

# Shire of Northam Community Grants



Community Development Grants

# COMMUNITY DEVELOPMENT GRANTS

The Shire of Northam invites applications for funding between \$5,000 and \$20,000 (excluding GST) to support the strategic development and organisational capacity building of local community groups and sporting clubs.

Projects must relate to either strategic planning or organisational capacity building. For example, eligible projects may include:

- Development or implementation of a strategic plan
- Support for major community projects
- Feasibility studies
- Training and professional development of committee members and club officials
- Organisational development opportunities
- Support for major community projects

Projects are to be completed by 30 June 2025.

**Please read the Community Grant Program Guidelines prior to submitting your application.**

Applicants will be notified of the outcome in December 2023.

Successful applicants will be required to sign a grant agreement specifying the terms and conditions of the grant, before claiming the awarded funds.

Successful applicants are to submit a compliant tax invoice to the Shire of Northam to claim their funding. 90% of the allocated funding will be eligible to be claimed upfront. The remaining 10% will be withheld until the project is complete and a financial acquittal and project evaluation has been submitted and approved.

It is highly recommended that applicants read the full Community Grants Program Guidelines available via the Shire of Northam website and speak with the Community Development Officer prior to submitting an application.

**Applications open Monday 18 August 2023 and close 4pm Friday 29 October 2023.**

Applications can be submitted by mail, email or hand delivered:

**Shire of Northam  
395 Fitzgerald St  
PO Box 613  
NORTHAM 6401**

**[records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)**

## QUESTIONS

Enquiries regarding eligibility and the application process should be directed to:

Alison Quin  
Community Development Administration Officer  
P 6608 0234  
E [cda@northam.wa.gov.au](mailto:cda@northam.wa.gov.au)

| 1. APPLICANT DETAILS  |     |   |              |
|---|-----|---|--------------|
| Name of Organisation  |     |   |              |
| Contact Person  |     |   |              |
| Street Address  |     |   |              |
| Postal Address  |     |   |              |
| Phone / Mobile  |     |   |              |
| Email   |     |   |              |
| Membership<br>(please provide membership numbers & specify juniors/seniors) if applicable |     |   |              |
| Is the applicant an incorporated organisation?  | NO  | YES (please attach copy of Certificate)   |              |
| ABN   |     |   |              |
| Is the organisation registered for GST?   | NO  | YES                                       |              |
| Does the applicant have Public Liability Insurance?                                       | NO  | YES (please attach a copy of Certificate) |              |
| Applicant Bank Account Details  | BSB | Account No.                               | Account Name |
|   |     |   |              |

## 2. PROJECT SUMMARY

|   |  |             |  |
|---|--|-------------|--|
| Project Title   |  |             |  |
| Commencement Date   |  | Finish Date |  |
| Project Description   |  |             |  |
| <p>Please describe the project in detail, including the key elements of the project or specific activities to be undertaken. Provide attachments if applicable.</p> |  |             |  |

### 3. PROJECT JUSTIFICATION

|  |  |
|--|--|
| <p>How has the need for the project been identified? What is the issue that is being addressed?</p> <p>Provide evidence of need if possible.</p> |  |
| <p>How will the project address the need/issue?</p>  |  |

|  |  |
|--|--|
| <p>What performance indicators will be used to measure the success of the project?</p> |  |
| <p>How will the Shire of Northam community benefit from the project?</p>               |  |

#### 4. ORGANISATIONAL CAPACITY & COLLABORATION

|  |  |
|--|--|
| <p>What financial and operational planning and collaboration has been undertaken?</p>                                |  |
| <p>Have other sources of funding or support been applied for and are they confirmed?<br/>Please provide details.</p> |  |

### 5. PROJECT EXPENDITURE (EXCLUDING GST)

| DESCRIPTION OF EXPENDITURE ITEM/SERVICE<br>(e.g. consultancy fee, advertising, equipment) | AMOUNT \$<br>(ex GST) | QUOTE<br>ATTACHED<br>Y/N |
|---|-----------------------|--------------------------|
|   |                       |                          |
|   |                       |                          |
|   |                       |                          |
|   |                       |                          |
|   |                       |                          |
|   |                       |                          |
|   |                       |                          |
| <b>TOTAL PROJECT COST</b>   |                       |                          |

### 6. PROJECT INCOME (EXCLUDING GST)

| FUNDING SOURCE  | AMOUNT \$ (ex GST) |
|---|--------------------|
| <b>Shire of Northam Request (\$5,000 - \$20,000)</b>            |                    |
| Applicant Cash  |                    |
| Other grants/sponsorship (specify source and whether confirmed) |                    |
| Other (please specify)  |                    |
| <b>TOTAL INCOME</b>   |                    |
| Applicant In Kind   |                    |

## 7. CHECKLIST

Please check your application carefully and ensure all relevant information has been provided. Additional supporting documentation can be attached to the application, and provide comments if items on the checklist are not met.

| Item   | Yes                      | No                       | Comment |
|--|--------------------------|--------------------------|---------|
| Have you read the Community Grant Program Guidelines?  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Have you completed all sections of the application form?   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Is a copy of Certificate of Incorporation attached?  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Is a copy of Public Liability Insurance attached?  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Is a detailed project budget provided?   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Is a copy a recent financial statement and balance sheet attached?   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Are copies of quotes for items over \$500 attached?  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Has the application been endorsed by the organisation's committee?   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Are all additional relevant supporting documents (e.g. letters of support, operational plans etc.) enclosed? | <input type="checkbox"/> | <input type="checkbox"/> |         |



## 8. DECLARATION

I hereby certify that I have been authorised to prepare and submit this application, and that the information herein is, to the best of my knowledge, true and correct.

Should financial assistance be provided by the Shire of Northam, the organisation agrees to the following conditions of funding:

- The financial assistance will be used only for the purposes for which it is granted, unless otherwise agreed in writing by the Shire of Northam.
- The funded project will not take place before the funding allocation has been approved by Council.
- Funding will be expended by 30 June 2025, unless otherwise agreed in writing.
- The Shire of Northam will be advised of any change in scope of the project and the Shire of Northam retains the right to refuse/reduce its level of financial assistance in that instance.
- If special conditions are applied as a condition of funding, the applicant will be required to agree in writing to these conditions prior to the financial assistance being provided.
- The applicant will acknowledge the Shire of Northam's support in public communications relating to the event or competition, in accordance with Shire requirements.
- The applicant will return any unexpended funds to the Shire of Northam by 30 June 2025, unless otherwise agreed to in writing by the Shire of Northam.
- The applicant will provide a full acquittal of all funds, including project evaluation and evidentiary materials as required by the Shire of Northam by 30 June 2025.

|                      |  |
|----------------------|--|
| <b>NAME</b>          |  |
| <b>POSITION HELD</b> |  |
| <b>SIGNATURE</b>     |  |
| <b>DATE</b>          |  |