

Application form

Instructions for Applicants

1. Please complete the application form in black or blue pen.
2. Refer to the **guidelines and information for applicants** for eligibility criteria, funding categories, and selection guidelines. Close observation of this document will assist you with your application. Funding decisions are made by a Committee, based on this information.
3. Applicants who attend an information session prior to the closing date will be highly regarded.
4. If you wish to apply for more than one project, a separate *application form* must be completed for each project. Extra copies of both the *application form* and *guidelines and information for applicants* are available on the Council's website at www.westwimmera.vic.gov.au/Community/Community-Strengthening-Grants-Program

Please forward completed applications to:

West Wimmera Shire Council
Community Strengthening Grants
PO Box 201
Edenhope VIC 3318
Fax | 03 5585 9950
Email | grants@westwimmera.vic.gov.au

5. Applications close at 5.00 pm Monday 18th February 2019. Late applications will not be received.
6. If you have any concerns regarding completing this application form, please contact the Council by telephoning 03 5585 9900.



Section A | Applicant Details

Name of group or organisation undertaking the project		
Name of the organisations President <input type="checkbox"/> or Secretary <input type="checkbox"/>		
Organisation's Postal Address		
		Postcode
Telephone Number		
Email Address		
Does your organisation have an ABN?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>If NOT, a representative of the organisation will be required to complete an Australian Tax Office – "Statement by a Supplier" form, which will be provided to successful applicants to complete at a later date.</i>		
ABN		
Is the organisation registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Contact person for this project

Name:	
Contact Number	
Email Address	

Description of group or organisation

In summary, what is the primary aim or goal of the group or organisation?

Does your group or organisation benefit from the use of Council grounds and/or buildings, through a lease or other hire arrangement and/or, have the use of grounds which are regularly maintained by West Wimmera Shire Council?

Yes

No

*If **YES**, please provide details (ie. annual lease or hire cost to group).*

Has your group or organisation previously received a community grant from Council?

Yes

No

*If **YES**, please provide the year and round funding was provided, the amount received and the name of the project for which funding was received.*

Is the organisation incorporated?

Please attached copy of your Certificate of Incorporation.

Yes

No

*If **NO**, are you auspiced by an incorporated organisation?*

Yes

No

Please provide the name of the auspicing organisation and attached a copy of the organisation Certificate of Incorporation.

Section B | Description of the project

Project title

Amount applied for (excluding GST*) \$

***Only include GST if your group is not registered for GST and you require it to be included in the grant amount.**

Project Funding Category
Refer to the funding categories in the guidelines and choose the one that best described the aims of the project for which the grant is being sought.

Please tick one only

Community Projects
Funding is for a maximum of \$5,000 on a \$2 for \$1 basis
Quotations must be attached to this application

- Community and cultural development
- Sport and recreation
- Community health and safety
- Environmental improvement

Community Event
Funding is for a maximum of \$750
A copy of public liability insurance cover must be attached to this application

Facilities Upgrade and Equipment Purchase
Funding is for a maximum of \$5,000 on a \$2 for \$1 basis
(quotations must be attached to this application and prior approval sought from Council for any proposed improvement to Council owned property)

In summary, what is the primary aim or goal of the project and what outcomes will be achieved?

How was demand for the project identified?

Will your project require ongoing funding? If yes, how will these ongoing costs be funded?

Yes

No

If YES, how?

Does your project seek to

- Target a recognised community need or identified gap
- Strengthen the liveability of the community
- Foster community engagement and participation
- Primarily benefit the residents in the West Wimmera community, and benefits the broader community
- Encourage a strong sense of community wellbeing that supports learning, participation, inclusiveness, healthy lifestyles and environmental sustainability

Will other persons/groups/organisations other than your organisation benefit from this project? If so, please provide details.

Target group

- Youth
- People with a disability
- Aged
- Socially isolated
- Culturally diverse
- Disadvantaged
- Other (please list)

How does your project encourage and support the involvement of volunteers (ie. coordination, planning, training)?

How will you promote your project in the community (ie. West Wimmera Wire, newspaper etc. which groups will be targets for promotion, flyers, etc.)?

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Could your project proceed if you only received partial funding?

Yes <i>If YES, how?</i>	No
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Are written quotations attached?	Yes	No
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How did you hear about Council's Community Strengthening Grants program?

<input type="checkbox"/> West Wimmera Wire	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Council website
<input type="checkbox"/> Facebook	<input type="checkbox"/> Other (<i>please specify</i>)	

Please provide any further information which you think is relevant to your application. *You may wish to attach further information.*

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Is it likely that your project may involve the submission of applications for further Council permits or Development Approvals prior to being implemented?

Such projects may involve the following:

- Construction or modification on Council property
- Erection of banner or moveable sign
- Events (including road events, street parties, parades)
- Property development.

Yes	No
If YES, please note that in the event of your application being successful, funding will not be provided if the required approvals are not given.	

Section C | Project Budget & Declaration

INCOME

What contributions will your organisation be making to the total cost of the project, what contribution are you requesting from the Community Strengthening Grants program, and will you be sourcing other funding?

Please note: The budget must meet the funding ratios for the selected grant category.

Funding source	Amount	Support Documents Supplied
Requested from Council	\$	
Cash sponsorships	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Government funding (Federal or State)	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
Organisation's cash contribution	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
In-kind contributions	\$	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>In Kind Labour Form</i>
Total project income	\$	

EXPENDITURE

How the money will be spent?
Quotations must be submitted with the application.

Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total project expenditure	\$

INCOME must equal EXPENDITURE
Incorrect budget may deem your application in-eligible

Section D | Declaration

DECLARATION

I, on behalf of
.....(name of organisation)
declare that, if our application for funding is successful, I will forward to the West Wimmera Shire Council a written assessment of the project and a statement of expenditure signed by the Treasurer of the organisation after the monies provided have been expended.

In accepting a grant for the project our organisation agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, chargers and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to this project. The Council bears no responsibility for the management of the project prior to, during and after finalisation and makes clear that the financial contribution is for funding purposes only.

I agree to the above conditions

Signature _____

Position _____ Date _____

Attachments and Supporting Documents:

- Certificate of Incorporation
- Quotations
- Copy of Public Liability Insurance (Community Events Category Only)
- Organisations Financial Statement
- Completed In Kind Labour Form

Please note: Incomplete applications and those without the required supporting documents may be deemed in-eligible as per the Community Strengthening Grant Program guidelines.

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