



SHIRE OF EXMOUTH

COMMUNITY AND SPORTING GRANTS

GUIDELINES AND APPLICATION FORM



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Community and Sporting Grants Program

Introduction

The Shire of Exmouth's Community and Sporting Grants Program (CSGP) offers grants of up to \$1,500 to eligible local organisations to support small-scale initiatives that take place from October 2019 to 30 June 2020.

There will be two rounds of funding applications each year with the following timelines for 2019/20;

Round 1 Opens 30 August 2019
 Closes 27 September 2019
 Applicants notified 11 October 2019

Round 2 Opens 1 February 2020
 Closes 28 February 2020
 Applicants notified 16 March 2020

Eligible local groups may apply for support for up to two events/activities per round (up to a maximum of 4 per year) and subject to available pool funding. Applications must be submitted using the nominated Shire of Exmouth form.

Late applications will not be considered.

Eligibility requirements

Funding is available only to not-for-profit and incorporated community or sporting organisations based in the Shire of Exmouth.

Grants can be applied for to cover most aspects of an activity, including:

- Programming costs, including fees for presenters, instructors and performers (including travel costs);
- Shire venue and services fees and charges for non-core activities;
- Production and venue costs, including materials and equipment hire;
- Marketing costs associated with promoting the funded activity;
- Non core equipment purchases that improve sustainability.
- Individuals to attend sporting conferences or training;
- Purchase of materials in order to deliver the non core activity and improve sustainability.

Ineligible Applications

The Shire will not fund the following:

- Retrospective or deficit funding;
- Recurrent expenditure such as salaries, wages, electricity, insurance, water, rates and other core organisational operating costs;
- Fees associated with administering the grant funding;
- Equipment purchases for core activities;
- Registration days, fundraising projects, prizes and trophies;
- Government or quasi-government agencies excluding local schools.

Assessment criteria

To be eligible for assessment, applications must support community capacity building and encourage sustainability by achieving at least one of the following outcomes:

- Increasing community engagement and participation in local events and in community life, in particular by marginalised or disadvantaged population groups.
- Improving the health and wellbeing of local communities.
- Helping communities shape, understand and celebrate their identity, history and heritage.

Applications for CSGP Funding will be assessed by a panel consisting of Chief Executive Officer (or delegated representative) plus two Shire Councillors. The panel will assess applications in each round against the following criteria:

- The application addresses at least one priority outcome (see above).
- Demonstrated genuine community need for the activity.
- Demonstrated value for money.

Applicants should answer all questions provided with as much detail as necessary. When completing the application form, consider how your proposed activity addresses the criteria above.

Letters of support for the proposed activity will be viewed favourably and indicative quotes for budget items are encouraged.

Conditions of funding

Successful applicants will be required to sign a funding agreement with the Shire outlining conditions of funding that may include but are not limited to;

- Recognition of the Shire as an event sponsor/partner.
- Opportunity for the Shire to attend events.
- Signage and other marketing material displayed at event.

A funding agreement may be refused and/or terminated if deemed by the Chief Executive Officer as a real or perceived conflict, or where a breach of the terms of an agreement has occurred.

Event approvals

Applicants who receive funding to deliver an event must still seek the relevant approvals from the Shire of Exmouth.

APPLICATION FORM

Please ensure that you have read the CSGP guidelines before completing the attached application form. We also recommend you contact the Shire of Exmouth Community team to discuss your project before applying.

Please note that organisations and individuals are only eligible to submit one application across all Shire of Exmouth funding and sponsorship categories for each project.

Section 1: Organisation information

Name of organisation	
Contact person	
Address	
Phone number	
E-mail	
Bank details for direct debit	BSB Account
	Branch

I have read the CSGP funding guidelines	Yes / No
My organisation is eligible to apply for this funding	Yes / No
Does your organisation have an Australian Business Number? <small>*If yes, please include ABN here _____</small>	Yes / No
Is your organisation registered for GST	Yes / No
Has your organisation been granted deductible recipient status	Yes / No
What is the registered address of your bank account?	
Are you an employee or contractor working for the Shire of Exmouth or a close relative? <small>*If yes, we will contact you to determine any potential conflict of interest</small>	Yes / No

Section 2: Project information

Project name		
Project dates		
If this is a recurring project, how often is the project held?		
Location of project/s		
Briefly describe the project.		
Which outcome(s) will your project achieve? (Tick applicable)		
<input type="checkbox"/>	Increasing community engagement and participation in local events and in community life, in particular by marginalised or disadvantaged population groups.	
<input type="checkbox"/>	Improving the health and wellbeing of local communities.	
<input type="checkbox"/>	Helping communities shape, understand and celebrate their identity, history and heritage.	
Provide an overview of how your project will achieve this/these outcomes (200 words or less).		
What experience has your organisation had with similar projects?		
Does your event hold at least \$10 million public liability insurance?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Please list key people from your organisation who will be involved in organising this project		
Name	Position/roll	Time with organisation

Do you intend to engage agents or intermediaries to assist in the delivery of this project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of the agent or intermediary and the services they will provide.	

Section 3: Community support

Please list other organisations who will benefit from the project.	
Organisation	Involvement
<i>Example: Swimming Club</i>	<i>Running lunch time sausage sizzle</i>

Please list and attach relevant letters of support.	
Organisation	Attached
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Section 4: Marketing and Communications

How will you let people know about this project?			
Target audience	Communication methods / activities	Timelines	How will the Shire of Exmouth be acknowledged?
<i>e.g. community group</i>	<i>Monthly newsletter</i>	<i>Quarter 1</i>	<i>Include Shire of Exmouth logo on sponsors page</i>

Section 5: Budget

Please provide an overview of the budget for specific initiative that your organisation is requesting funding for.			
Initiative income		Initiative costs	
Item	Cost	Provide breakdown of total budget	Cost
Funds requested from Shire (including GST)		Salaries, fees and wages (including on costs)	
In-kind or cash support from your organisation		Administration expenses (office costs, phone, fax, etc.)	
Government grants / contribution		Travel (flights, accommodation, mileage, etc.)	
Other funds		Logistics (equipment, venue hire, freight, etc.)	
Other		Research	
		Advertising and promotion	
		Program contingency	
		Other	
TOTAL PROGRAM FUNDS		#TOTAL PROGRAM COSTS	
#These amounts should be equal			
Shire of Exmouth funding request. Please provide a detailed breakdown of how Shire of Exmouth funding will be spent.			
Item			Cost

Section 6: Evaluation

How will you measure the success of the project? I.e. questionnaires, surveys, ticket sales, participant feedback etc.		
Tool	Measuring	Deadline
<i>e.g: Business survey</i>	<i>Economic benefit</i>	<i>27/01/2019</i>

Section 7: Signing and checklist

ABN attached (if applicable)	<input type="checkbox"/>
Copy public liability insurance attached	<input type="checkbox"/>
Project budget completed	<input type="checkbox"/>
Letters of support attached	<input type="checkbox"/>
Application to be submitted in WORD or PDF format only	<input type="checkbox"/>

Section 8: Declaration

I, the undersigned, being the _____ (insert title) of
_____ (organisation name), confirm that I have carefully
reviewed and considered the responses and the information provided is true and correct.

Signed _____ Date: _____

Completed applications should be mailed or submitted in person to:

Shire of Exmouth
Community and Sporting Grants Program
2 Truscott Cres
EXMOUTH WA 6707

Electronic submissions should be emailed to records@exmouth.wa.gov.au with subject line:
Community and Sporting Grants Program.

Section 9: Acquittal

Receipts (Shire of Exmouth funding only)		\$
Program Funding received to date		
Total receipts:		(A)
Cost Items (list cost Items as outlined in the Shire of Exmouth Funding Request budget)	Budgeted as per the grant application budget \$ GST inclusive	Actual Expenditure \$ GST inclusive
Total expenditure: (B)		
Net amount (A-B):		-\$0

Please note: This acquittal is to be completed and returned to the Shire within six weeks of the event conclusion.