

# Shire of Esperance Community Grants Program Application Form - More than \$5,000



Please tick appropriate category you are applying under

Development

Events

## PROJECT SUMMARY (PLEASE PRINT IN BLOCK LETTERS)

NAME OF PROJECT

LOCATION OF PROJECT / ACTIVITY

PROJECT START DATE

PROJECT FINISH DATE

TOTAL PROJECT COST (GST EXCLUSIVE)

APPLICATION AMOUNT (GST EXCLUSIVE)

## ORGANISATION DETAILS (PLEASE PRINT IN BLOCK LETTERS)

ORGANISATION NAME

ABN NUMBER

ARE YOU REGISTERED FOR GST?

YES NO

ORGANISATION STREET / POSTAL ADDRESS

IS YOUR ORGANISATION INCORPORATED?

YES NO

DOES YOUR ORGANISATION OPERATE ON A NOT-FOR-PROFIT BASIS?

YES NO

DOES YOUR ORGANISATION CURRENTLY LEASE A PROPERTY FROM THE SHIRE

YES NO

ORGANISATION PHONE NUMBER/S

DOES YOUR ORGANISATION HOLD PUBLIC LIABILITY INSURANCE?

YES NO

ORGANISATION EMAIL ADDRESS

DOES YOUR ORGANISATION HOLD VOLUNTEER ACCIDENT INSURANCE?

YES NO

HOW IS YOUR ORGANISATION MANAGED? I.E. MANAGEMENT COMMITTEE, BOARD

CONTACT PERSON NAME

HOW LONG HAS YOUR ORGANISATION BEEN ESTABLISHED?

CONTACT PERSON POSITION / ROLE

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

CONTACT PERSON PHONE NUMBERS

DEMOGRAPHIC OF MEMBERSHIP I.E. NUMBER OF MEN/WOMEN, SENIORS/YOUTH

CONTACT PERSON EMAIL ADDRESS

WHAT ARE THE PRIMARY SERVICES / ACTIVITIES PROVIDED BY YOUR ORGANISATION

**PROJECT DETAILS** (PLEASE PRINT IN BLOCK LETTERS)

**WHICH SHIRE OF ESPERANCE STRATEGIC COMMUNITY PLAN THEME DOES THIS PROJECT ALIGN TO?**

A COPY OF THE PLAN CAN BE ACCESSED AT [WWW.ESPERANCE.WA.GOV.AU](http://WWW.ESPERANCE.WA.GOV.AU)

**THEME 1: COMMUNITY CONNECTION**

**THEME 2: BUILT ENVIRONMENT**

**THEME 3: NATURAL ENVIRONMENT**

**THEME 4: GROWTH & PROSPERITY**

**WHICH CATEGORY BEST DESCRIBES YOUR PROJECT?**

**ARTS AND CULTURE**

**YOUTH**

**CRIME PREVENTION AND COMMUNITY SAFETY**

**TOURISM AND PROMOTION**

**SENIORS**

**ENTERTAINMENT AND EVENT MANAGEMENT**

**EMERGENCY SERVICES**

**DISABILITY SERVICES**

**MULTICULTURAL AND INDIGENOUS**

**SPORT AND RECREATION**

**HEALTH PROMOTION AND EDUCATION**

**BUSINESS SUPPORT AND DEVELOPMENT**

**PROVIDE A DESCRIPTION OF THE PROJECT** (NOTE: THIS INFORMATION MAY BE USED IN PROMOTIONAL MATERIAL)

**OUTLINE THE AIMS AND OBJECTIVES OF THE PROJECT**

**SPECIFICALLY IDENTIFY WHAT THE GRANT FUNDS WILL BE USED FOR**

**HOW DID YOU IDENTIFY THE NEED FOR THIS PROJECT AND ADVISE WHO WAS INVOLVED IN THE IDENTIFICATION PROCESS**

**FOR EVENTS / ACTIVITIES - OUTLINE THE EXPECTED PARTICIPANT DETAILS (I.E. NUMBER, AGE, GENDER)**

**DESCRIBE HOW THE PROJECT WILL BENEFIT THE PARTICIPANTS AND THE BROADER COMMUNITY**

**SPECIFY HOW YOU WILL EVALUATE THE OUTCOMES AND SUCCESS OF THE PROJECT**

**PROVIDE DETAILS OF ANY PARTNERSHIPS WITH OTHER ORGANISATIONS OR COMMUNITY GROUPS THAT WILL DELIVER THIS PROJECT AND EXPLAIN HOW THEY WILL SUPPORT THE PROJECT**

## Shire of Esperance - Community Grants Program - Application Form

**HAVE YOU DEVELOPED A PROJECT PLAN AND TIME FRAME FOR YOUR TASKS AND ACTIVITIES?**

IF YES, PLEASE PROVIDE YOUR PLANNING DOCUMENTS WITH THIS APPLICATION

IF NO, PLEASE OUTLINE KEY STEPS FOR THE PROJECT BELOW

**YES**

**NO**

**HAVE YOU DEVELOPED A MARKETING AND PROMOTIONS PLAN FOR THE PROJECT?**

IF YES, PLEASE PROVIDE YOUR PLANNING DOCUMENTS WITH THIS APPLICATION

IF NO, PLEASE OUTLINE KEY STEPS FOR THE PROJECT BELOW

**YES**

**NO**

**HOW WILL YOU ACKNOWLEDGE THE SHIRE OF ESPERANCE CONTRIBUTION TOWARDS THIS PROJECT?**

**IS THIS AN ONGOING PROGRAM?**

IF YES, PLEASE DETAIL HOW YOU INTEND TO ENSURE THAT THE PROJECT IS SUSTAINABLE IN THE FUTURE.

THE SHIRE OF ESPERANCE MAY NOT GUARANTEE FUNDING FOR ONGOING PROJECTS.

**YES**

**NO**

**ARE THERE ANY VOLUNTEERS INVOLVED WITH THIS PROJECT?**

**YES**

**NO**

**ESTIMATED NUMBER OF VOLUNTEERS INVOLVED WITH THE PROJECT**

**ESTIMATED NUMBER OF HOURS VOLUNTEERS WILL CONTRIBUTE TOWARDS THE PROJECT**

DESCRIBE HOW THE PROJECT WILL BE AFFECTED IF PARTIAL OR NO FUNDING IS PROVIDED

PROVIDE ANY FURTHER INFORMATION WHICH YOU THINK IS RELEVANT TO YOUR APPLICATION HERE

**FUNDING** (PLEASE PRINT IN BLOCK LETTERS)

HAS YOUR ORGANISATION RECEIVED ANY TYPE OF FUNDING FROM THE SHIRE OF ESPERANCE IN THE LAST 5 YEARS?  
IF YES - PLEASE PROVIDE DETAILS BELOW

YES

NO

YEAR	AMOUNT	PURPOSE	FULLY ACQUITTED	
			Y	N
			Y	N
			Y	N
			Y	N

HAVE YOU MADE AN APPLICATION FOR GRANT FUNDING FROM ANY OTHER SOURCES FOR THIS PROJECT  
IF YES - PLEASE PROVIDE DETAILS BELOW

YES

NO

FUNDING BODY AND PROGRAM	AMOUNT	APPROVED		PENDING
		Y	N	
		Y	N	
		Y	N	
		Y	N	



**DECLARATION**

We declare that:

Our organisation is not-for-profit and our organisation is incorporated.

We are the persons authorised on behalf of our organisation to make this application.

We have read and understood the Community Grants Program Guidelines. We are aware that supporting documentation is required for all applications as detailed in the Community Grants Program Guidelines.

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

We understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved.

We accept and agree to complete an Accountability form within 60 days from the conclusion of the project.

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

We have attached the following mandatory information/evidence, plus additional information relevant to our application:

Certificate of Incorporation

Public Liability Insurance

Financial Statements as outlined in the Community Grants Program Guidelines

Quotations for expenses over \$1,000 as outlined in the Community Grants Program Guidelines

If you are unable to make any of the declarations in this form or complete any of the questions, please contact the Community Development Team for guidance

**NAME**

**NAME**

**POSITION HELD**

**POSITION HELD**

**SIGNATURE**

**SIGNATURE**

**DATE**

**DATE**