

COMMUNITY FUNDING SCHEME

PROJECT GRANTS 2016/17

The Shire of Northam invites applications for funding of up to \$5,000 to support innovative responses to community needs. Projects can include development of community facilities, purchase of equipment and delivery of community based programs and projects. Priority will be placed on projects that promote skills development, enhance safety or increase participation and social inclusion.

ELIGIBILITY

In order to be eligible for funding, projects must take place within the Shire of Northam and must address a clearly identified community need.

Consideration will not be given to the following:

- Retrospective funding
- Recurrent salaries or operational costs not directly associated with the funded project
- Projects that have a fundraising outcome
- Trophies, prizes or gifts
- Costumes or uniforms
- Activities targeted at students in a school setting
- Projects considered to be better funded through other sources
- 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

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

**SHIRE OF NORTHAM PROJECT GRANTS
2016/17 APPLICATION**

1. APPLICANT DETAILS			
Name of Applicant			
Contact Person			
Street Address			
Postal Address			
Phone / Mobile			
Email			
Membership (please provide membership numbers & specify juniors/seniors) if applicable			
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. PROJECT DETAILS

Name of Project			
Commencement Date		Finish Date	
Project Description (please describe the project in detail, provide attachments if applicable)			

3. PROJECT JUSTIFICATION

How has the need for the project been identified?	
What performance indicators will be used to measure the success of the project?	
Who/how many will benefit from the project and how will they benefit?	

4. ORGANISATIONAL CAPACITY & COLLABORATION

<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>	

5. EVENT INCOME (inc GST)

					Total
Applicant Cash	\$				\$
Shire of Northam Request		\$			\$
Other grants/ sponsors (please specify)			\$		\$
Other (please specify)				\$	\$
TOTAL INCOME					\$
Applicant in Kind (if applicable)					\$

6. EVENT EXPENDITURE (inc GST)

ITEM	Applicant Cash	Shire of Northam	Other grants/spon	Other	Total
e.g. Equipment hire Advertising	\$100.00	\$500.00			\$500 \$100
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
TOTAL	\$	\$	\$	\$	\$

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 recent 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 return any unexpended funds to the Shire of Northam within three months of the expected completion date, unless otherwise agreed to in writing by the Shire of Northam.
8. 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	