

Shire of Northam Community 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

Applications open Monday 29 August 2022 and close 4pm Friday 7 October 2022.

Projects are to be completed by 30 June 2024.

ELIGIBILITY

- The applicant must be an incorporated community group or sporting club based within the Shire of Northam and beneficiaries must primarily be residents of the Shire of Northam.
- Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.
- Applications must be made on the appropriate Shire of Northam Community Grant Application Form.
- Canvassing of Elected Members may result in your application being disqualified.

Consideration will not be given to the following:

- Projects that do not primarily benefit residents of the Shire of Northam
- Any project which is deemed to be of direct benefit to a business, person or any other profit-making venture, or any government department or agency (school P&C groups are exempt)
- Projects that have already commenced (retrospective funding)
- Recurrent salaries or operational costs not directly associated with the project
- Projects that have a fundraising outcome
- Purchase of equipment or infrastructure not directly related to the project
- Trophies, prizes, and gifts
- Activities targeted at students in a school setting
- Projects considered better funded through other sources
- Applicants who have outstanding acquittals.

ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

- Alignment with the Shire of Northam Council 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
- Goods and services are being procured from Shire of Northam based businesses wherever possible
- 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 the latest financial statement and balance sheet
- Quotes for items or services above \$500

SUCCESSFUL APPLICANTS

Applicants will be notified of the outcome by the end of 2022.

Successful applicants will be required to sign a grant agreement specifying the terms and conditions of the grant, before claiming the awarded funds. If at any stage the applicant is unable to meet the terms and conditions of the funding agreement they should contact the Community Development Officer as soon as possible.

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 2022-23 Guidelines available via the Shire of Northam website and speak with the Community Development Officer prior to submitting an application.

Applications open Monday 29 August 2022 and close 4pm Friday 7 October 2022.

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

QUESTIONS

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

Jaime Hawkins
Community Development Officer
P 6608 0234
E cdo1@northam.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation			
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 SUMMARY

Project Title			
Commencement Date		Finish Date	
<p>Project Description</p> <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>	

What performance indicators will be used to measure the success of the project?	
How will the Shire of Northam community benefit from the project?	

4. ORGANISATIONAL CAPACITY & COLLABORATION

What financial and operational planning and collaboration has been undertaken?	
Have other sources of funding or support been applied for and are they confirmed? Please provide details.	

5. PROJECT EXPENDITURE (EXCLUDING GST)

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

6. PROJECT INCOME (EXCLUDING GST)

FUNDING SOURCE	AMOUNT \$ (ex GST)
Shire of Northam Request (\$5,000 - \$20,000)	
Applicant Cash	
Other grants/sponsorship (specify source and whether confirmed)	
Other (please specify)	
TOTAL INCOME	
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 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 2022, 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 2022, 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 2022.

NAME	
POSITION HELD	
SIGNATURE	
DATE	