

APPLICATION FORM

Grant reference number CC/ _____

APPLICANT DETAILS			
Association/Organisation name			
If not incorporated, auspice detail/name			
Incorporation status	Incorporated	Not Incorporated	
Year of establishment			
Title of initiative/project			
Contact person for project			
Position held			
Postal address			
Office hours telephone		Mobile	
Email address			
Australian Business Number (ABN)			
<i>If no ABN, a Statement by Supplier form must be completed & returned with this application.</i>			
Are you registered for GST?	YES	NO	
Has your organisation been granted deductible recipient status?	YES	NO	
Total amount requested (ex GST)			
Community Engagement Officer contacted		Date contacted	

The Annual Community Grant Scheme Guidelines *MUST* be read *BEFORE* completing this application. Appropriate supporting documentation must be attached with this application form.

Queries should be directed to:
Community Engagement Team on 9186 8555
or email grants.officer@karratha.wa.gov.au
Guidelines can be downloaded from the Council's website at www.karratha.wa.gov.au

SECTION 1 – ABOUT YOUR ORGANISATION

1. DETAILS OF YOUR ORGANISATION

Please outline the objectives of your organisation/club including the services/benefits your organisation/club provides to the community. Please include the City of Karratha towns you service. If this is an auspice project, please outline how the auspice organisation aligns with your initiative.

Is your organisation listed on Aboriginal Business Directory WA or Supply Nation? Yes No

Is your organisation recognised as non-profit, as defined below? Yes No

Definition of non-profit: A non-profit organisation is an organisation that is not operating for the profit or gain of its individual members, whether these gains have been direct or indirect. This applies both while the organisation is operating and when it finishes. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members.

List the key people and decision makers (including CEO, managers and board members if applicable) involved in this initiative/project.

Name	Position	Time with organisation

If purchasing equipment, please state the arrangement for disposing of the subsidised equipment if your organisation is disbanded. Please attach the 'wind-up' clause in your constitution when submitting your application.

2. MEMBERSHIP/CLIENT DETAILS

Are you a membership based organisation? Yes No

If yes please list your membership/client details below and write '0' against those that do not apply to you.

	Females	Males	TOTAL
Junior members			
Senior members			
Social members			
Committee members			
TOTAL			

Please indicate the target groups your organisation aims to engage:

Children (under 12 years)

Young people (12 – 17 years)

Women (18 – 55 years)

Men (18 – 55 Years)

Older people (55 + years)

Aboriginal and Torres Strait Islander people

People from culturally diverse backgrounds

People with disability

Low income families

All of the above

Other (please specify)

Will the above mentioned groups be your target audience for the initiative/project?

Yes No

If not, please outline your target audience.

SECTION 2 – GRANT DETAILS

1. REASON FOR APPLICATION

Which City of Karratha strategic theme does your project/initiative align with?

(see <http://www.karratha.wa.gov.au/plans-strategic-business-community> for full document)

	Strategic Theme	Outcome
	Our Community – Diverse and Balanced	
	Our Economy – Well Managed and Diversified	
	Our Natural and Built Environment – Thriving and Sustainable	
	Our Leadership – Responsive and Accountable	

Please outline your initiative/project and the purpose of your funding request.

How did you identify the need for the initiative/project? (Please attach letters of support where appropriate).

Who will benefit from the initiative/project and how will these benefits be sustained after initiative/project completion? (List community groups, organisations, individuals etc.)

What are the key activities you will carry out during the initiative/project? (Dates MUST be entered against 'activity completed' and 'acquittal documentation completed')

Date	Activity/key milestone
	Project start
	Activity completed
	Acquittal documentation completed

Describe what impact a reduced level of funding would have on your project/initiative? Will the project/initiative still occur?

2. FUNDRAISING

Please demonstrate how your club/group will raise any additional funds for the project. (e.g. car washes, raffles, membership income etc).

Please ensure these amounts are included in Section 3.

SECTION 3 – GRANT EXPENDITURE DETAILS

Please list all expenditure details and attach quotes for items such as equipment, labour, consultant fees, hire or rental fees, travel, accommodation etc.

Any items for which funding is requested **must** be accompanied by a corresponding written quote. Where quotes are not attached, applications will be deemed incomplete and therefore ineligible and will not progress for committee consideration.

Item	Total Cost (ex GST)	Amount requested from City of Karratha (ex GST)	Other OR in-kind** contribution List the contributing club/org, amount (ex GST) and confirmed/not confirmed (C or NC)		
			Club/Organisation	Amount	C/NC
e.g. Bus hire to Perth & return	\$2,500.00	\$1,000.00		\$1,500.00	C/NC
TOTAL:			TOTAL:		

**Itemise under 'other or in-kind contribution' the monetary value of the in-kind contributions. These amounts reflect a non-cash input to the project which can be given a dollar value (eg: unpaid volunteer time, the use of club equipment not being charged back to the club, free use of facility).

Total grant amount requested from City of Karratha =

(ex GST)

SECTION 4 – OTHER INFORMATION

1. SUPPORTING DOCUMENTS

Please list supporting documentation attached to your application (including quotes, copy of incorporation status, letters of support etc).

1	
2	
3	
4	
5	

2. ACKNOWLEDGMENT

If successful in your application, how do you intend to acknowledge the City of Karratha sponsorship (*see guidelines for suggestions*)

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DECLARATION

I hereby certify that I have been authorised by the:

Organisation Name: _____

To prepare and submit this application.

The information contained herein, is to the best of my knowledge, true and correct.

Name and position:			
Phone:		Mobile:	
Email:			
Signature:			
Date:			

Please Note:

The application form must be signed by the individual or applicants President/Chairperson to be accepted.

Where no signature is provided, the application will be deemed incomplete and therefore ineligible. The application will not progress for committee consideration.

SECTION 5 – FINAL CHECKLIST

Before submitting the application please ensure you have:

Read the Annual Community Grant Scheme Guidelines.

Discussed your application with the Community Engagement Officer.

Provided your ABN and advised if you are registered for GST.

If your organisation is Australian based, included a copy of the organisation's Deductible Gift Recipient (ATO) document, where applicable.

Included proof of your incorporated status and (if applying for equipment) a copy of your constitution's wind up clause.

Completed all sections of the application form, clearly defining the purpose of the grant.

Shown other funding sources (including your club/organisation where appropriate).

Shown in-kind contributions.

Included quotes for ALL requested expenditure items.

Provided letters of support and/or other documents that support the application.

Ensured the President/Chairperson has signed and dated the application.

Submitted the application by **4pm** on the **31 March 2017**. This can be the date marked by Australia Post on the closing date if submitting by post. Late applications will not be accepted under any circumstance. **Please do not send by fax.**

Applications can only be submitted in the following ways. It is the responsibility of the applicant to ensure the submission is received by the nominated day and time:

By post

City of Karratha
PO Box 219
KARRATHA WA 6714

Hand delivered

City of Karratha administration office
Welcome Road
Karratha

Opening Hours:

8.30am-4.30pm Monday to Friday

Email

grants.officer@karratha.wa.gov.au