**Bright Ideas Grant Sample Questions**

**Please note: This is a planning document only. Please ensure your final grant submission is submitted through the web application form.**

Questions marked with a \* are mandatory.

Answers in a [bracket] are a drop down menu option in the web application form.

***1. Applicant Details***

**1.1 Organisation Name \***

**1.2 Applicant Name \***

**1.3 Applicant Email \***

**1.4 Applicant Phone Number \***

**1.5 Applicant Postal Address**

**1.6 Which town or locality in the Shire of Northam is your organisation based? \***

[Northam

Wundowie

Bakers Hill

Buckland

Burlong

Clackline

Copley

Grass Valley

Irishtown

Jennapullin

Mokine

Muluckine

Muresk

Southern Brook

Spencers Brook

Throssell

Woottating]

**1.7 Is your organisation Incorporated and Not-For-Profit? \***

[Yes/No]

**1.8 Is your organisation registered for GST? \***

[Yes/No]

**1.9 ABN**

**1.10 Membership Numbers**

Please provide membership numbers and specify juniors and seniors if applicable.

**1.11 Does your organisation have Public Liability Insurance? \***

[Yes - $20,000,000/Yes – Other amount/No]

**1.12 Applicant Website or Facebook URL**

***2. About your Project***

**2.1 Name of the Project. \***

**2.2 Where will the project be taking place? \***

*Provide the name of the place and the physical address, as applicable.*

**2.3 Project Start Date \***

*Please note grants are open all year round, and are assessed four times a year 1 February, 1 May, 1 August and 1 November.*

**2.4 Project End Date \***

*If the project is only one day, please put the same date as the start date.*

**2.5 Briefly describe the project. \***

*Describe your project in less than 50 words*

**2.6 Who is the target audience for this project/event? \***

[Whole community/Targeted demographic]

**2.6.1 If you selected "Target Demographic" please provide more information about the intended audience.**

**2.7 Does your project require upgrades or maintenance on a building? \***

* *Equipment purchases or capital building projects, will only be considered if there is a demonstrated risk to the safety or wellbeing of participants and cannot wait until for the opening of the Community Growth Grant (August each year).*
* *A community group seeking to make upgrades to a community building that they don't own must prove that they have a current lease or licence in place for at least a three year tenure.*

[Yes/No]

**2.7.1 If yes, are the upgrades to a Council owned building? \***

*Depending on the level of work being carried out, a registered tradesperson may be required to carry out the work.*

*Please contact the Community Development Team to discuss your project if you are unsure.*

[Yes/No]

**﻿2.7.2 If yes, please provide the following information:**

**Tradesperson/Business Name**

**Business ABN (if applicable)**

**Building Registration Number (If applicable)**

**2.9 Does your project require Public Liability? \***

*If yes, your organisation will require Public Liability Insurance to the value of $20,000,000.*

[Yes/No]

***3. Auspice Arrangements***

**3.1 Does your organisation require Auspice? \***

*Auspice is required if ineligible organisations would like to apply for a grant through an eligible organisation.*

*If Yes, please contact the Shire of Northam Community Development Team to discuss.*

[Yes/No]

**If yes, please answer the following questions:**

**3.2 Auspice Organisation \***

**3.3 Auspice ABN \***

**3.4 Auspice Contact Name \***

**3.5 Auspice Contact Email \***

**3.6 Auspice Contact Number \***

**3.7 Auspice Contact Number \***

***4. Assessment Criteria***

*If you require assistance with any of these questions please contact the Shire of Northam Community Development Team.*

**Please limit answers to 200 words.**

**4.1 Detail how this project/event aligns with the Shire of Northam Council Plan. \***

*Please visit this link to view the Council Plan:*[*https://www.northam.wa.gov.au/documents/1223/council-plan-2022-2032*](https://www.northam.wa.gov.au/documents/1223/council-plan-2022-2032)

**4.2 How has the need for this project been identified and how will the project address this need? \***

**4.3 Detail the anticipated outcomes of this project and how they will benefit the community. \***

**4.4 Explain how will this project promotes access, inclusion, opportunity, and participation? \***

*Groups to consider are:*

* *People with a disability*
* *Seniors*
* *First Nations peoples*
* *Culturally and Linguistically Diverse (CaLD) peoples*
* *LGBTQIA+*
* *Children and young people*

**4.5 Will you be collaborating with any other organisations on this project?**

[Yes/No]

**4.5.1 If yes, list the organisations you will be collaborating with on this project**

**4.6 How will you measure the success of the project?**

**4.7 How will the Shire of Northam support be recognised?**

***5. Budget***

**5.1 Funding amount being requested**

*Up to $2000.*

**5.2 Provide a breakdown of what the Shire funding will be used for**

**5.3 Cash Contributions**

*Provide a breakdown of:*

* *Cash contributions that will be provided by your organisation or*
* *Cash contributions provided by other funding bodies.*

*Please detail the amount in dollars ($), include a brief description and whether the funding is confirmed or not confirmed.*

**5.4 In-Kind Contributions**

*Provide any information on In-Kind contributions that will be provided by your organisation.*

*An in-kind contribution is any non-cash contribution, such as a donation of equipment or the provision of volunteer time.*

*This* [*Volunteer Benefits Calculator*](https://www.volunteeringwa.org.au/volunteer-management/resources/volunteer-benefits-calculator) *may assist you work out your in-kind contributions and includes the hourly rates for volunteers by age – just don’t forget to add your breakdown below!*

**5.5 What planning has been undertaken to confirm financial and operational capacity to deliver this project? \***

**5.6 Does your organisation have an outstanding acquittal with the Shire? \***

[Yes/No]

***6. Bank Account Details***

**Bank Account Name \***

**BSB \***

**Account Number \***

***7. Attachments***

**7.1 Checklist of Attachments required with application (please tick all that are applicable) \***

* Certificate of Incorporation or Auspice Organisation Certificate of Incorporation (Mandatory)
* Public Liability $20,000,000 (Mandatory for events)
* Latest Financial Statement & Balance Sheet (Mandatory)
* Quotes (Mandatory)
* Lease or Licence (Mandatory if work is being carried out on a community building)
* Proof of endorsement by the Committee - e.g Meeting Minutes or Signed Declaration from the President/Chairperson on letterhead (Mandatory)
* Letters of Support (e.g Collaborating organisations)
* Letter confirming funding contributions from other funding sources
* Approved permits, consents and approvals
* Project Plan
* Project Budget
* Terms of Reference

*Any quotes between $500 - $4999 require* ***one*** *written quote.*