



# MINOR COMMUNITY GRANTS SCHEME 2017/2018

FOR PROJECTS WITH A TOTAL BUDGET UNDER \$10,000

## INFORMATION FOR APPLICANTS

### WHAT IS THE MINOR COMMUNITY GRANTS SCHEME?

The Minor Community Grants Scheme is an annual Shire of Capel initiative established to support the development of the community through the provision of community funding opportunities.

Community groups, clubs and organisations that require financial assistance are encouraged to apply under these schemes for projects in the following areas:

- Sport and recreation
- Youth development
- Culture, arts and events
- Equipment and minor projects

Council has made available two Minor Grant Scheme categories:

#### **Projects under \$2,000**

Council may make available minor grants to a maximum of \$1,000 including GST being half the total project cost.

#### **Projects \$2,000 up to \$10,000**

Council may make available grants to a maximum of 1/3 of total project cost to a maximum of \$3,333 including GST per project.

The applicant's contribution to the proposed project may come from one or more of the following sources:

- Applicant organisations cash
- Donations of materials or resources
- State or Federal Government Funding Agencies
- Voluntary Labour

### GOALS OF THE MINOR COMMUNITY GRANTS SCHEME

- To extend and support the level of participation in recreational, cultural and community activities within the Shire of Capel.
- To increase the number and variety of recreational, cultural and community opportunities in the Shire
- To assist in the improvement of community recreation
- To positively contribute to the wellbeing of the community

### ELIGIBILITY

The applicant must be an incorporated, non-profit organisation. In some instances, applications may be made by an incorporated organisation on behalf of another non-profit group.

The project, activity, or equipment must be located within the Shire of Capel, and/or directly benefit residents of the Shire of Capel. The applicant organisation must also be based within the Shire of Capel and the majority of members of the applicant organisation must be residents of the Shire of Capel.

## **ASSESSMENT DETAILS AND CRITERIA**

Assessment of all applications will be made by Council and preference will be given to projects with demonstrated community support.

Applicants need to demonstrate:

- Benefits the project will bring to the community
- Achievable outcomes and objectives
- Project involvement by groups within the Shire of Capel
- Complete budgetary details

## **WHAT/WHO IS NOT ELIGIBLE FOR FUNDING?**

Council will NOT fund the following:

- Deficit funding for organisations
- Recurrent salaries and operational costs
- Organisations or events where the primary purpose is considered to be to promote political or religious beliefs
- Individuals (or sponsorship of cash prizes for individuals or teams)
- Applications for completed projects or equipment already purchased
- Applications for capital works on private property
- Existing committees of Council

## **CONDITIONS AND REQUIREMENTS**

- Only one application per group will be funded each financial year
- The proposed project must take place within the financial year that funding is made available
- Prior approval must be sought for any substantial change of proposal
- Project and financial reports must be submitted to the Shire of Capel, on the form provided, within one month of the completion of the project

## **ACKNOWLEDGEMENT**

It is expected that organisations that receive funding through the Minor Community Grants Scheme will:

- Acknowledge Council's support in its advertising, promotion and media
- Utilise Council's logo where approved
- Abide by any other conditions placed on the approval of the grant

## **GST**

- Grants are provided inclusive of GST.
- Groups registered for GST will be required to produce a Tax Invoice.
- Groups not registered for GST will be required to provide an ABN, or complete a declaration form as to why their group has no ABN.

# Minor Community Grant Application 2017/18



Organisation Details			
Name	_____		
Contact Person	_____		
Postal Address	_____		
Phone	<b>Home</b>	<b>Work</b>	<b>Mobile</b>
Email	_____		

Project Details			
Name	_____		
Dates	<b>Start</b>	<b>End</b>	_____
Amount \$	<b>Total \$</b>	<b>From Council</b>	Incl GST ? Yes <input type="checkbox"/> No <input type="checkbox"/>

Note. Projects under \$2,000 may apply for a maximum of \$1,000 inc GST  
Project \$2,000 – 10,000 may apply for a maximum of \$3,333 inc GST

Financial Details			
Is your group incorporated?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
<b>If yes, please provide a copy of your incorporation certificate</b>			
<b>If no, please provide the name of your auspicing body, which <i>must</i> be incorporated</b>			
	_____		
Is your group/auspicing body registered for GST?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Applicant/auspicing ABN*	_____		

If no ABN, please complete **Statement by Supplier** form and attach to Application.

Signatures			
Group President	<b>Name</b>	_____	
	<b>Signature</b>	_____	<b>Date</b>
Auspicing Body (If relevant)	<b>Name</b>	_____	
	<b>Signature</b>	_____	<b>Date</b>

Office Use Only

**Applications must be received by council no later than 4:00pm Friday 13/10/17**

# PROJECT DESCRIPTION

*The following information should be provided typed or printed in the space provided.  
Please do not attach any further pages addressing these questions.*

1. Have you spoken to a member of the Shire's Community Development Team to ensure your project fits the criteria?    Yes        No

Name:.....

2. Project title?

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3. Please provide a brief description of the project.

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4. What benefits do you see for your group from this project?

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5. What are the benefits of the project to the wider community in the Shire of Capel?

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6. Who are the people involved with the coordination of this project? (names, roles etc)

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7. Tell us about your organization:

Total number of members: ..... How many reside in the Capel Shire .....

Adults:..... Males: ..... Females:..... Children under 18 .....

8. What other groups (if any) will be involved with the project?

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9. It is considered an advantage if you have applied for other funding from other sources. Have you applied for funding from other sources? List both successful and unsuccessful applications.

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## Budget notes:

### **Quotes**

Quotes for items over \$500 should be provided

### **Calculating value of donated labour and materials/goods etc**

i.e. if you have members who have trade qualifications/skills and they wish to construct the shed/brick wall/plumbing etc. (please note they must hold relevant qualifications for plumbing, bricklaying, construction, electrical etc). You will need to obtain a formal written quote from a tradesperson for the work and list this on the expenditure page, then list the items as an in-kind donation of your group on the income page.

### **Acquitting the grant**

You will need to supply receipts for all cash expenditure relating to the funding provided by the Shire. They must be made out to your organization and give details of the supplier and the goods/labour purchased.

***Remember to INCLUDE GST in the budget :***

# PROJECT BUDGET

**EXPENDITURE (A)**

Purchase or Hire of Equipment, materials etc (please list): \$  
Inc GST


Professional fees (e.g. consultants, architects, training, etc.) if applicable


Administration costs (e.g. postage, stationery, photocopying etc)


Promotional costs (e.g. advertising, flyers etc)


Other costs associated with this project


**Total Expenditure (A)**

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**INCOME (B)**

\$

Fees (admission, registration etc)

Inc GST

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Sales (food, drinks etc)

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Other funding sources

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Your organisation's contribution

Cash

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Donations of materials, labour in-kind, machinery work in-kind) (this must be substantiated by a quote for the work to be done)

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**Total Income (B)**

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**AMOUNT REQUESTED FROM COUNCIL**

(The amount requested from Council should be the difference between the total Expenditure (A) and the total Income (B))

# GRANT CHECKLIST

**BEFORE SUBMITTING YOUR GRANT HAVE YOU:**

- CHECKED YOUR BUDGET**
- INCLUDED A COPY OF YOUR CERTIFICATE OF INCORPORATION**
- ATTACHED QUOTES FOR ITEMS over \$500**
- SPOKEN TO A SHIRE OFFICER (please provide name and date)**

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**IF YOUR PROJECT INCLUDES BUILDING OR CONSTRUCTING ANYTHING ON SHIRE OF CAPEL LAND OR LAND VESTED IN THE SHIRE OF CAPEL:**

**HAVE YOU GAINED PLANNING APPROVALS**

**WHICH STAFF MEMBER AT THE SHIRE HAVE YOU SPOKEN TO?.....**

**HAVE YOU GAINED BUILDING APPROVALS**

**WHICH STAFF MEMBER AT THE SHIRE HAVE YOU SPOKEN TO?.....**

**HAVE YOU GAINED HEALTH APPROVALS**

**WHICH STAFF MEMBER AT THE SHIRE HAVE YOU SPOKEN TO?.....  
(THINGS INCLUDING KITCHEN UPGRADES, TOILET UPGRADES, DISABLED ACCESS ETC)**

*Any projects to be constructed on Shire of Capel land or land vested to the Shire of Capel may need to be project managed by Shire staff.*



# DECLARATION

## UNDERTAKINGS AND CONDITIONS

*(If the application is successful these undertakings will form part of your contract with the Shire of Capel)*

Our organisation \_\_\_\_\_, agrees to the following conditions:

- To acknowledge Council's support in any advertising, promotion, and media publicity associated with this project;
- To utilise the Shire of Capel logo where approved by Council;
- To provide a detailed report at the conclusion of the project which outlines the project's achievements measured against the objectives;
- To provide a detailed statement of acquittal of Council funds expended, and audit if required; and,
- Abide by any other conditions placed on the approval of the grant.

I hereby certify that I have been authorised to prepare and submit this application. The information contained herein is to the best of my knowledge true and correct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position held: \_\_\_\_\_

Date: \_\_\_\_\_

**SEND THIS APPLICATION FORM AND ANY OTHER SUPPORTING MATERIAL TO**

**Chief Executive Officer  
Shire of Capel  
PO Box 369  
CAPEL WA 6271**

***Please clearly mark your envelope as 'Community Grants Scheme Application'***

**COMPLETE APPLICATIONS MUST BE SUBMITTED BY 4PM ON  
13 October 2017**

**FOR FURTHER INFORMATION, OR ASSISTANCE WITH THIS GRANT PLEASE CONTACT**

Donna or Lesley from the COMMUNITY DEVELOPMENT TEAM

Ph 9727 0222 Fax 9727 0223

Or Email [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au)