000): Guidelines |

This grant is for larger scale projects that require more than $10,000 of funding from the Shire. Owing to the larger sum requested, a more detailed application form is required to show that all aspects and costs have been considered to ensure a successful project. If the project you are wanting to complete is for infrastructure or upgrades to Shire buildings, then a Concept Enquiry will need to be submitted and a Shire in-principle letter of support attached to this application. Concept Enquiries can be started at any point in the year and it’s good to get started on this process well before the annual Community Funding round to allow Council time to consider the project.

What is eligible for funding?

To be eligible for a Community Project grant (over $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 much can we apply for?

There is no cap on how much you can apply for. However, it is good to keep in mind that applicants who contribute a greater percentage of cash or in-kind contribution to their own project, or have been able to secure additional funding, will rank higher than those that don’t.

How are applications assessed?

Council assesses each Council Budget Request individually. Council asks six questions when it assesses your funding application:

1. How does the project support the community funding focus areas? (See next page)
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 providing 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 the following pages. Ensure you attach the required documents and sign the declaration. 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)

# Logo, company name Description automatically generated Community Funding Focus Areas

What are the Community Funding focus areas?

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| 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 Council Budget Requests $10,000+ |

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| **ProjeCt Budget request** | | | | | | | | | | | | |
| **Project/Event Title:** |  | | | | | | | | | | | |
| **Dollar sum requested from the Shire of Gingin** | | | | $      (GST Exclusive) | | | | | | | | |
| **Applicant & Contact Information** | | | | | | | | | | | | |
| **Community Organisation:** |  | | | | | | | | | | | |
| **Postal Address:** |  | | | | | | | | | | | |
| **Contact Person & Role:** |  | | | | | | | | | | | |
| **Contact number:** |  | | | | | | | | | | | |
| **Email:** |  | | | | | | | | | | | |
| **ABN: (if applicable)** |  | | | | | | | | | | | |
| **Incorporated:** | Yes  No | | **GST Registered:** | | | | Yes  No | | | | | |
| **If you are applying through an auspicing body please provide their contact information (same info required as above) in this section.** | | |  | | | | | | | | | |
| **Project Description** | | | | | | | | | | | | |
| What is the Project? | | | | | | | | | | | | |
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| **Background** | | | | | | | | | | | | |
| How did the project come about? Were other options considered and how did you decide this was the best option? | | | | | | | | | | | | |
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| **COMMUNITY FUNDING FOCUS AREAS** | | | | | | | | | | | | |
| What focus area does the project support? | | | | | | | | | | | | |
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| **benefit** | | | | | | | | | | | | |
| Who will the project benefit? How many people will benefit? | | | | | | | | | | | | |
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| **Outcomes** | | | | | | | | | | | | |
| **Objectives**  What do you want to achieve? | | | | | | | | | | | | |
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| **MilestonEs** | | | | | | | | | | | | |
| **Key Actions**  What are the steps to complete the project? (e.g., gain Planning Approval) | | | **Timeframe**  When does each step need to be completed by? | | | | | **Responsibility**  Who will complete this (e.g. a contractor, group volunteer etc.) | | | | |
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| **APPROVALS / COMPLIANCY REQUIREMENTS & STATUS** | | | | | | | | | | | | |
| Have you contacted the Shire of Gingin and/or other relevant organisations to enquire of any legislative or compliancy requirements? If so, list what is applicable to your project and whether it is pending grant funding, applied for, approved etc. | | | | | | | | | | | | |
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| **MARKETING** | | | | | | | | | | | | |
| How will people know about your project? How will you acknowledge the Shire of Gingin as a project partner? What promotional avenues will you use (e.g., online, club newsletters, signage, social media etc) | | | | | | | | | | | | |
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| **SUSTAINABILITY** | | | | | | | | | | | | |
| How will the project be sustained into the future? Consider operational and whole of life costs, promotion to retain interest and support usage into the long-term, management of the facility, etc. | | | | | | | | | | | | |
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| **RISK MANAGEMENT** | | | | | | | | | | | | |
| **Risks**  What potentially could go wrong? | | **Treatment (Actions)**  What will be done to minimise the risks? | | | | | | | | **Responsibility**  (e.g., contractor, volunteer etc.) | | |
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| BUDGET: INCOME | | | | | | | | | | | | |
| How will the project be funded? | | | | | | | | | | | | |
| **List all funding sources including volunteer time, business sponsorship and other funding you have or plan to apply for** | | | **Cash**  **(GST EXCL)** | | | **In-Kind Contribution\*[[1]](#footnote-1)** | | | **Total**  **(GST EXCL)** | | | **Confirmed**  **If Yes tick box** |
| Own (Applicant’s) Contribution | | | $ | | | $ | | | $ | | |  |
| Shire of Gingin Request | | | $ | | | $ | | | $ | | |  |
|  | | | $ | | | $ | | | $ | | |  |
|  | | | $ | | | $ | | | $ | | |  |
|  | | | $ | | | $ | | | $ | | |  |
| **Total Income** | | | $ | | | $ | | | $ | | |  |
| BUDGET: EXPENDITURE | | | | | | | | | | | | |
| What items/resources do you need to fund to make the project happen? \***[[2]](#footnote-2)** | | | | | | | | | | | | |
| **Item(s) description** | | | **Cash**  **(GST EXCL)** | | **In-Kind** | | **Total**  **(GST EXCL)** | | | | **Tick items that the Council Budget Request would fund** | |
|  | | | $ | | $ | | $ | | | |  | |
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|  | | | $ | | $ | | $ | | | |  | |
| **Total $ cost of items** | | | $ | | $ | | $ | | | |  | |

**APPLICANT CHECKLIST**

Copy provided with the application:

Quotations

Evidence of funding commitments/secured cash or in-kind contributions

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

Most recent financial statement

Committee minutes with motion supporting the project

Insurance Certificates of Currency (if not supplied previously)

Current Certificate of Incorporation (if not supplied previously)

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

Approvals/ Authorisations/Structural Certificates etc. (if approved)

**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 understand that the project cannot commence until written confirmation of funding is received.

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

1. Volunteer time is calculated at $25 per hour per volunteer to align with the Department of Local Government, Sport and Cultural Industries rate [↑](#footnote-ref-1)
2. Attach copies of either two (2) written quotations or written estimates for all items and three (3) written quotations for projects over $50,000. Include permit and planning costs. [↑](#footnote-ref-2)