*The Shire of Serpentine Jarrahdale’s Community funding program aims to extend the community’s capability in conducting activities, creating opportunities and developing strong partnerships. The Shire of Serpentine Jarrahdale recognises the value provided by local community groups and not-for-profit organisations in delivering projects to contribute to a liveable, sustainable and vibrant Shire.*

**Purpose**

The General Grant is for registered not-for-profit organisations and incorporated local community groups to apply for financial assistance towards the implementation of projects, programs or small events that deliver community benefit, consistent with the following principles:

* Promote a sense of community and inclusion across the Shire of Serpentine Jarrahdale
* Celebrate cultural diversity and heritage
* Encourage residents to be healthy, active and engaged in community life
* Encourage the development of locally led and delivered projects and activities
* Support the delivery of high quality projects in line with Shire plans and objectives

**Application Information**

Please be aware that Council Policy 5.1.7 and the associated guidelines for the General Grant Scheme must be read prior to starting your application. Applications are for a maximum of $5,000 ex GST subject to the conditions outlined.

Your application will be assessed over a range of criteria. Please include as much detail and evidence as possible within your application, to demonstrate the importance of your project/activity and reason for required financial support.

**Communication**

Please be aware that all grant applications should be discussed with the Shire’s Community Activation Team prior to submission. This is **strongly recommended**, as your application may be deemed ineligible or deferred to the next round if elements of your application have not been addressed. This may impact on your ability to deliver the event in your determined timeframe.

**If you would like a review of your application before submission, please send a completed draft a minimum of two weeks before grant closing date.**

|  |  |
| --- | --- |
| Name of Community Development Officer you have spoken to regarding your grant application: | |
|  | |
| Please state how you heard about the SJ Community Grant Program (select all that apply) | |
| Newspaper ad  Social media  Poster / flyer  Shire website  Other (please specify) | Shire eNewsletter  Shire email signature banner  I am a previous applicant  Word of mouth |

**Organisation Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organisation Name | |  | | | | |
| Postal Address | |  | | | | |
| Contact person | |  | | Position | |  |
| Phone | |  | | Email | |  |
| ABN Number | |  | | | | |
| Is your group incorporated? | | Yes | Incorporation Number: | |  | |
| No – please state the name of the Auspice Organisation and request an *Auspice Information Form* which must be completed as part of your application  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Are you a membership-based organisation? | | | | | | |
| Yes  No | How many local members are in your group / organisation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Evidence demonstrating support from your group/organisation is required.*  How many local residents are expected to benefit from your application? \_\_\_\_\_\_\_\_\_ | | | | | |
| Does your organisation have a Strategic Plan? | | | | | | |
| Yes Please attach a copy of your Strategic Plan  No Evidence of how this grant aligns to long term objectives of your organization is required | | | | | | |

**Project Details**

Please allow at least eight (8) weeks post grant round closure for notification of outcome.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | | |
| Start date |  | End date |  |
| Location of where project/activity/equipment will be held/used |  | | |

Which Council Priority area does your project align with (check all that apply):

People – A connected, thriving, active and safe community.

Place – A protected and enhanced natural, rural and built environment.

Prosperity – An innovative, commercially diverse and prosperous economy.

Progressive – A resilient organisation demonstrating unified leadership and governance

|  |  |
| --- | --- |
| Project Description (Include location, target audience and expected outcomes) | |
|  | |
| How many people does your project aim to involve/support? |  |
|  | |
| Outline the benefits this application will provide to the broad Shire of Serpentine Jarrahdale community. | |
|  | |

|  |
| --- |
| Outline the benefits this application will provide to your organisation. |
|  |

|  |
| --- |
| What recognition will the Shire of Serpentine Jarrahdale receive, should your project be supported?  *Please note that evidence of stated recognition is required as part of the final acquittal.* |
|  |

|  |
| --- |
| How will you evaluate the success of your project? |
|  |

**Financial Support**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you received financial support from the Shire of Serpentine Jarrahdale in the past three years?  (Donation, Sponsorship, Community Grant, other)  No *If no, please proceed to next question* | | | |
| Yes | What year(s) did you receive this support? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Have you successfully acquitted your previous grant allocations? | Yes | No |
| ***Please note that if you have outstanding overdue acquittals, your application will be ineligible.*** | | | |
| Have you received other financial support from the Shire of Serpentine Jarrahdale for this project, in the current Financial Year?  ☐ Yes *Please note your application will be ineligible for further funding*  ☐ No  Other Shire support given (such as in-kind support – Traffic Management, Road Signage, etc)  Please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Can your project proceed if the amount requested is not granted? ☐ Yes ☐ No  What impact would a reduced amount of funding have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**Please list all expenditure details for your project to demonstrate the overall value and cost of your project.**

**Please attach quotes for items you are requesting funding for. Examples include: equipment, hire costs, marketing, facilitator, etc. A maximum of $5,000 ex GST can be applied for.**

**Please note that where quotes are not provided, that item becomes ineligible for funding support.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Is your organisation registered for GST? | Yes - Please state value of costs, including quotes **ex GST**  No - Please state value of costs, including quotes **inc GST** | | | | | |
| **Item/Equipment**  **(eg: what the money will be spent on)** | | **Total Cost**  **$** | **Your Organisation’s Contribution**  **$** | **Other Sources (eg Grants, donations)** | **Amount Requested from Shire**  **$** |
| Eg Equipment | | 3000.00 | 2000.00 | 500.00 | 500.00 |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
| **Total** | | **$** | **$** | **$** | **$** |

|  |  |
| --- | --- |
| Total Cost of Project | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contribution by applicant group (favorably considered):  (cash contribution from applicant) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (cash contribution from other external sources) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Grant Amount Requested | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please list any in-kind support provided by your organisation or other sources**  *“In-Kind” refers to any good or service offered for the project with no fee charged. Projects that have support from multiple sources will be considered favorably.* | |
|  | |

**Submission - Application checklist and criteria eligibility (please tick)**

|  |  |
| --- | --- |
| Project discussed with a Community Development Officer |  |
| Applicant has read [Council Policy - Community Funding](https://www.sjshire.wa.gov.au/documents/489/council-policy-community-funding) and associated [Guidelines](https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/Documents/Page-Centre/Community/General_Grant_Guidelines_-_Approved.pdf). |  |
| Group based in/relevant to Shire of Serpentine Jarrahdale |  |
| Organisation holds current Public Liability Insurance (copy attached) |  |
| Proof of Incorporation status (or that of your auspice organisation) included |  |
| Acquitted previous grants received from Shire of Serpentine Jarrahdale |  |
| Where successful, agree project will be completed within 6 months (including acquittal) |  |
| **ALL** sections of the form complete |  |
| Copy of minutes/evidence supporting the decision for the grant application attached |  |
| Letters of support from other group/organization/community members attached  *(optional but strongly recommended)*  *Please note that Letters of Support from Councillors will deem your application ineligible for consideration.* |  |
| One quote for each item requesting grant funding attached |  |
| Copy of Certificate of Currency for Public Liability and Volunteer workers attached |  |
| Copy of your organisation’s most recent bank statement attached |  |
| Copy of Strategic Plan attached |  |
| Any other documentation that would support grant application has been attached |  |
| Applicant has allowed 8 weeks from closing date of grant, before delivery of project |  |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **This section must be completed by the incorporated body applying for the grant. If you are not incorporated you must have the auspice organisation complete this section.**  I hereby certify that I have been authorised by …………………………………………………… (organisation name) to submit this application and understand it is subject to the conditions outlined in the Policy and Guidelines.  I agree that the information contained herein, to the best of my knowledge is true and correct.  I understand that the General Grant round is a competitive process, and any decision by the Shire of Serpentine Jarrahdale is final and is not subject to an appeals process.  I agree on behalf of my organisation that if our application is successful that the funds will be expended according to the details given on the application. No variation is permissible.  Where successful, I agree on behalf of my organization that an acquittal will be completed within 6 months of notification, to the satisfaction of the Shire. The acquittal will also detail how the Shire of Serpentine Jarrahdale has been acknowledged for their support. | | | |
| **President/Principal Name:** | |  | |
| **Signature:** | | | **Date:** |
| **PLEASE SUBMIT YOUR COMPLETED APPLICATION, INCLUDING ATTACHMENTS, BY EMAIL, FAX OR POST NO LATER THAN 5PM ON THE LAST BUSINESS DAY OF THE FUNDING ROUND CLOSING DATE** | | | |
| Email: | [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au) | | |
| Fax: | 9525 5441 | | |
| In person: | Community Development  Shire of Serpentine Jarrahdale  6 Paterson Street  Mundijong WA 6123 | | |