



Shire of Wickepin Community Grants 2016/17

General Grant Application Form
Closing Date 4.00 pm Wednesday 27 April 2016

FUND OBJECTIVE - *Establishment or improvement of playing areas or buildings necessary for the conduct of sport or for community use, to assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.*

SECTION 1 - Applicant Information

Name of Organisation _____
Postal Address _____
Contact Person _____
Position _____
Telephone _____
Fax _____

Is your organisation an incorporated body? Yes No
What is your Incorporation Number? _____

Does your organisation have a constitution? Yes No

Financial Information

Attach a copy of the audited financial statement for the last financial year.

Previous assistance from the Shire of Wickepin

Has council previously assisted your organisation? Yes No
Date of last grant (if known)? _____
Amount of last grant: \$ _____

SECTION 2 - General Information about your organisation and services provided

This section is designed to help you provide information that will give some general background about your organisation, the service it provides and the reasons for your request to council.

What are the main purposes of your organisation?

What are the main services it provides?

Describe how your organisation operates i.e. by volunteers, paid staff, combined of both, etc. Please indicate how many staff and volunteers you have.

If not clearly specified in your financial statements, describe your main funding sources e.g. government grants (please state source), fundraising, members fees, fees for services, etc.

Approximately how many people are members of your organisation or benefit from the services you provide? Please describe eligibility requirements for membership or access to services.

From where does your organisation or this service operate?

If you are requesting a grant for capital works for a building, please indicate who owns the premises? Provide evidence support for your project from the owner.

Who owns the land on which your facility will be located?

Annual rent paid for the premises? \$_____

What geographical areas does your organisation cover?

- a) Shire of Wickepin area only?
- b) Shire of Wickepin area and adjoining areas?

SECTION 5 - Project Cost

Council’s general philosophy is to fund one third of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant funding for the remaining project costs.

Community and Sporting bodies must submit an application where eligible, for Ministry for Sport and Recreation or other Government aid.

Please complete the table below, showing income and expenses from all sources including in-kind, donated materials or voluntary labour (\$20/hr).

Income			Expenditure		
Item	Cost/Description	Amount (ex GST)	Type/Supplier	Description/Quantity	Amount (ex GST)
<i>e.g. Grant Funds</i>	<i>Lotterywest</i>	<i>\$2000</i>	<i>Materials</i>	<i>Cement and Posts</i>	<i>\$2100</i>
TOTAL INCOME:			TOTAL EXPENDITURE:		

Please provide any other information relevant to your application.

SECTION 6 – Authorisation/Declaration

The authorised person signing this application should be an executive member of your organisation, i.e. President, Vice-President, Secretary or Treasurer.

I certify that I am authorised to submit this application on behalf of the organisation. I also declare that I have read the Shire of Wickepin Financial Assistance Guidelines and will comply with the provisions of the Shire of Wickepin Policy regarding the Community Assistance Grant Scheme.

Name: _____

Signature: _____

Position in Organisation: _____

Date: _____

Bank Account Name: _____

Bank Account Number:

			-																
BSB Number								Account Number											

Please return your application to:
Shire of Wickepin
PO Box 19 WICKEPIN WA 6370

Please ensure you have included these items with your application:

- Financial Accounts
- Detailed budget with supporting quotes
- Working drawings where applicable
- Letters of Support