

Community Grants

FUNDING APPLICATION

2025/2026 Financial Year

Application Summary

Organisation Name:			
Project or Event Name:			
Funding Requested:			
<input type="checkbox"/>	1 Year Grant	<input type="checkbox"/>	3 Year Grant

Contents of Application Package

Application Summary	1
About our Grants	2
Important Dates	3
PART ONE: Grant Type	4
PART TWO: Organisations Details	4
PART THREE: Applicant Details	5
PART FOUR: Project Details	5
PART FIVE: Project Benefits	6
PART SIX: Project Budget	6
PART SEVEN: Insurance	8
Funding Guidelines and Requirements	9
Grant Conditions	9
Application Checklist	9
Application Acknowledgement	10

About Our Grants

The Shire of Bridgetown-Greenbushes Council annually determines the funding allocation for the provision of community grants, service agreements, and other donations/contributions.

Community members or groups can apply for either of the following:

- **1 Year Grant**

This grant is available to eligible entities to support one-off or annual activities and projects. The maximum limit is \$5,000. Funding may be used for construction, purchase of equipment, salaries, contract services, operations, marketing, consumables and administration expenses.

- **3 Year Grant**

This grant is available to eligible entities to support ongoing operational costs only. The three-year grant is to provide longer-term security for the group, enabling the applicant to forward-plan and support the sustainability of community and economic development. Funding may be used for utility expenses, insurance, rent, wages, and other ongoing operational expenses.

A Working Group comprising of Councillors will assess eligible grant applications and will make recommendations to Council in accordance with the assessment criteria. This assessment will take place no later than early May, with Working Group recommendations put to Council in the May Ordinary Meeting of Council.

Applications will be assessed against the Community Grants Program priority of Building Capacity, Partnerships and Leveraging Resources:

- Maximise in-kind, cash donations and volunteer time from community, business and/or other funding bodies (partnerships).
- Facilitate ways in which recipients can give back to the community.
- Encourage community participation and capacity building.
- Demonstrate a result that will have an impact beyond the Community Grant Program.
- Demonstrate accountability for the expenditure of public funds.
- Adopt a risk management-based approach to project management.
- Clearly define aims, objectives and outcomes that are measurable and relevant to the Shire's visions and objectives.
- Provide well-planned and achievable milestones within a detailed timeline.
- Provide a detailed budget.
- Seek to maximise value for money.
- Outline how the group will recognise the Shire's contributions.

Funding Rounds for Community Grants opens annually on 1st Monday in December and must be received by 4:30pm on the 1st Friday of the following March.

Applications should be addressed to the Executive Manager Community & Economic Development and sent via:

Email: btnshire@bridgetown.wa.gov.au

Post: Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

In Person: 1 Steere Street
BRIDGETOWN WA 6255

Important Dates

1st Monday in December – Funding Round opens (2 December 2024)

1st Friday in March – Funding Applications Close (7 March 2025)

30 June 2026 – Acquittal due

PART ONE: Grant Type

Please indicate which grant type you are applying for.

- 1 Year Grant** (For annual activities or projects occurring within the financial year - 12 months)
- 3 Year Grant** (For operational costs only occurring annually over a three-year period)

PART TWO: Organisation Details

Organisation Name			
If the Organisation changed its name since the last application, please provide the previous Organisation name			
Status of Organisation			
	Incorporated Association (include a copy of Certificate of Incorporation)		
	Cooperative		
	Sporting Club		
	Other, provide details:		
Does the Organisation have an ABN?	<input type="checkbox"/> Yes	ABN:	
	<input type="checkbox"/> No		
Is the Organisation Registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
When was the organisation established?			
How many members in the Organisation?			
How many paid staff in the Organisation?			
How many volunteers in the Organisation?			
Has this organisation previously received a Community Grant or Service Agreement from the Shire of Bridgetown-Greenbushes? If yes, please provide the following details for the most recent Community Grant or Service Agreement received.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Name			
Grant Amount			

Year Grant Funded		Year Grant Acquitted	
--------------------------	--	-----------------------------	--

PART THREE: Applicant Details

Organisation Name			
Chairperson/President			
Organisation Postal Address			

Main Contact Person			
Position			
Phone Number		Mobile Number	
Email Address			

PART FOUR: Project Details

Project or Event Name			
Project Description			
Project Date(s) Include the event date or expected start & end date of project.			
Project Location			
Amount of Funding Requested		\$	
Amount Contributed by the Organisation/Applicant		\$	
Amount Funded by Other Funding Partners		\$	

PART FIVE: Project Benefits

<p>How does your project provide benefit to the wider community? Clearly explain how others members/sectors of the community will benefit from your project.</p>	
<p> </p>	
<p>Why is this project important?</p>	
<p> </p>	
<p>Are you working with any other community groups to achieve your project? If yes, please list each group involved in the project and how they are supporting the project.</p>	
<p> </p>	
<p>Does your project meet the strategic objectives of the Shire? If yes, please state below which strategic objectives your project meets and how it will help achieve that strategic outcome.</p>	<p><input type="checkbox"/> Yes</p>
<p> </p>	<p><input type="checkbox"/> No</p>
<p> </p>	

PART SIX: Project Budget

A detailed project budget is required for applications to be considered. Please complete all sections.

<p>Have you applied for other grant funding for this project? If yes, what funding body did you apply to & how much was requested? Clearly show this in the project budget.</p>	<p> </p>
<p> </p>	

ESTIMATED EXPENDITURE			
Project Description (Detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (List company name and quote #. Please attach quote)
E.g. Plumbing works	\$2000.00	\$2200.00	ABC Plumbing & Sons
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Donated materials (Please provide cost breakdown)	\$	\$	
Volunteer labour (Please provide cost breakdown)	\$	\$	
Sub total	\$	\$	
a) Total project expenditure	\$	\$	

PROJECT FUNDING					
Source of funding	\$Amount ex GST	\$Amount inc GST		Funding confirmed Y / N	Comments to support claim (Please attach relevant support)
Local Government	\$	\$			
Applicant Cash	\$	\$			
Volunteer labour	\$	\$			
Donated materials	\$	\$			
Other funding – to be listed	\$	\$	Eg. loans, sponsorship etc		
Other funding – to be listed	\$	\$			
Other funding – to be listed	\$	\$			

b) Total project funding	\$	\$	<i>This should equal project expenditure as listed above.</i>
---------------------------------	----	----	---

TOTAL COST OF PROJECT	\$
AMOUNT OF COUNCIL FUNDING	\$
PROJECT FUNDING	\$

PART SEVEN: Insurance

If you are an incorporated community group that uses Council facilities, you will need to provide a Public Liability Insurance Certificate of Currency. If you are an Incorporated Body or affiliated to a sporting body, you will require Public Liability Insurance to use Council facilities.

<input type="checkbox"/> Yes & Copy Enclosed	Insurance Amount:
<input type="checkbox"/> No	

Funding Guidelines and Requirements

To be eligible, funding applications must satisfy the eligibility criteria set out in the Funding Guidelines, which includes but is not limited to:

- The organisation must be based within the Shire.
- Applicants must offer a project or activity within the Shire's local government boundary.
- Applicants must have successfully completed and acquitted any project, activity or event for which the applicant had previously received Shire funding.
- Funding will not be awarded to private businesses or individuals.
- Projects, events and activities must be held in the financial year in which the funding is provided.
- Projects, activities or events will not be funded if they have already commenced before funding has been awarded.

Grant Conditions

- A representative from the organisation applying for funding must meet with a representative from the Shire of Bridgetown-Greenbushes (Community Services Team) prior to applying.
- Applicants must answer all questions in the grant application and provide full details on questions (including by providing a detailed budget).
- Applications must reach the Shire no later than 4:30pm on the first Friday in March annually. Late applications will not be considered and will not be presented to the Working Group.
- A detailed acquittal of the one-year grant funded activity must be provided to the Shire by the end of the financial year in which the funding was provided.
- An annual report must be provided to the Shire by the end of each financial year for the duration of a three-year grant.
- A detailed acquittal of the three-year grant funded activity must be provided to the Shire by the end of the three-year period for which the funding was provided.
- Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).
- Council may use the information provided by the funded entity for its own promotional purposes.
- All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes, which will detail specific conditions and terms relevant to that project.
- All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.
- Allocation of grant funding (partial or entire) will be at the sole discretion of Council.
- The Chief Executive Officer is authorised to approve or reject variation requests for a change in purpose on funded projects.

Application Checklist

Prior to submitting your application, please complete the checklist below to confirm that all requested information has been included. Incomplete applications will not be considered.

- The application form has been signed by the Chairperson or President of the organisation.
- The application clearly specifies what the funding is to be used for, and answers have been provided for every question (please attach any additional information you feel will give more weight to your application).
- Any previous funding from the Shire have been acquitted.

- A copy of an Audited Financial Statement (or alternative documentation) providing an overview of the financial status of the applicant is enclosed.
- If your application is for capital works, copies of plans and costings have been attached (with a letter of permission if the applicant is not the owner of the premise).
- A representative from the organisation has met with a member of the Shire’s Community Services Department to discuss your project.
- If your application is for an event, a copy of the event budget including all projected income and expenditure has been included.

Application Acknowledgement

Only the Chairperson or President of your group should sign this application.

<p>I, the undersigned, certify that to the best of my knowledge the statements made within this application are true.</p> <p>I understand that if the Shire of Bridgetown-Greenbushes Council approves this application for funding, I will be required to accept the Funding Conditions as outlined above.</p>			
Name			
Position			
Signature		Date	