

Major Grants Application Form

The Shire of Serpentine Jarrahdale Community Grants aims to provide financial assistance to incorporated not-for-profit organisations and community groups for the delivery of projects and events that align with the following grant principles:

- Are innovative and of a high quality;
- Promote a sense of community and inclusion across the Shire of Serpentine Jarrahdale;
- Help residents to be healthy, active and engaged in community life;
- Encourage the development of locally led and delivered projects and activities;
- Celebrate diversity and cultural heritage;
- Support projects that are in line with Shire plans and objectives.

Major Grants are available for between \$5,000 and \$50,000 per financial year to incorporated groups to assist with the implementation of programs or delivery of events that deliver outcomes and benefits consistent with the above principles.

The Major Grants Guidelines *MUST* be read *BEFORE* completing this application. Appropriate supporting documentation must be attached with this application form.

Guidelines can be downloaded from the Council's website at www.sjshire.wa.gov.au

If you have any queries, please contact the Community Development Team on 9526 1111 or by email to info@sjshire.wa.gov.au

Name of Community Development Officer contacted:	
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SECTION 1: Organisation Details

Name of Organisation:			
Name of Contact Person: (responsible for application)			
Position:			
Address:		Postcode:	
Email:			
Phone:			

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Please outline the objectives of your organisation/club including the services/benefits your organisation/club provides to the community:

Incorporated Status	Incorporated	Not Incorporated
ABN Number (if applicable)		
	GST Registered	Yes No

Membership/Client Details

Are you a membership based organisation? Yes No

If yes please list your membership/client details below and write '0' against those that do not apply to you.

Member Type	Females	Males	TOTAL
Junior members			
Senior members			
Social members			
Committee members			
TOTAL			

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Please indicate the target groups your organisation aims to engage:

Children (under 12 years)

Young People (12 to 17 years)

Women (18 to 55 years)

Men (18 to 55 years)

Older People (55+ years)

Aboriginal and Torres Strait Islander people

People from culturally diverse backgrounds

People with a disability

Low income families

All of the above

Other (please specify)

Will the above mentioned groups be your target audience for the initiative/project?

Yes

No

If not, please outline your target audience.

Does your organisation have a Strategic Plan?

Yes

No

If Yes, please attach a copy of your Strategic Plan.

SECTION 2 – Grant Details

Reason For Application

Which Shire of Serpentine Jarrahdale strategic theme does your project/initiative align with?

(see <http://www.sjshire.wa.gov.au/who-we-are/council-plans-and-publications/strategic-docs/strategic-community-plan/> for full document)

✓	Strategic Theme	Outcome
	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 & governance.	

Please outline your initiative/project, the purpose of your funding request and which grant principles (refer guidelines) this aligns with.

For all capital work projects relevant to Shire facilities, please complete a Community Infrastructure Request Form, available by contacting the Community Development Team.

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How did you identify the need for the initiative/project? (Please attach letters of support where appropriate).

Who will benefit from the initiative/project and how will these benefits be sustained after initiative/project completion? (List community groups, organisations, individuals etc.)

What are the key activities you will carry out during the initiative/project? (Dates MUST be entered against 'activity completed' and 'acquittal documentation completed')

Date	Activity / Key Milestone
	<i>Project Start</i>
	<i>Activity completed</i>
	<i>Acquittal documentation completed</i>

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Describe what impact a reduced level of funding would have on your project/initiative? Will the project/initiative still occur?

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SECTION 3 – Grant Expenditure Details

Please list all expenditure details and attach quotes for items such as equipment, labour, consultant fees, hire or rental fees, travel, accommodation etc.

Any items for which funding is requested **must** be accompanied by a corresponding written quote. Where quotes are not attached, applications will be deemed incomplete, therefore ineligible and will not progress for consideration.

Item	Total Cost (ex GST)	Amount requested from Shire of Serpentine Jarrahdale (ex	Other OR in-kind contribution** List the contributing club/org, amount (ex GST) and confirmed/not confirmed (C or NC)		
			Club/Organisation	Amount	C/NC
e.g. Bus hire	\$2,500.00	\$1,000.00	Club/Organisation	\$1,500.00	C/NC
TOTAL:	\$	\$	TOTAL:	\$	

**Itemise under 'other or in-kind contribution' the monetary value of the in-kind contributions. These amounts reflect a non-cash input to the project which can be given a dollar value (eg: unpaid volunteer time, the use of club equipment, free use of facility).

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Has your organisation received a grant or financial assistance from the Shire of Serpentine Jarrahdale in the last two financial years?

Yes

No

If yes, please list the year, types of grants and the values below.

Financial Year	Grant / Financial Assistance Type	Amount
		\$
		\$
		\$

SECTION 4 – Acknowledgement & Declaration

If successful in your application, how do you intend to acknowledge the Shire of Serpentine Jarrahdale (see guidelines for suggestions)

Payment

Bank Account Details (for electronic funds transfer of monies)

Account Name:	
BSB Number:	
Account Number:	
Bank Name:	
Bank Branch:	



Declaration

I do hereby declare that I am authorised on behalf of the organisation to sign this declaration and the information supplied is, to the best of my knowledge, accurate and complete. The Shire of Serpentine Jarrahdale will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application. I understand that any decision made by the Shire of Serpentine Jarrahdale is final and is not subject to an appeals process.

Name:	
Position:	
Signature:	
Date:	

Checklist

Have you attached?

Application form with ALL sections complete

Certificate of Incorporation

Included quotes for ALL requested expenditure items

Included proof of your incorporated status and (if applying for equipment) a copy of your constitution's wind up clause.

Copy of your organisations most recent bank statement

Support for project – letters, minutes.

Certificate of Currency - Public Liability and Volunteer Workers

Photos (if beneficial to describe your project)

P & C's – Letter of support from school principal

Community Infrastructure Request Form if applicable

(Applications for capital works projects on Council facilities only)

Copy of your Strategic Plan

For further information or assistance with your application, please contact the Community Team on 9526 1111 or email info@sjshire.wa.gov.au.

Complete the application form, answering all questions, attach all required supporting documents and return to the Community Team, Shire of Serpentine Jarrahdale: email - info@sjshire.wa.gov.au or posted to 6 Paterson Street, Mundijong, WA 6123.