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| **SHIRE OF GINGIN COMMUNITY FUNDING PROGRAM**  Council Budget Request (over $10,000): Guidelines |

This grant is for larger scale projects that require more than $10,000 of funding from the Shire. Owing to the larger sum requested, a more detailed application form is required to show that all aspects and costs have been considered to ensure a successful project.

Step One

Before you get started, make sure you speak to the Community Services team. If the project you are wanting to complete is for infrastructure or upgrades to Shire buildings, then a Concept Enquiry will need to be submitted and a Shire in-principle letter of support attached to this application.

Concept Enquiries can be started at any point in the year and it’s good to get started on this process well before the annual Community Funding round to allow Council time to consider the project.

How much can we apply for?

There is no cap on how much you can apply for. However, it is good to keep in mind that applicants who contribute a greater percentage of cash or in-kind contribution to their own project, or have been able to secure additional funding, will rank higher than those that don’t.

How are applications assessed?

Council assesses each Council Budget Request individually. Council asks six questions when it assesses your funding application:

1. How does the project support the community funding focus areas? (See next page)
2. What will the benefit be for the community?
3. Which part of the community will benefit?
4. Does the group have the experience/support needed to complete the project?
5. What in-kind or cash support is being providing towards the project?
6. Is the cost of the project reasonable for the benefits created?

How do we apply?

Fill in the application form on the following pages. Ensure you attach the required documents and sign the declaration. Contact our team with any questions and make sure your application is submitted by 18 March 2022.

When do we find out if we are successful?

We will let you know the outcome of your application by the end of August 2022. The grant funds can only be used to cover purchases made after funding is confirmed.

More information

For more information, please contact the **Community Services** team.

**T:** (08) 9575 5100

**E:** [grants@gingin.wa.gov.au](mailto:grants@gingin.wa.gov.au)

**W:** [www.gingin.wa.gov.au/funding-and-grants](http://www.gingin.wa.gov.au/funding-and-grants)

# Logo, company name Description automatically generated Community Funding Focus Areas

What are the Community Funding focus areas?

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| FOCUS AREAS | Community Wellbeing | Natural Environment | Infrastructure & Development | Economic Development | Governance |
| Description | Supporting the Shire of Gingin community to be inclusive, vibrant, healthy and safe. | Conservation of natural assets and undertaking sustainable resource management. | Managing growth and providing community infrastructure in a financially responsible manner. | Supporting economic development across the Shire. | Demonstrating effective leadership, governance, and advocacy on behalf of the community. |
| Examples of Past Community Funding Projects & Events | **Ledge Point Country Club** Stream 2, $4,000 towards the Sandcastle Competition and Easter events.  **Gingin CRC**  Stream 2, $3,000 towards art display and concert.  **Guilderton Community Association** Stream 2, $2,500 towards Christmas Carols and Easter Concert. | **Moore Catchment Council**  Stream 2, $8,000 towards Pyp Grass removal in Guilderton.  **Ellen Brockman Integrated Catchment Group** Stream 3, $15,000 towards improving water quality, rehabilitating wetlands, protecting native fauna and flora, community workshops. | **Gingin Pistol Club** Stream 4  $30,000 towards new club rooms.  **Gingin Bowling Club** Stream 4, $50,000 towards replacement of bowling green. | **Gingin and Lancelin Community CRCs**  Stream 3, $10,000 towards tourism promotions in the region. | **Lancelin Primary School Leadership Program** Stream 2, $1,000.  **Public Liability Insurance** for various groups such as Moore River Men’s Shed, Stable Fly Action Group, and Lancelin Healthy Community Forum, Stream 1. |

The Community Funding focus areas come from the Shire of Gingin’s Strategic Community Plan 2019-2029which is developed in consultation with the community.re



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| **APPLICATION FORM**  For Council Budget Requests $10,000+ |

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| **ProjeCt Budget request** | | | | | | | | | | | | |
| **Project/Event Title:** |  | | | | | | | | | | | |
| **Dollar sum requested from the Shire of Gingin** | | | | $      (GST Exclusive) | | | | | | | | |
| **Applicant & Contact Information** | | | | | | | | | | | | |
| **Community Organisation:** |  | | | | | | | | | | | |
| **Postal Address:** |  | | | | | | | | | | | |
| **Contact Person & Role:** |  | | | | | | | | | | | |
| **Contact number:** |  | | | | | | | | | | | |
| **Email:** |  | | | | | | | | | | | |
| **ABN: (if applicable)** |  | | | | | | | | | | | |
| **Incorporated:** | Yes  No | | **GST Registered:** | | | | Yes  No | | | | | |
| **If you are applying through an auspicing body please provide their contact information (same info required as above) in this section.** | | |  | | | | | | | | | |
| **Project Description** | | | | | | | | | | | | |
| What is the Project? | | | | | | | | | | | | |
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| **Background** | | | | | | | | | | | | |
| How did the project come about? Were other options considered and how did you decide this was the best option? | | | | | | | | | | | | |
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| **COMMUNITY FUNDING FOCUS AREAS** | | | | | | | | | | | | |
| What focus area does the project support? | | | | | | | | | | | | |
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| **benefit** | | | | | | | | | | | | |
| Who will the project benefit? How many people will benefit? | | | | | | | | | | | | |
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| **Outcomes** | | | | | | | | | | | | |
| **Objectives**  What do you want to achieve? | | | | | | | | | | | | |
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| **MilestonEs** | | | | | | | | | | | | |
| **Key Actions**  What are the steps to complete the project? (e.g., gain Planning Approval) | | | **Timeframe**  When does each step need to be completed by? | | | | | **Responsibility**  Who will complete this (e.g. a contractor, group volunteer etc.) | | | | |
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| **APPROVALS / COMPLIANCY REQUIREMENTS & STATUS** | | | | | | | | | | | | |
| Have you contacted the Shire of Gingin and/or other relevant organisations to enquire of any legislative or compliancy requirements? If so, list what is applicable to your project and whether it is pending grant funding, applied for, approved etc. | | | | | | | | | | | | |
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| **MARKETING** | | | | | | | | | | | | |
| How will people know about your project? How will you acknowledge the Shire of Gingin as a project partner? What promotional avenues will you use (e.g., online, club newsletters, signage, social media etc) | | | | | | | | | | | | |
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| **SUSTAINABILITY** | | | | | | | | | | | | |
| How will the project be sustained into the future? Consider operational and whole of life costs, promotion to retain interest and support usage into the long-term, management of the facility, etc. | | | | | | | | | | | | |
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| **RISK MANAGEMENT** | | | | | | | | | | | | |
| **Risks**  What potentially could go wrong? | | **Treatment (Actions)**  What will be done to minimise the risks? | | | | | | | | **Responsibility**  (e.g., contractor, volunteer etc.) | | |
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| BUDGET: INCOME | | | | | | | | | | | | |
| How will the project be funded? | | | | | | | | | | | | |
| **List all funding sources including volunteer time, business sponsorship and other funding you have or plan to apply for** | | | **Cash**  **(GST EXCL)** | | | **In-Kind Contribution\*[[1]](#footnote-1)** | | | **Total**  **(GST EXCL)** | | | **Confirmed**  **If Yes tick box** |
| Own (Applicant’s) Contribution | | | $ | | | $ | | | $ | | |  |
| Shire of Gingin Request | | | $ | | | $ | | | $ | | |  |
|  | | | $ | | | $ | | | $ | | |  |
|  | | | $ | | | $ | | | $ | | |  |
|  | | | $ | | | $ | | | $ | | |  |
| **Total Income** | | | $ | | | $ | | | $ | | |  |
| BUDGET: EXPENDITURE | | | | | | | | | | | | |
| What items/resources do you need to fund to make the project happen? \***[[2]](#footnote-2)** | | | | | | | | | | | | |
| **Item(s) description** | | | **Cash**  **(GST EXCL)** | | **In-Kind** | | **Total**  **(GST EXCL)** | | | | **Tick items that the Council Budget Request would fund** | |
|  | | | $ | | $ | | $ | | | |  | |
|  | | | $ | | $ | | $ | | | |  | |
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|  | | | $ | | $ | | $ | | | |  | |
| **Total $ cost of items** | | | $ | | $ | | $ | | | |  | |

**APPLICANT CHECKLIST**

Copy provided with the application:

Quotations

Evidence of funding commitments/secured cash or in-kind contributions

Supporting information, such as stakeholder and community support, photos, etc.

Most recent financial statement

Committee minutes with motion supporting the project

Insurance Certificates of Currency (if not supplied previously)

Current Certificate of Incorporation (if not supplied previously)

(For Concept Enquiry projects only) Shire In-principle Letter of Support

Approvals/ Authorisations/Structural Certificates etc. (if approved)

**DECLARATION**

On behalf of the applicant organisation, I declare that:

* All the information provided is true and correct.
* I give permission to the Shire of Gingin to contact any persons or organisations in the assessment of the application, as appropriate.
* I understand that the project cannot commence until written confirmation of funding is received.

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| **Applicant Signature:** |  | **Date:** |
|  | Chairperson/President/Authorised Person | |
| **Print Name:** |  | **Title:** |
| **Position:** |  | |
| **Witness name:** |  | |
| **Witness signature:** |  | |

1. Volunteer time is calculated at $25 per hour per volunteer to align with the Department of Local Government, Sport and Cultural Industries rate [↑](#footnote-ref-1)
2. Attach copies of either two (2) written quotations or written estimates for all items and three (3) written quotations for projects over $50,000. Include permit and planning costs. [↑](#footnote-ref-2)