



Community Development Fund 2024-2025 Application Form

1. PROJECT TITLE AND FUNDING REQUEST

Form B

Organisation name:
Project/Event Title:
Total requested from Shire of Wongan-Ballidu (GST exclusive):
Priority: <i>(if more than one application submitted; 1 being the most important)</i>

2. APPLICANT INFORMATION

Organisation Name:	
Postal Address:	
Contact Person & Position:	
Telephone:	
Email:	
Website address:	Incorporated?
ABN: (If applicable)	Registered for GST?
Is this application for funding for your group to become incorporated?	
<i>Please describe the service that your organisation provides to the community:</i>	
<i>How many active members are in your organisation?</i>	

AUSPICING ORGANISATION DETAILS *(if applicable e.g. applicant organisation is not-incorporated and is not applying for a seeding grant to become incorporated. See Guidelines for further information)*

Organisation Name:	
Postal Address:	
Contact Person & Position:	
Telephone:	
Email:	
Website address:	Incorporated:
ABN: (if applicable)	GST Registered:

3. PREVIOUS FUNDING

Has the Shire of Wongan-Ballidu financially assisted your organisation previously?

If yes, please provide details of the year, amount and the name of the project:

If no, please continue to question 4

4. YOUR PROJECT

4.1 Project Description:

Tell us about your project. Include

- Specific details about the project
- What the project is aiming to achieve
- Who and how many people will benefit from the project
- Commencement and completion date
- Location
- *Any information that builds a better understanding of the project. Please attach additional pages/information as required.*

4.5 Proposed Budget

a) What are the costs associated with the project and how will they be funded?

Project Expenditure itemised	Cost (GST EXCL) Estimated	Who will fund the projects costs and by how much?			
		Funder/ Contributor*	Cash Contribution (GST EXCL)	In-Kind Contribution **	Confirmed If Yes tick box
	\$		\$	\$	<input type="checkbox"/>
	\$		\$	\$	<input type="checkbox"/>
	\$		\$	\$	<input type="checkbox"/>
	\$		\$	\$	<input type="checkbox"/>
	\$		\$	\$	<input type="checkbox"/>
	\$		\$	\$	<input type="checkbox"/>
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	\$		\$	\$	<input type="checkbox"/>

	\$		\$	\$	<input type="checkbox"/>
	\$		\$	\$	<input type="checkbox"/>
	\$		\$	\$	<input type="checkbox"/>
	\$		\$	\$	<input type="checkbox"/>
Total \$ cost of items	\$		\$	\$	

**This would include the applicant contribution, Shire grant request and potentially other groups/funders etc*

*** In-kind donations, volunteering time (calculated as \$30 per hour per volunteer) etc.*

5. DECLARATION:

IMPORTANT: Before you apply for a grant please ensure that that you have read the following points and ticked when completed:

- You have read the 2024-2025 Community Development Fund Guidelines (FORM A) and application checklist (last page of this grant application)
- You have completed all application requirements and answered all questions
- You are aware that additional project information and/or associated plans may be necessary to assess your application

Please Note: One project per application. Late applications will not be accepted.

I declare that all the information is true and correct.

I have provided all required attachments as listed in the Application Checklist

I give permission to the Shire of Wongan-Ballidu to contact any persons or organisations in the assessment of the application and understand that information may be provided to other agencies, as appropriate.

Applicant Signature: Chairperson/President/Authorised Person
Print Name:
Position:
Witness name:
Witness signature:
Date:

<i>Auspicing organisation Details (if applicable)</i>
<i>Auspicing Signature:</i> <i>Chairperson/President/Authorised Person</i>
<i>Print Name:</i>
<i>Position:</i>
<i>Witness name:</i>
<i>Witness signature:</i>
<i>Date:</i>

6. APPLICATION CHECKLIST

Please provide a copy of the following with your application:

- Certificate of Incorporation
- Most recently audited financial statements
- Recent Bank statement
- Insurance Certificates of Currency
- Committee minutes with Motion approving this project/event
- Needs Assessment (Capital Works only)
- Five Year Maintenance Plan (Major Maintenance Works only)
- Confirmation of other funding sources
- Letters of support (community and stakeholders)
- Two quotes for each component of the request

IMPORTANT: If the application is successful -

- The approved funds are contingent upon actual expenditure. Any unused funds must be returned via cheque
- Receipt of funding will be contingent upon individual requirements and will be negotiated with successful applicants
- There will be a requirement to undertake an acquittal for your approved funds

Application Deadline: 4.30pm Friday 26 April 2024

Note: Late applications will not be accepted (posted applications must be received by the above date).

By Post:

Chief Executive Officer
Shire of Wongan-Ballidu
PO Box 84
WONGAN HILLS WA 6603

By Hand: Shire of Wongan-Ballidu Administration Office, Cnr Quinlan St. & Elphin Cres.,
Wongan Hills

By Email: shire@wongan.wa.gov.au