

## COMMUNITY FUNDING SCHEME

### PUBLIC EVENT GRANTS 2016/17

The Shire of Northam invites applications for funding assist in the delivery of events that demonstrate significant community reach and benefit, promote social inclusion and encourage partnerships and collaboration in the community.

Funding will generally be limited to \$5,000, although larger amounts may be granted for significant events as determined by Council.

#### ELIGIBILITY

In order to be eligible for funding, events must take place within the Shire of Northam and benefit the community.

Consideration will not be given to the following:

- Retrospective funding
- Recurrent salaries or operational costs not directly associated with the funded project
- Gifts
- Applicants that have outstanding acquittals

#### ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

- Alignment with the Shire of Northam Strategic Community Plan
- Management and financial capacity to deliver
- Anticipated outcomes in response to identified need
- Access, opportunity and participation
- Evidence that other support and funding has been obtained or is being sought
- Recognition of Shire of Northam support

## **APPLICATION REQUIREMENTS**

In order to be considered for funding applicants must provide the following by the advertised closing date:

- Completed and signed application form
- Copy of Certificate of Incorporation (if applicable)
- Copy of Public Liability Insurance
- Copy of certified organisational financial statements

## **APPLICATIONS CLOSE 4PM WEDNESDAY 15 APRIL 2016**

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

**Shire of Northam**  
**395 Fitzgerald Street**  
**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:

Michelle Blackhurst  
Community Development Officer  
P 9622 6100  
E [cdo@northam.wa.gov.au](mailto:cdo@northam.wa.gov.au)

## SHIRE OF NORTHAM EVENT GRANTS 2016/17 APPLICATION

| 1. APPLICANT DETAILS                                |                             |  |              |
|---|-----------------------------|--|--------------|
| Name of Applicant                                   |                             |  |              |
| Contact Person                                      |                             |  |              |
| Street Address                                      |                             |  |              |
| Postal Address                                      |                             |  |              |
| Phone / Mobile                                      |                             |  |              |
| Email   |                             |  |              |
| Is the applicant an incorporated organisation?      | <input type="checkbox"/> NO | <input type="checkbox"/> YES (please attach copy of Certificate)   |              |
| ABN   |                             |  |              |
| Is the organisation registered for GST?             | <input type="checkbox"/> NO | <input type="checkbox"/> YES                                       |              |
| Does the applicant have Public Liability Insurance? | <input type="checkbox"/> NO | <input type="checkbox"/> YES (please attach a copy of Certificate) |              |
| Applicant Bank Account Details                      | BSB                         | Account No.  | Account Name |
|   |                             |  |              |

## 2. EVENT DETAILS

|   |  |             |  |
|---|--|-------------|--|
| Name of Event   |  |             |  |
| Commencement Date   |  | Finish Date |  |
| Event Description<br>(please describe the project in detail, provide attachments if applicable) |  |             |  |
| Describe the target audience?   |  |             |  |
| How many people are expected to attend the event?   |  |             |  |

## 3. PROJECT JUSTIFICATION

|   |  |
|---|--|
| How has the need for the event been identified?                               |  |
| What performance indicators will be used to measure the success of the event? |  |

|   |  |
|---|--|
| <p>How will the Shire of Northam community benefit?</p> |  |
|---|--|

#### 4. ORGANISATIONAL CAPACITY & COLLABORATION

|  |  |
|--|--|
| <p>Has the organisation hosted previous events (please detail)?</p>  |  |
| <p>What financial and operational planning and collaboration has/will be undertaken?</p>                     |  |
| <p>What other sources of funding have been applied for and are they confirmed? (please provide details).</p> |  |
| <p>How will the event be promoted?</p>   |  |



## 5. EVENT EXPENDITURE

| ITEM (e.g. equipment hire, advertising, performer fees, etc) | \$ (inc GST) |
|--|--------------|
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
|  |              |
| <b>TOTAL PROJECT COST</b>                                    |              |

## 6. INCOME

| SOURCE                                    | \$ (inc GST) |
|---|--------------|
| Applicant Cash                            |              |
| Shire of Northam Request                  |              |
| Other grants/sponsorship (please specify) |              |
| Other (please specify)                    |              |
| <b>TOTAL INCOME</b>                       |              |
| Applicant in Kind (if applicable)         |              |

## 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 completed all sections of the application form?  |     |    |         |
| Is a copy of Certificate of Incorporation attached?   |     |    |         |
| Is a copy of Public Liability Insurance attached?   |     |    |         |
| Is a detailed project budget provided?  |     |    |         |
| Is a copy of a certified Financial Statement attached?  |     |    |         |
| Are copies of quotes for items over \$500 attached?   |     |    |         |
| Has the application been endorsed by the organisation's committee?  |     |    |         |
| Are all additional relevant supporting documents (e.g. letters of support, operational plans etc) enclosed? |     |    |         |

## 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:

1. The financial contribution from the Shire of Northam is not retrospective - funding will not be provided if the project commences prior to Shire approval.
2. 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.
3. Funding will be expended within twelve months of receipt of grant offer.
4. 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.
5. 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.
6. The applicant will acknowledge the Shire of Northam's support in all public communications relating to the project, including signage, advertising and promotional materials in accordance with Shire requirements.
7. The applicant will provide a full acquittal of all funds, including project evaluation and evidentiary materials as required by the Shire of Northam within three months of the end of the grant term.

|               |  |
|---------------|--|
| NAME          |  |
| POSITION HELD |  |
| SIGNATURE     |  |
| DATE          |  |