

Shire of Esperance

Community Grants Program

Small Grant Application - \$3,000 or less



Please read the Community Grants Program Guidelines to ensure your organisation and project is suitable. If you need more space attach additional pages. Contact the Community Development Officer prior to submission if you are unable to complete questions or declarations.

ORGANISATION DETAILS

ORGANISATION NAME

ORGANISATION EMAIL ADDRESS

ORGANISATION POSTAL & RESIDENTIAL ADDRESS

CONTACT INFORMATION

CONTACT NAME

POSITION

PHONE NUMBER/S

EMAIL ADDRESS

DETAILS OF ACTIVITY / EVENT / PROJECT

PROJECT TITLE

PROJECT DESCRIPTION - What do you want to do? What is involved in delivering your project

PROJECT GOALS - What are you trying to achieve? What Community Need is being addressed and/or how will the Community benefit?

PROJECT ENGAGEMENT - Number of people involved in delivering, participating and/or impacted by project. Include cohort description where possible

LOCATION / VENUE

DATE OF ACTIVITY / EVENT or PROJECT TIMEFRAME (Start & End Dates)

WHAT WILL THE FUNDS BE USED FOR? (Evidence to be attached)

HOW WILL YOU ACKNOWLEDGE THE SHIRE'S SUPPORT?

DECLARATION & CHECKLIST

Our organisation is non-for profit and incorporated and operates within the Shire of Esperance.

Our organisation has met all requirements of previous Shire of Esperance funding including acquittal reporting.

The proposed project has not commenced, is not for commercial gain and is to take place within the Shire of Esperance.

I am the person authorised to make this application on behalf of my organisation.

I understand this is an application only and may not necessarily result in funding approval.

The information provided in this application and any attachments is true, correct and discloses an estimate as accurate as possible as to the proposed income, expenditure and activities of the project.

I acknowledge, that at the completion of the activity/event that a funding report must be completed notifying of the outcome/results

Budget Completed (overleaf)

Name

Mandatory Supporting Documentation Attached:

Certificate of Incorporation

Public Liability Insurance covering project

Evidence of Major Expense/s ie quotes.

Signature or E-Signature

| | |
|--|------|
| | Date |
|--|------|

PROJECT FUNDING DETAILS

APPLICATION AMOUNT* **TOTAL PROJECT COST (A)+(C)** **IS YOUR ORGANISATION REGISTERED FOR GST?**
 \$ \$ **YES** PREPARE GST EXCLUSIVE BUDGET **NO** PREPARE GST INCLUSIVE BUDGET

PROJECT BUDGET

List all income and expenditure details relating to your project/activity. If you are registered for GST all amounts are to be GST exclusive. If you are not registered for GST all amounts are to be GST inclusive. Volunteer labour is valued at \$25 per hour. Where a trades person is donating labour identify the full value of works. If you need more space attach a budget using the same format.

| <i>EXPENDITURE - CASH</i> | AMOUNT |
|--------------------------------------|--------|
| ITEM - DESCRIPTION | |
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| | |
| TOTAL PROJECT EXPENDITURE (A) | \$ |

| <i>INCOME - CASH CONTRIBUTION</i> | AMOUNT |
|--|--------|
| ITEM - DESCRIPTION | |
| Shire of Esperance* NOTE: Maximum \$3,000 and cannot exceed Total Project Cash Expenditure (A) | |
| Applicant Contribution | |
| Participant Contribution | |
| Other Funding - please specify | |
| | |
| | |
| TOTAL PROJECT INCOME (B) | \$ |

| | |
|------------------------------------|----|
| SURPLUS / DEFICIT (B) — (A) | \$ |
|------------------------------------|----|

| <i>IN KIND CONTRIBUTION - NON CASH ITEMS - VOLUNTEER DETAILS</i> | |
|--|-------|
| ORGANISATION - ITEM - DESCRIPTION | VALUE |
| | |
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| | |
| TOTAL PROJECT IN KIND CONTRIBUTION (C) | \$ |

| | |
|-------------------------------------|----|
| TOTAL PROJECT COST (A) + (C) | \$ |
|-------------------------------------|----|