



**Shire of
Koorda**

Drive in, stay awhile

Koorda Community Grants Program (CGP) Application Form

Round 1: Applications open on 1 July and close 31 July. To be considered at the Public Ordinary Council Meeting in August. Acquittal Due: 28 February.

Round 2: Applications open on 1 November and close 30 November. To be considered at the Public Ordinary Council Meeting in December. Acquittal Due: 25 June.

Late applications will not be accepted.

APPLICATION ROUND/YEAR	
Which financial year are you applying for? (Eg; 2023/2024)	
What round are you applying for? (Eg; Round 1)	

APPLICATION ROUND/YEAR	
Group/organisation name:	
Postal address:	
ABN:	
Does your group/organisation have Public Liability Insurance?	<input type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No - you will need an auspicing organisation to apply for the CGP that has a Certificate of Currency)
Is your group/organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	<input type="checkbox"/> Yes <input type="checkbox"/> No - please complete and attach a Statement by Supplier form available on the ATO website. <i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input type="checkbox"/> Incorporated Association <input type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.</i>

GROUP/ORGANISATION CONTACT PERSON

Contact Title & Name: <i>Eg. Mr John Smith</i>	
Position title in the group/ organisation:	
Contact Numbers:	
Email:	

GROUP/ORGANISATION ALTERNATE CONTACT PERSON

Contact Title & Name: <i>Eg. Mr John Smith</i>	
Position title in the group/ organisation:	
Contact Numbers:	
Email:	

AUSPICING ORGANISATION (IF APPLICABLE)

Auspicing organisation Name:	
ABN of auspicing organisation:	
Contact Person Title & Name: <i>Eg. Mr John Smith</i>	
Position title in the group/ organisation:	
Contact Numbers:	
Email:	

ABOUT GROUP/ORGANISATION

Briefly describe your group/organisation's aims?

The services/activities your group/organisation provide to the community?

Which are your main target groups?

- | | | |
|--|----------------------------------|---|
| <input type="checkbox"/> General Community | <input type="checkbox"/> Women | <input type="checkbox"/> Aboriginal and Torres Strait Islander people |
| <input type="checkbox"/> Children 0-10 | <input type="checkbox"/> Men | <input type="checkbox"/> People with disabilities and/or carers |
| <input type="checkbox"/> Youth 11-25 | <input type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify) _____ |

If your application is successful, how will you recognise the Shire of Koorda's contribution to this project?

- | | |
|--|---|
| <input type="checkbox"/> Press release | <input type="checkbox"/> Banners/Posters |
| <input type="checkbox"/> Annual Report | <input type="checkbox"/> Equipment: a sticker or plaque attached, where possible, on the item/s purchased recognising the Shire's contribution. |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Flyers | |

Has your organisation received funding from the Shire in the last two years?

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- No - skip to Project Details
 Yes - please answer below questions

If applicable, please list the years and amounts of funding from the Shire in the last two years.

Year: _____ Amount: _____

Year: _____ Amount: _____

If applicable, has your organisation provided an acquittal to the Shire for each grant?

- Yes - The organisation's acquittal has been received by the Shire.
 No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

PROJECT DETAILS

Project Title

Please outline your project/funding request?

Funding Requested (excluding GST)

Total Project Cost (excluding GST, please include in-kind and financial sources and contributions)

On what date/dates will your project/initiative start and finish? (Please attach a timeline for you project if applicable)

How and where will your project/purchases take place?

What is your group/organisation's contribution to your project? Please include in-kind and financial sources and contributions.

How many people do you anticipate will attend your event or participate in your project/initiative once completed? (reference should be made to those anticipated to attend/participate from within the Shire of Koorda, and those from the outer regions)

Explain how you know the project is needed and supported by the Community, and explain what benefits will your project/initiative deliver to the Koorda community?

Name any other group/individuals that will be involved in the project? (please attach letters of support)

If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?

If your application is unsuccessful, or only partly funded, in the CGP, how will the project be delivered?



PROJECT INCOME

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL IN-KIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

In-kind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations in-kind hours for the project.

PROPOSED PROJECT INCOME	BUDGET (ex GST)	STATUS
<i>For example: CGP grant request</i>	1,000	Unconfirmed
<i>For example: Own organisation cash contribution</i>	500	Confirmed
<i>For example: Own organisation in-kind contribution</i>	200	Confirmed
<i>For example: Lotterywest Grant</i>	2,000	Pending
Total Income:		

PROJECT EXPENDITURE	BREAKDOWN (ex GST)	FUNDING SOURCE
<i>For example: Newspaper Advertisement</i>	500	CGP
<i>For example: Purchase of chairs and tables</i>	500	CGP
<i>For example: Venue hire</i>	200	Own organisation in-kind contribution
<i>For example: Bouncy castle hire</i>	2,000	Lotterywest
Total Expenditure:		

DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration, costs, etc. We agree to manage the funds on behalf of _____ and abide by the CGP Guidelines.

Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

CHECKLIST

Please ensure you have:

- Read the application guidelines carefully
- Completed **ALL** sections of the Application Form
- Attached copies of quotes/pricing for all expenditure requested through the CGP
- Attached a copy of the Certificate of Currency for Public Liability Insurance
- Attached a Letter of Support from the auspice organisation (if applicable)
- Attached a Statement of Supplier (if applicable)
- Attached a Project timeline (if applicable)
- Attached any Letters of Support from other groups.

For assistance with your application or to have it proofed before submission, please email to ceo@koorda.wa.gov.au

Please send this application via one of the following:

Mail

Shire of Koorda
PO BOX 20, Koorda WA 6475

Email

ceo@koorda.wa.gov.au

In person

10 Haig Street, Koorda