



# Community Grant Application Package

Applications to be submitted no later than 5.00pm  
Date: Friday 7 April 2023  
Late Submissions will not be accepted

Please contact the Community Development Officer at the Shire of Bruce Rock to discuss application prior to submitting. T: (08)90611 377 or [cdo@brucerock.wa.gov.au](mailto:cdo@brucerock.wa.gov.au)



## PURPOSE

To provide guidelines for the provision of financial assistance to incorporated and not for profit focused community organisations including sporting groups that will assist with the development of their chosen interest and that meets the application criteria (subject to budget constraints).

## POLICY

The Shire of Bruce Rock will make an allocation of funds in its budget to be used to provide financial assistance to incorporated and not for profit community including sporting organisations that can demonstrate an association with the Shire of Bruce Rock. Funding applications will be called for annually in March. This will be advertised through local media.

An allowance for these funds will be included in the draft budget, to a maximum of \$20,000.

Examples of not for profit organisations include but are not limited to:

- Sporting clubs
- Service Groups
- P&C
- Art and cultural groups
- Other Shire of Bruce Rock local interest groups

Projects must seek to further the development of one of the following:

- Art and Culture
- Disability and Ageing
- Early Youth (0 to 4 years)
- Education and Training
- Environment
- Event Planning
- History and Heritage
- Minor Infrastructure, Equipment or Development
- Seniors
- Sport and Recreation
- Tourism
- Volunteer Upskilling
- Youth (5 to 18 years)

Priority of grants awarded will go towards projects that meet objectives outlined in The Shire of Bruce Rock's Strategic Community Plan 2022-2032 Goal 7 – *Our community are engaged and have a healthy lifestyle*. The Strategic Community Plan can be found at:

[www.brucerock.wa.gov.au/documents/1624/strategic-community-plan-2022-2032](http://www.brucerock.wa.gov.au/documents/1624/strategic-community-plan-2022-2032)

## GRANT CATEGORIES

### Minor Community Grants

Funding up to \$1,000 or less with no matching funds required from the applicant.

### Major Community Grants

Funding between \$1,001 - \$5,000 with a 50:50 matching component where applicants must contribute at least 50% of the total project cost from the applicant organisation or confirmed other funding sources. Evidence of other funding sources must be provided.

For projects over \$5000, please contact the Community Development Officer on 9061 1377 or [caris.negri@brucerock.wa.gov.au](mailto:caris.negri@brucerock.wa.gov.au) to discuss the project and alternative funding and grant opportunities.

## INELIGIBLE EXPENSES

- Uniforms
- Consumables (including food and beverages, stationary and other office supplies)
- Awards and prizes
- Minor equipment (footballs, netballs, hockey sticks etc)
- Recurrent salaries and recurrent operational costs
- Completed projects or equipment already purchased
- Projects that are the responsibility of other government agencies
- Deficit funding for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue.

## APPLICATION CRITERIA

- All applicants must be based within the Shire of Bruce Rock, with a majority of members of the applicant organisation preferably being residents of the Bruce Rock Shire.
- All applications for financial assistance must be submitted on the Shire of Bruce Rock "Application for Financial Assistance" form.
- The applicant should submit documented estimates of expenditure as part of the application i.e. quotes or written estimates from suppliers.
- All applications must be received by the designated closure date. No late applications will be considered.
- For Major Community Grants the applicant's contribution and other contributions to the proposed project may come from one or more of the following sources:
  - Applicant organisation's cash
  - State or Federal Government funding agencies
  - Donations of material and /or cash
  - Voluntary labour (max 1/3 of total project cost)
    - Voluntary labour cost to be calculated at a maximum of \$25 per hour.
- Only one (1) application per financial year for financial assistance from a Minor and Major Community Grant will be considered per organisation.

- Prior approval in writing must be sought for any substantial change to the assistance request
- Payment of the grant funding can be made prior to incurring the expense. The Community Organisation must provide a tax invoice to the Shire of Bruce Rock before 30<sup>th</sup> August 2021.
- Incomplete applications may not be considered.

## ASSESSMENT

Please complete the application with GST exclusive figures.

Applications need to demonstrate the benefits to the community.

Applications for Minor and Major Community Grants will be assessed and referred to Council for a final determination.

Preference will be given to projects with demonstrated community support.

All applicants will be notified in writing of the outcome of their application for a Shire of Bruce Rock Community Grant.

Decisions regarding funding applications are final and will not be reconsidered.

## ACQUITTAL

Projects must be completed by 30<sup>th</sup> April 2024. Project and financial reports must be submitted to the Shire of Bruce Rock in "Section G Grant Acquittal" of the application, by 31<sup>st</sup> May 2024.

If projects are not finished and acquitted by the time the next Annual Round opens in March 2024, the Community Organisation may not be eligible to apply in that round.

Once an allocated budget has been utilised all subsequent requests for funding must be presented to Council for consideration.

## FURTHER INFORMATION

Please contact Caris Negri, Community Development Officer at the Shire of Bruce Rock to discuss your application prior to submitting T: (08)9061 1377.



## APPLICATION FOR FINANCIAL ASSISTANCE COMMUNITY GRANT

### SECTION A – APPLICANT INFORMATION (to be completed by all applicants)

Organisation:	
Contact Person:	
Position Held:	
Postal Address:	
Telephone:	
Email:	

#### Funding Request

Total In Kind Requested: \$ \_\_\_\_\_

Total Project Budget (ex gst): \$ \_\_\_\_\_

Funding Requested (ex gst): \$ \_\_\_\_\_

### SECTION B – INFORMATION ABOUT YOUR ORGANISATION: (all questions must be answered)

1. What are the main services and/or activities of your organisation?

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2. What are/were your membership numbers? Please break down membership into Total Members, Adult Members, High School Aged Members and Junior Members.

	Juniors	High-School	Adult	Total Members
<b>2018</b>				
<b>2019</b>				
<b>2020</b>				
<b>2021</b>				

3. Were your 2020 and/or 2021 membership numbers affected by COVID19? If so, how?

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4. Is your organisation incorporated? *If yes, please attached your certificate of incorporation.*

Yes  No

Incorporation No: \_\_\_\_\_

5. Does your organisation have an ABN?

Yes  No

ABN No: \_\_\_\_\_

6. Is your organisation registered for GST?

Yes  No

## SECTION C – PROJECT DETAIL

### MINOR GRANTS ONLY (up to \$1,000)

What area of interest does your application relate to: *(please tick)*

- Art and Culture
- Disability and Ageing
- Early Youth (0 to 4 years)
- Education and Training
- Environment
- Event Planning
- History and Heritage
- Minor Infrastructure, Equipment or Development
- Seniors
- Sport and Recreation
- Tourism
- Volunteer Upskilling
- Youth (5 to 18 years)
- Other: \_\_\_\_\_

### MAJOR GRANTS ONLY (between \$1,001 and \$5,000)

What area of interest does your application relate to: *(please tick)*

- Art and Culture
- Disability and Ageing
- Early Youth (0 to 4 years)
- Education and Training
- Environment
- Event Planning
- History and Heritage

- Minor Infrastructure, Equipment or Development
- Seniors
- Sport and Recreation
- Tourism
- Volunteer Upskilling
- Youth (5 to 18 years)
- Other: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Location:**

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**Expected project start & finish dates**

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

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

**What is the funding being used for?**

- Purchasing goods and services such as sporting equipment or materials or engaging professionals for the purpose of instruction.
- Infrastructure such as significant construction or improvements of a facility  
*(Please include building and planning approvals if required. If the project is in a Council owned building, permission must be sought from Council prior to application.)*
- Funding for specific event or programs
- In kind assistance (venue/bus hire etc). Separate letter of request addressed to the CEO will be required.

Have you applied for funding through any other sources for this project?

- Yes
- No

**If Yes:** Which organisation? \_\_\_\_\_  
 What Year? \_\_\_\_\_  
 Was it Successful? \_\_\_\_\_  
 Grant Approved \$ \_\_\_\_\_

If you were successful in receiving funding from other sources, please attach documents to confirm.

**If No,** are you planning on applying for funding through other organisations?

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Does your project require any approvals?

- Yes (please attached relevant documentation)

No

**Project Description:**

*Please summarise your project including what your project is, how it will be managed, who it will cater for, what benefits or services it will offer or improve.*

Describe your project:

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How will the project be managed:

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Who will your project cater for?

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What benefits or services will it offer or improve?

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Please include any other details or supporting information/documentation  
(i.e. letters of support, photographs, maps)

List of Attachments

- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_

## SECTION D – PROJECT BUDGET

Is your organisation registered for GST?

- Yes  
 No

INCOME	NET INCOME	
Council Contribution (grant funds requested in this application)	\$	ex gst
Council Contribution (other – e.g. site works)	\$	ex gst
<b>Total Council Contribution Requested</b>	<b>\$</b>	<b>ex gst</b>
Other Grant Funding (please specify)	\$	ex gst
Donations (external contributions)	\$	ex gst
Organisation Cash Contribution	\$	ex gst
Organisation In Kind Contributions (max 1/3 of total cost)	\$	
<b>Total Organisation Contribution</b>	<b>\$</b>	<b>ex gst</b>
<b>TOTAL INCOME excluding gst</b>	<b>\$</b>	<b>ex gst</b>

EXPENDITURE	In kind	Cash	Total	
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
<b>TOTAL EXPENDITURE excluding gst</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>ex gst</b>

## SECTION E – CONDITIONS

If the grant funding is awarded to the organisation then they shall agree to the following conditions:

- The grant will be used for the purpose which it was given.
- If successful in your application, your organisation is required to provide the Shire of Bruce Rock with a tax invoice before 30 August 2021 for the amount of allocated funds.
- The acquittal must be returned to the Shire of Bruce Rock within one month of completion of your project or by 31<sup>st</sup> July 2022. Copies of project receipts must be attached.
- The Shire of Bruce Rock will issue an invoice to the organisation for any unspent funds.
- If there is any delay in the completion of the project or expenditure of grant funds, a written request will be made to the Shire of Bruce Rock seeking approval for extension of time.
- A grant will not be approved for a project that has commenced or has been completed.
- Any special conditions that are attached will be met.
- All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
- The Shire of Bruce Rock will be acknowledged in any publications or media coverage for its support
- Your project should be discussed with the Community Development Officer prior to applying.
- Keep a copy of your application for your records.
  - The Shire will contact you if more information is requested.
  - All applicants are advised in writing of the outcome.
  - Applications are processed in the order in which they are received. If any required documentation is not included in the first instance, the processing of your application will be delayed.
  - Assessment will take a minimum of one month

### Summary of grant timeline

Community Grant Process	Due Date
Applications open	17 March 2023
Applications close	7 April 2023
Notification of application outcome	27 April 2023
Tax invoice to Shire of Bruce Rock for funding allocation	30 August 2023
Last date for project completion	30 April 2024
Last date for project acquittal	31 May 2024

## SECTION F – DECLARATION

I, the undersigned, certify that I have been authorised to submit this application, accept the undertakings and conditions of the application and that the information contained herein and attached is to the best of my knowledge true and correct.

Name/Organisation	
Contact Person	
Position	
Signature	
Date	

### ***Attachments Checklist***

Please check that all relevant documents are included with the completed application. This may include, but not limited to:

- Certificate of Incorporation
- Quotes or estimates for expenditure
- Any approvals required for this project
- Evidence of other funding  
*e.g. letter advising of successful grant application or receipt of funding application pending, letter advising of donation to your group.*

Please return your application to:

Community Budget Request  
Shire of Bruce Rock  
54 Johnson Street  
Bruce Rock WA 6418  
E: [cdo@brucerock.wa.gov.au](mailto:cdo@brucerock.wa.gov.au)

**APPLICATIONS CLOSE 7 APRIL 2023**

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**SECTION G – ACQUITTAL FORM & FINANCIAL STATEMENT**

Organisation Name:	
Contact Person:	
Postal Address:	
Telephone:	
Email:	
Name/Description of Project	
Grant Amount:	

What were the aims of the project and did you achieve them?

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Describe your completed project:

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Who was involved in your project and in what capacity?

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What were the benefits for the participants and or what did the project improve?

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Please provide and other comments?

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**FINANCIAL STATEMENT**

PROJECT EXPENDITURE	AMOUNT
<b>TOTAL EXPENDITURE</b>	<b>\$</b>
PROJECT INCOME	AMOUNT
<b>TOTAL INCOME</b>	<b>\$</b>
<b>NOTE – total expenditure should equal total income</b>	

Have you spent all the grant funding?

- Yes
- No

If you have not fully expended the grant money, what is the balance remaining? \$ \_\_\_\_\_  
*The Shire of Bruce Rock will invoice your group for any unexpended funds.*

Attachments Checklist

- Copies of project invoices/ receipts
- Any other relevant material – promotional flyers, advertising, photos or newsletters
- Evidence or recognition of Shire of Bruce Rock assistance

Signature:	Date:
Name:	Position:

Please return your completed acquittal form to:

Shire of Bruce Rock  
 54 Johnson Street  
 Bruce Rock WA 6418  
[cdo@BruceRock.wa.gov.au](mailto:cdo@BruceRock.wa.gov.au)