

JANUARY 2023



# Community Grant Application Package



Applications to be submitted no later than  
4pm Tuesday 31st January 2023

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

Please contact Ashleigh Fleay or CEO to discuss your  
application prior to submitting

PH: (08)96461200

E: [projects@beverley.wa.gov.au](mailto:projects@beverley.wa.gov.au)

## COMMUNITY GRANT – JANUARY 2023 ROUND

### OBJECTIVE

To provide positive financial support to incorporated, not for profit Beverley focused community organisations that will assist with the development of their chosen interest and that meets the application criteria (subject to budget constraints) and promotes the Shire of Beverley as a positive, supportive and caring community organisation.

### POLICY

The Shire of Beverley will make an allocation of funds in its budget to be used to provide financial assistance to incorporated, not for profit community organisations that can demonstrate an association with the Shire of Beverley. Funding for applications from incorporated, not for profit community organisations will be advertised bi-annually in July and January. Calls for submissions will be advertised via local media.

An allowance for these funds will be included in the draft Shire of Beverley budget.

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

- sporting clubs;
- service groups;
- P & C;
- art and cultural groups; or
- other Shire of Beverley local interest groups.

### GRANT CATEGORIES

#### *Minor Community Grants*

Funding of \$1,000 or less with no matching funds required from the applicant. Projects must seek to further the development of one of the following:

- early years (0 to 4 years);
- environment;
- history and or heritage;
- seniors;
- tourism;
- volunteer upskilling;
- youth (5 to 18 years);
- Sport and Recreation.

#### *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 either the applicant organisation or confirmed other funding sources. Evidence of other funding sources must be provided.

## INELIGIBLE EXPENSES

- uniforms
- consumables (including food and beverages, stationery and other office supplies)
- awards and prizes
- minor equipment (footballs, netballs, hockey sticks etc) – excludes Junior Sport Equipment
- 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 applicant organisations must be based within the Shire of Beverley, with a majority of members of the applicant organisation preferably being residents of the Shire of Beverley.
- All applications for financial assistance must be submitted on the Shire of Beverley “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. The closing date for applications is the 31<sup>st</sup> of January 2023.
- 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 organisations cash;
  - State or Federal Government funding agencies;
  - Donations of material and /or cash;
  - Voluntary labour (max 1/3 of total contribution)
  - 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 Major Community Grant will be considered per organisation.
- Community organisations may apply for Minor Grants in each of the funding rounds, however, each grant must be for a separate project. (Where an organisation applies for more than one Minor Grant, they must prioritise their applications).
- Prior approval in writing must be sought for any substantial change to the assistance request.
- Payment of the grant funding must be made prior to incurring the expense. The Community Organisation must provide a tax invoice to the Shire of Beverley as soon as possible following application approval.

## ASSESSMENT

Organisations registered for GST will have their grant grossed up by 10%. 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 Beverley Community Grant.

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

#### ACQUITTAL

Projects must be completed by 31<sup>st</sup> August 2023. Project and financial reports must be submitted to the Shire of Beverley, in "Section F Grant Acquittal" of the application, by 25<sup>th</sup> September 2023.

Organisations with outstanding acquittals will not be eligible to apply for the next funding round.

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

#### FURTHER INFORMATION

Please contact Mrs Ashleigh Fleay or the Chief Executive Officer at the Shire of Beverley to discuss your application prior to submitting T: 08 9646 1200 or via email to [projects@beverley.wa.gov.au](mailto:projects@beverley.wa.gov.au).



# APPLICATION FOR FINANCIAL ASSISTANCE COMMUNITY GRANT

## SECTION A – APPLICANT INFORMATION: (To be completed by ALL applicants)

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

## 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?

2022 \_\_\_\_\_

2021 \_\_\_\_\_

2010 \_\_\_\_\_

2019 \_\_\_\_\_

2018 \_\_\_\_\_

3. Your organisation must be incorporated.

Is your Certificate of Incorporation attached?

Yes

No

**SECTION C – PROJECT DETAILS**

Is your application for assistance over \$1,000 (if YES go to question 2)

Is your application for assistance up to \$1,000 (answer below for MINOR GRANTS)

**1. MINOR GRANTS ONLY (\$1,000 or less)**

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

- Early Years (0 to 4 years)
- Environment
- History and or Heritage
- Seniors
- Tourism
- Volunteer Upskilling
- Youth (5 to 18 years)
- Sport and Recreation

**2. MAJOR GRANTS ONLY (between \$1,001 and \$5,000)**

What category does your application represent: (please tick one only)

- Art and Culture
- Disability/Aging
- Education and Training
- Environment
- Event
- Minor Infrastructure/Equipment/Development
- Sport and Recreation

3. Project Name:

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4. Project location:

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5. Expected start and finish dates (project must be completed by 31<sup>st</sup> August 2023)

Start date \_\_\_\_\_  
Finish date \_\_\_\_\_

6. Have you applied to any other funding body for this project?

Yes

No

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

please attach notification  
from the funding body

If No, are you planning to apply to other funding bodies (provide details)

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7. Does your project require any approvals?

*For example, Department of Environment, Building Approval, any other approvals.*

Yes (please attach relevant documentation)

No

8. 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:

How will the project be managed:

Who will your project cater for:

What benefits or services will it offer or improve:

9. Please include any other details, or supporting information?

*For example letters of support, photographs, maps*

List of attached information:

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- 
- 
- 
- 
-



**SECTION D – BUDGET**

(If insufficient space, please attach additional pages)

Is your organisation registered for GST?

Yes

No

Total Project Cost: \$ \_\_\_\_\_

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

<b>EXPENDITURE – Please detail each item</b>	<b>In Kind</b>	<b>Cash</b>	<b>Total</b>	
				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</b> excluding gst	<b>\$</b>	<b>\$</b>	<b>\$</b>	ex gst

## SECTION E – UNDERTAKINGS AND CONDITIONS

If a grant is provided the organisation agrees to the following conditions:

1. The grant will be used for the purpose which it was given.
2. If successful in your application, your organisation is required to provide the Shire of Beverley with a tax invoice as soon as possible following approval for the amount of allocated funds.
3. The acquittal must be returned to the Shire of Beverley within one month of completion of your project or by 15<sup>th</sup> March 2023. Copies of project receipts must be attached.
4. The Shire of Beverley will issue an invoice to the organisation for an amount equal to any unexpended funds.
5. If there is to be any delay in the expenditure of the grant, a written request will be made to the Shire of Beverley seeking approval for an extension of time.
6. A grant will not be approved for a project that has commenced or been completed.
7. Any special conditions that are attached to the grant will be met.
8. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
9. The Shire of Beverley will be acknowledged in any publications or media coverage for its support.
10. Your project should be discussed with Ms Ashleigh Fleay, Ms Ali Lewis or the Chief Executive Officer prior to applying.
11. Keep a copy of your application for your own record.
  - The Shire will contact you if more information is required.
  - 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.

### 12. Summary of grant timeline

COMMUNITY GRANT PROCESS	DUE DATE
Applications open	1 <sup>st</sup> January 2023
Applications close	31 <sup>st</sup> January 2023
Notification of application outcome	21 <sup>st</sup> February 2023
Last date Tax invoice due to Shire of Beverley for grant allocation	As soon as possible
Project completion	31 <sup>st</sup> August 2023
Grant acquittal due	25 <sup>th</sup> September 2023

## SECTION E – 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.

<b>Name/Organisation</b>	
<b>Contact person</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

### Attachments Checklist

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

- Certificate of Incorporation *(see Section B question 3)*
- Quotes or estimates for expenditure *(see Section D Budget)*
- Any approvals required for the project *(see Section C question 7)*
- Evidence of other funding *(see Section C question 6 and Section D Budget)*  
e.g. letter advising successful grant application or receipt of funding application pending,  
letter advising of donation to your group

Please return to:

Chief Executive Officer  
Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304  
T: 08 9646 1200  
E: [projects@beverley.wa.gov.au](mailto:projects@beverley.wa.gov.au)

**APPLICATION DUE DATE: 31<sup>st</sup> January 2023**

## SECTION F – ACQUITTAL FORM AND FINANCIAL STATEMENT

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

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

Describe your completed project:

Who was involved in your project and in what capacity:

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

Please provide any 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 money?

- YES
- NO

If you have not fully expended the grant money, what is the balance remaining: \$ \_\_\_\_\_

*The Shire of Beverley 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 of recognition of Shire of Beverley assistance

<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Position:</b>	

Please return completed acquittal form to:

Project Officer  
 Shire of Beverley  
 PO Box 20  
 BEVERLEY WA 6304  
 T: 9646 1200  
 E: [projects@beverley.wa.gov.au](mailto:projects@beverley.wa.gov.au)

**ACQUITTAL DUE DATE: 25<sup>th</sup> September 2023**