*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.*

**Application Information**

**Before applying for the General Grant Scheme, applicants must review the following documents prior to starting an application.**

* [Council Policy – Community Funding](https://www.sjshire.wa.gov.au/documents/489/community-funding-council-policy)
* [General Grants Guidelines](https://www.sjshire.wa.gov.au/community/your-community/sj-community-grants-program/general-grants.aspx)
* [Strategic Community Plan 2017-2027](https://www.sjshire.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-21-march-2022/529/documents/1043-attachment-1-strategic-community-plan-2017-2027-updated-june-2019.pdf)

**Applications are a maximum of $5,000ex GST, per financial year, subject to the conditions outlined in the General Grants Guideline. Please include as much detail and evidence as possible within your application, to demonstrate the importance of the proposed project/activity and reason for the required funding amount.**

**Communication**

It is recommended that applicants discuss their proposal with a community development officer at the shire before applying. Applications that have not adequately addressed the application requirements may be deemed ineligible.

**If you would like to review your application before submission, please email a completed draft to** [communityactivation@sjshire.wa.gov.au](mailto:communityactivation@sjshire.wa.gov.au) **no later than two weeks before the grant closing date.**

**Section 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Community Development Officer you have spoken to regarding your grant application (if applicable): | | | | | | |
|  | | | | | | |
| Please state how you heard about the SJ Community Grant Program (select all that apply) | | | | | | |
| Newspaper ad  Social media  Shire website  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Shire eNewsletter  Shire email signature banner  I am a previous applicant  Word of mouth | | | |
| **Section 2 – Organisation Details** | | |  | | | |
| Organisation Name |  | | | | | |
| Postal Address |  | | | | | |
| Contact person |  | | | Position | |  |
| Phone |  | | | Email | |  |
| ABN Number |  | | | | | |
| Do you have Public Liability Insurance? | Yes  No | | | | | |
| 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: | | | | | |

**Grant Criteria**

**Your application will be assessed on the following criteria:**

* **Alignment with Shire strategies and plans**
* **Community benefit and support**
* **Applications benefit and need**
* **Quality of application (includes demonstrated ability for initiative to be delivered).**
* **Value for money**

**Please provide the details necessary to adequately address the criteria when prompted bellow, to increase the likelihood of a successful outcome. Incomplete forms will not be eligible for assessment.**

**Section 3- Project Details**

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

|  |  |
| --- | --- |
| 3.2 Project Description | |
| Please describe your project/activity and how it aligns with a Shire strategy or plan. | |
| Location | |
| Important dates (Start/finish, event dates etc.). | |
| How many people within the Shire of Serpentine Jarrahdale does your project aim to support? |  |
| Please describe the benefits this project or activity would have for the broad Shire of SJ community (as outlined in the ‘purpose’ section of general grant guidelines). | |
|  | |
| Should your application be successful, please describe the benefits for your organisation. | |
|  | |
| How will you deliver and evaluate the success of your project? | |
|  | |

**Section 4 - Financial Request**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 the next question in this section.* | | | |
| Yes | What year(s) did you receive this support? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Have you successfully acquitted funds previously received from the Shire? | Yes | No |
| ***Please note: If you have outstanding or overdue acquittals, your application will be ineligible.*** | | | |
|  | | | |
| 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 its overall value and cost.**

**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**  **If you are unsure, please click here –** [check my GST status](https://abr.business.gov.au/) | | | |
| Total Cost of Project | $ | | | |
| **Item/Equipment**  **(eg: what the money will be spent on)** | **Amount Requested from Shire**  **$** | **Your Organisation’s Contribution** | **Other Sources (In-Kind Contributions e.g. volunteer labor, donations etc.)** | **Total Cost**  **$** |
| Eg: Equipment | $500.00 | $2,000.00 | $500.00 | $3,000.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Totals** | Can not exceed $5,000 ex GST |  |  |  |

**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, all relevant documentation and information required to support this application will be provided prior to the disbursement of funds. Furthermore, I agree that the funds will be expended according to the details given in the application. No variation is permissible.  Where successful, I agree on behalf of my organisation 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) | | |
| In person: | 6 Paterson Street  Mundijong WA 6123 | | |