

Shire of Northam Community Grants



QUICK RESPONSE GRANT

The Shire of Northam invites applications for funding of up to \$5,000 (excluding GST) to support innovative responses to community needs, either as a whole or target groups (children, youth, seniors, people with disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects, or to assist one off projects, or to assist the delivery of projects and events for which opportunity has arisen.

Projects must take place within the Shire of Northam and significantly benefit the Shire of Northam community. Funding can be utilised for a wide range of purposes, including, but not limited to:

- One off community events
- Community projects that address a clearly defined community need
- Sponsorship of regional or state level sporting tournaments or competitions hosted in the Shire of Northam (i.e. not for the regular season)
- Funding can be applied for by individuals, 18 years or under and still at school who have qualified to participate in recognised State, National or International level events. A maximum \$500 will be awarded for travel subsidy
- Equipment purchases or capital projects only if there is a demonstrated risk to the safety or wellbeing of participants
- A maximum of 20% of the total funding received can be used for catering purposes.

Quick Response Grants can be applied for year round and will be assessed within 25 working days of receipt by the Shire of Northam.

ELIGIBILITY

- The applicant organisation must operate within the Shire of Northam and beneficiaries must be residents of the Shire of Northam. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Northam must be included in the application.
- Only groups who can demonstrate that they are not-for-profit community organisations will be considered eligible for funding.
- Individuals aged 18 years or under and still at school can apply for support only if they have been selected for representation at a State, National or International level at a competition or event endorsed by the relevant State or National association or governing body. The individual must reside within the Shire of Northam.
- 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.

ASSESSMENT CRITERIA

Submission of a Quick Response Grant application does not guarantee funding.

Applications will be assessed against the following criteria:

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

WHAT CANNOT BE FUNDED

- Retrospective costs
- Corporate events or projects
- Recurrent operational or staffing costs
- Gifts
- Costumes or uniforms
- Purchase of alcohol
- Equipment not directly related to the project
- Equipment purchases or capital projects unless there is evidence of urgency due to a demonstrated risk to health and safety.
- Projects that are the core responsibility of government agencies
- Projects that are deemed to be of benefit to a business, person or other profit making venture
- Projects that have a fundraising outcome
- Projects with a religious or political purpose
- Activities that duplicate an existing service

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 Public Liability Insurance (where applicable)
- Copy of latest financial statement and balance sheet (if applicable)

SUCCESSFUL APPLICANTS

Applicants will be notified of the outcome within 25 working days of receipt of their application. 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. For grants under \$1,000.00 the full allocation can be claimed upfront. For grants \$1,000.00 and above 90% of the allocated funding can 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.

APPLICATIONS MAY BE SUBMITTED AT ANYTIME

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

Please note that applications will be assessed within 25 working days of receipt of the application.

QUESTIONS

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

Community Development Officer
P 6608 0234
E records@northam.wa.gov.au

SHIRE OF NORTHAM QUICK RESPONSE GRANT

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		
Is the event/project covered under 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 / PROJECT DETAILS

Name of Event / Project			
Commencement Date		Finish Date	
Event / Project Description (Please describe the event or project in detail. Provide attachments if applicable)			

3. EVENT / PROJECT JUSTIFICATION

If applying for a travel subsidy, please skip to section 4

How has the need for the event/project been identified?	
How will the Shire of Northam community benefit?	
What other sources of funding have been applied for (please specify whether they confirmed)	
What will the Shire of Northam grant be used for? (Please detail)	

How will the Shire of Northam support be recognised? (Please detail)	
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4. TRAVEL SUBSIDY

Skip to section 5 if you are not applying for a travel subsidy

What is your date of birth?	
What school do you attend and what year are you in?	
Please detail how you were selected to participate in this event?	
Where is the event taking place? Town/City State Country	
How will the Shire of Northam support be recognised? (Please detail)	
Please attach evidence of selection to participate in event or support letter from the governing body or organisation.	

5. EVENT / PROJECT EXPENDITURE

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

6. PROJECT / EVENT INCOME

FUNDING SOURCE	AMOUNT \$ (ex GST)
Shire of Northam Request (up to \$5,000)	
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 copy of a recent Financial Statement attached?	<input type="checkbox"/>	<input type="checkbox"/>	
Are copies of quotes for items above \$500 attached?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all additional relevant supporting documents enclosed? E.g. letters of support.	<input type="checkbox"/>	<input type="checkbox"/>	
Has the application been endorsed by the organisation's committee?	<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 applicant 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 event/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. 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.
4. Funding will be expended within six months of receipt of grant offer.
5. Unspent funds are to be returned to the Shire of Northam within 3 months of event/project date/end of grant term.
6. 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.
7. The applicant will acknowledge the Shire of Northam's support in all public communications relating to the event/project, including signage, advertising and promotional materials in accordance with Shire requirements.
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	