

General Grant Application

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.

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

Name of Community Development Officer you have spoken to regarding your grant application:

Organisation Details

Organisation Name			
Postal Address			
Contact person		Position	
Phone		Email	

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Is your organisation registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ABN Number	
Is your group incorporated?	<input type="checkbox"/> Yes	Incorporation Number:	
	<input type="checkbox"/> No – please state the name of the Auspice Organisation and complete an Auspice Information Form Name: _____		
Are you a membership-based organisation? <input type="checkbox"/> Yes How many local members are in your group / organisation? _____ <i>Evidence demonstrating support from your group/organisation is required.</i> <input type="checkbox"/> No How many local residents are expected to benefit from your application? _____			
Does your organisation have a Strategic Plan? <input type="checkbox"/> Yes Please attach a copy of your Strategic Plan <input type="checkbox"/> No Evidence of how this grant aligns to long term objectives of your organization will be required			

Project Details

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

Project Name			
Start date		End date	

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)



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How many people does your project aim to involve/support?

Outline the benefits this application will provide to the Shire of Serpentine Jarrahdale community.

Outline the benefits this application will provide to your organization.

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?

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Financial Support

Have you received financial support from the Shire of Serpentine Jarrahdale in the past three years?
(Donation, Sponsorship, Community Grant, other)

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?

Total Cost of Project

(ex GST) \$ _____

(inc GST) \$ _____

Grant Amount Requested

(ex GST) \$ _____

(inc GST) \$ _____

Contribution by applicant group (favourably considered):

(cash contribution from applicant) \$ _____

(cash contribution from other external sources) \$ _____

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Please list all expenditure details and attach quotes for items such as equipment, hire costs, marketing, facilitator, etc.

Income and expenditure should be ex GST.

Please note that where quotes are not provided, the item will be ineligible for funding.

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	\$	\$	\$	\$

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 favourably.

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Submission - Application checklist and criteria eligibility (please tick)

<input type="checkbox"/> Group based in/relevant to Shire of Serpentine Jarrahdale
<input type="checkbox"/> Organisation holds current Public Liability Insurance (copy attached)
<input type="checkbox"/> Where successful, agree project will be completed within 6 months (including acquittal)
<input type="checkbox"/> Acquitted previous grants received from Shire of Serpentine Jarrahdale

Applicant has read Council Policy 5.1.7 Community Funding and associated Guidelines.	<input type="checkbox"/>
ALL sections of the form complete	<input type="checkbox"/>
Project discussed with a Community Development Officer	<input type="checkbox"/>
Copy of minutes/evidence supporting the decision for the grant application attached	<input type="checkbox"/>
Letters of support from other group/organization/community members attached (<i>optional but strongly recommended</i>)	<input type="checkbox"/>
One quote for each item requiring funding attached	<input type="checkbox"/>
Proof of Incorporation status (or that of your auspice organisation) included	<input type="checkbox"/>
Copy of Certificate of Currency for Public Liability and Volunteer workers attached	<input type="checkbox"/>
Copy of your organisation's most recent bank statement attached	<input type="checkbox"/>
Copy of Strategic Plan attached	<input type="checkbox"/>
Any other documentation that would support grant application attached	<input type="checkbox"/>

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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**

Fax: 9525 5441

Community Development

In person: Shire of Serpentine Jarrahdale
6 Paterson Street

Mundijong WA 6123

