

# 2024/25 Minor Community Grants Scheme



For projects with a total budget less than \$10,000

## How to Apply

Submit this form and any other supporting materials to  
Chief Executive Officer, Shire of Capel, PO Box 369 Capel WA 6271  
Email it to [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au)  
In person to Shire Administration building, Forrest Road Capel

**Applications open on the 1<sup>st</sup> July 2024 and to be submitted by 4pm 31<sup>st</sup> July 2024**

## Section 1 – Organisation Details

Contact Person

Applicant / Organisation

Address

Email

Phone

Start Date

End Date

## Section 2 - Financial Details

Is your group incorporated?

Yes

No

If yes, please provide a copy of your Incorporation Certificate

Applicant ABN

Is your group registered for GST?

Yes

No

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## Section 3 - Project Details

Project Name

Total Project Cost (exc GST)

Amount Requested from Council (exc GST)

**Note:**

Projects under \$2,000 may apply for a maximum of \$1,000 excluding GST.

Projects \$2,000 - \$10,000 may apply for a maximum of \$3,333 excluding GST.

## Section 4 - Project Description

Have you spoken to the Community Development team to check your project meets the Sponsorship criteria?

Yes

No

If yes, name of officer

Project description (Brief description)

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

How will this project benefit the wider community in the Shire of Capel?

Who will be involved with the coordination of this project?

Names

Roles

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Tell us about your organisation?

What is your total number of members?

How many members reside within the Shire of Capel?

## Section 5 - Financial Details

### Quotes:

For items up to \$1,000 – 1 documented verbal quote to be obtained.

For items between \$1,001 and \$5,000 – 1 written quote to be obtained.

For items over \$5,000 – 3 written quotes to be obtained.

### Calculating the value of donated labour and materials/goods etc:

Request written quotation from an equivalent tradesperson or supplier to provide similar services and Materials/goods to record on both the Expenditure page and the Income page as an in kind donation.

### Acquitting the grant:

You will need to supply receipts for all cash expenditure relating to the funding provided by the Shire.

All receipts must be issued to your organisation and give details of the supplier and the goods/labour purchased.

**The provider of the labour donation may need to hold relevant qualifications in the field of service they are providing.**

### EXPENDITURE

Purchase/Hire or equipment and materials

GST Exclusive

Professional Fees (Consultants, Events Coordinators etc.)

Administration Costs (postage, Stationary etc.)

Promotional Costs (Advertising, Flyers etc.)

Other costs associated with this event

**Total Expenditure**

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## INCOME

Fees (Admissions, Registrations etc.)	GST Exclusive
<input type="text"/>	<input type="text"/>
Other funding sources	<input type="text"/>
Your organisation in kind contribution (Labour, Machinery etc.)	<input type="text"/>
<b>TOTAL INCOME</b>	<input type="text"/>

## Section 6 - Additional Funding

### Other Funding:

It is considered an advantage if you have applied for other funding from other sources. Have you applied for funding from other sources?

Funding body or organisation	Amount Requested
<input type="text"/>	\$ Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful
<input type="text"/>	\$ Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful
<input type="text"/>	\$ Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

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## Section 7 - Council Funds

Total Requested Amount

This is the total amount requested from the Shire of Capel.

This amount should be the difference between the TOTAL INCOME and EXPENDITURE.

## Section 8 - Grants Checklist

Before you submit your application, have you:

- Checked your budget?
- Included a copy of your Certificate of Incorporation? (If applicable)
- Attached quotes for items over \$1,000?
- Spoken to a Shire Officer ?

Name of Officer

Date

Please ensure you have completed the following if your project involves the construction of anything on Shire of Capel Land or land vested to the Shire of Capel:

- Gained planning approvals

Name of Officer

Date

- Gained building approval

Name of Officer

Date

- Gained health approval

Name of Officer

Date

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## Section 9 - Declaration

If the applicant is successful, these conditions will form part of your agreement 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 the project.
- To utilise the Shire of Capel logo when approved by Council.
- To provide a detailed report at the conclusion of the project which outlines the project's achievements measured against the objectives. This is required by 30<sup>th</sup> June.
- To provide a detailed statement of acquittal of Council funds expended, and audit if required, (including receipts), and
- Abide by any other conditions placed on the approval of the grant.

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

Organisation

Position

Name of Person

Signature

Date