



FACILITIES GRANT **BUILDING & PROPERTY**

*Supporting and building capacity of community groups
and club through community grants*

**COMMUNITY
GRANT
PROGRAM**

Community Grant Program

Buildings and Facilities Grant

The Shire of Wyndham East Kimberley is committed to providing support for not for profit, community based, sporting, cultural, environmental, service groups and associations. This support is to foster high quality programs, community events, facilities and services that provide benefit to the community in alignment with the Council's Strategic Community Plan.

The Buildings and Facilities grant aims to assist community groups within the Shire to upgrade and extend community facilities that will benefit the community. The fund provides an opportunity to partly fund an infrastructure project with strong community benefits.

DATES

Applications are open on an annual basis during a one month period. This period is after the annual budget is adopted, contact the Community Grants and Events Officer on events@swek.wa.gov.au to find out the open and close dates.

FUNDING AMOUNTS

- Applications over \$500 and up to \$20,000
- Applications must not exceed 50% of the total project cost

FUNDING CRITERIA

Ongoing or one off projects that demonstrate benefits to the community including but not limited to:

- Planning, design and development for the establishment, enhancement or extension of community facilities.
- Capital improvements to community facilities.
- Technology and website upgrades that will provide benefit to the wider community

ELIGIBILITY AND CONDITIONS

This is to be read in conjunction with the general eligibility referred to in the Shire [Community Grant Guidelines](#). The following specific conditions apply to this category:

- Projects undertaken on Shire owned or managed land
- Projects undertaken on land in community ownership, long-term lease or management order will also be considered
- Applications will be prioritised based on how the application supports the goals of the Shire's Strategic Community Plan.
- Organisations are eligible for one Community Facility Grant per year only

Applications in this category should include quotes if possible.

ASSESSMENT, APPROVAL AND AWARDING

1. Shire Officers review all applications for eligibility.
2. The Community Grants Review Panel use the Assessment Criteria to assess all eligible applications
3. The Community Grants Review Panel make recommendations to Council for funding
4. The Council considers the recommendations at a confidential Council meeting
5. The Council makes the final decision on the outcome of all eligible applications
6. All applicants will receive a letter and/or email with the result of their application within 21 days of Council decision

PAYMENT OF GRANT

If your application is successful you will be required to sign a grant agreement that will outline the requirements for payment of grant funding including payment milestones.

Prior to applying, please also read the Community Grant Guidelines on the Shire's website www.swek.wa.gov.au

If you have any queries, please contact the Community Grants and Events Officer on 08 9168 4100 or email events@swek.wa.gov.au.

SUBMITTING YOUR APPLICATION

Please submit your application via email, post or in person.

(By email) events@swek.wa.gov.au

Subject: Community Quick Grant Application

(In person) Kununurra Shire Office, 20 Coolibah Drive Kununurra or

Wyndham Shire Office, 6 Koolama Street Wyndham

(By mail) Community Development, PO Box 614 Kununurra WA 6743

1. Organisation Details

Organisation Name			
Organisation Address		Postcode:	
Postal Address		Postcode:	
Chairperson/President			
Organisation Phone			
Organisation email			
Contact Person Name			<input type="checkbox"/> Same as above.
Contact Person Phone			<input type="checkbox"/> Same as above.
Contact Person Email			<input type="checkbox"/> Same as above.
Is your organisation incorporated?	<input type="checkbox"/> Yes: Please provide association number and attach a copy of your incorporation certificate. Association Number: _____		<input type="checkbox"/> No: You are not eligible to apply
Do you have Public Liability insurance?	<input type="checkbox"/> Yes: Please attach a current copy of your Public Liability Insurance certificate. (must be current and must provide cover for the proposed grant)		<input type="checkbox"/> No: Your application may be deemed ineligible.
Are you registered with an Australian Business Number?	<input type="checkbox"/> Yes ABN or ARBN: _____		<input type="checkbox"/> No
Do you have a copy of the organisations financial statement?	<input type="checkbox"/> Yes: Please attach a copy of financial statement (Financials from last endorsed Annual General Meeting)		<input type="checkbox"/> No: Your application may be deemed ineligible
About Your Organisation Please describe your organisation and its purpose in 200 words or less.	(how long has it existed, history, current membership, include any other important information for the assessment panel to consider)		
Are you a membership based organisation?	<input type="checkbox"/> Yes Number of active members: _____ Annual membership fee: _____		<input type="checkbox"/> No
Please indicate the target groups your organisation aims to engage.	<input type="checkbox"/> Children (under 12) <input type="checkbox"/> Young people (12 – 17) <input type="checkbox"/> Women <input type="checkbox"/> Men	<input type="checkbox"/> Older people (55+) <input type="checkbox"/> Aboriginal and Torres Strait Islander people <input type="checkbox"/> People with a disability	<input type="checkbox"/> People from culturally diverse backgrounds <input type="checkbox"/> Low income families <input type="checkbox"/> Other: _____

2. About Your Project

Project title			
Dates of project	Start:	Finish:	
What best describes your project?	<input type="checkbox"/> Planning or design	<input type="checkbox"/> Construction	<input type="checkbox"/> Equipment <input type="checkbox"/> Other
Address of project			
Owner of property			
Do you have property owner's permission?	<input type="checkbox"/> Yes: Please attach evidence of permission (if applicant is not owner)		<input type="checkbox"/> No:
Description of project	Please provide a description of your project works. What do you want to construct, install, demolish, refurbish? What spaces will be created or changed? (Please provide drawings, specifications, maps etc.)		
Who will implement the project?			
How will your project be implemented? Please list the steps to complete your project and who will be responsible for them			
Who will the project benefit?	<input type="checkbox"/> Club members only <input type="checkbox"/> Young people (0–17) <input type="checkbox"/> Women <input type="checkbox"/> Men	<input type="checkbox"/> Older people (55+) <input type="checkbox"/> Aboriginal and Torres Strait Islander people <input type="checkbox"/> People with a disability	<input type="checkbox"/> People from culturally diverse backgrounds <input type="checkbox"/> Low income families <input type="checkbox"/> Other: _____
Is your organisation inclusive and open to all members of the community?	<input type="checkbox"/> Yes		<input type="checkbox"/> No: Your application may be deemed ineligible

3. Project Outcomes

<p>Demonstrate need for Shire grant funding</p>	<p>(Is the Shire’s Community Grant Program the most appropriate source of funding? Why should the Shire fund your organisation? Why does the community need this project?)</p>
<p>How will the community benefit from the project?</p>	<p>Please describe what need the program will meet (social, cultural, recreational wellbeing) and how your organisation identified the need? Consider all members of the community.</p>
<p>How will the program make the East Kimberley more liveable?</p>	<p>Please describe what the benefits of the project are to your organisation and the community. (Consider including who currently uses the facility and for what purpose, and how the project will change or improve it)</p>
<p>What goals in the Strategic Community Plan will the project/ program Support?</p>	<p>(please refer to the Strategic Community Plan which is available on the Shire’s website)</p>
<p>How will the project support these goals?</p>	
<p>What other strategic plans support the need for this program?</p>	<p>These may be such as a strategic plan, study or business plan, from your organisation your organisations governing body, or state government body.</p>

<p>Are the community aware and supportive of the program?</p>	<p>Include which organisations have been consulted and include who supports the program (such as letters of support).</p>	
<p>Are there any other community groups, organisations or businesses involved in your project?</p>	<p>Please list who and describe how they will be involved?</p>	
<p>How many volunteers will assist with the program?</p>	<p><input type="checkbox"/> Yes:</p>	<p><input type="checkbox"/> No</p>
	<p>Who will manage the volunteers?</p>	
	<p>What part will they be involved in?</p>	
<p>How will your project make the facility more inclusive and accessible?</p>	<p>Please consider disability access and inclusion, family friendly facilities, increasing participation of minority groups.</p>	

4. Budget

List all income and expenditure details relating to your funding request:

Please itemise the expenditure that you are requesting funding towards. The Shire’s contribution through the grant must not exceed 50% of the total project cost up to a maximum of \$20,000. Volunteer labour is valued at \$25 per hour.

Please note that if successful in receiving a Building and Facilities grant you will need to acquit the costs against the budget submitted below. Please ensure the budget is as accurate as possible and include quotes where possible.

Written quotes are required for all expenditure items requested for funding in line with the following procurement policy:

- \$1000 - \$5000 One written Quote
- \$5001 - \$10,000 Two written quotes
- \$10,000 or more Three written quotes

Income	Amount	Expenditure	Amount
Requested amount for Building grant			
Cash Income Total		Cash Expenditure Total	
In Kind Income (what support are other organisations providing that aren't cash?)		In Kind Expenditure (what in kind expenses does your organisation have?)	
In Kind Total		In Kind Total	
TOTAL INCOME		TOTAL EXPENDITURE	

Event Profit/Deficit

Please attach any other budget documentation to your application to assist in the assessment of your application.

5. Requested Funding Amount

Funding amount requested	\$
Percent of total project cost	%

6. Declaration

<input type="checkbox"/>	I do hereby declare that I am authorised on behalf of the organisation to sign this declaration and the information supplied is, to the best of my knowledge, accurate and complete.
<input type="checkbox"/>	The Shire will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.
<input type="checkbox"/>	I understand that I may be required to supply further information prior to consideration of this application.
<input type="checkbox"/>	I understand that prior to the project I may need to seek Shire approvals.
<input type="checkbox"/>	I understand that if successful I will raise and supply an invoice to the Shire for the grant value to receive payment.
<input type="checkbox"/>	I understand any information disclosed in this form will only be used by the Shire for the purposes of managing funding proposals under the Community Grant Program and will be maintained in accordance with the <i>Privacy Act 1988</i> .
<input type="checkbox"/>	I understand that any decision made by the Shire is final and is not subject to an appeals process.
Organisation	
Name of signee	
Position of signee	
Signature	
Date	

Building and Facilities Grant Acquittal Form

The funding acquittal must be completed and returned to the Shire four weeks after the completion of the project.

1. Recipient Details

Organisation Name		
Organisation Address		Postcode:
Postal Address		Postcode:
Contact Person Name		
Phone		
Email		

2. Project/Event details

Project Name		
Dates of project	Start:	Finish:
Address of project		
Amount of grant funding received:	\$	
Outline key outcomes of the program.		

<p>Did the program encounter any issues? If so, how were these dealt with?</p>	
<p>Did you form any partnerships during the program?</p>	
<p>How did you acknowledge the Shire?</p>	<p>You must also attach proof of Shire acknowledgment.</p>

4. Difference In Expected Budget

<p>If there was a difference in your expected and actual budget, please explain why</p>	
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5. Declaration

<input type="checkbox"/>	I certify to the best of my knowledge the details provided in this acquittal and associated documentation are true and correct.
<input type="checkbox"/>	I have included copies of invoices and receipts.
<input type="checkbox"/>	I have checked our figures add up and the expenditure equals the grant amount (50% of total project).
<input type="checkbox"/>	I acknowledge that the Shire was recognised for its contribution and that evidence of this recognition is attached.
<input type="checkbox"/>	I declare that the grant provide by the Shire of Wyndham East Kimberley has been spent in accordance with the purpose and conditions for which it was granted
Organisation	
Name of signee	
Position of signee	
Signature	
Date	