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KUNUNURRA

Koolama Street WYNDHAM

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E | mail@swek.wa.gov.au

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8.00am - 4.00pm MON - FRI

Community Quick Grant Application

Form to be completed in full by the applicant and submitted to Shire of Wyndham East Kimberley.

Guidelines

The Shire of Wyndham East Kimberley strongly supports the work of community groups and the valuable services they provide to the community. To support these organisations the Shire provides financial assistance through the Shire's Community Grant Scheme. In doing so, the Shire must ensure that this funding is distributed fairly and equitably, and that it is used in accordance with the planned purposes. To achieve this, the Community Grant Scheme including Quick Grants, is administered in accordance with CP-GOV

Quick Grants Grants of \$500 or less and are quick and easy to access at any time of the year, subject to allocated funding. They don't require any matching contributions, although organisations that show additional contributions are highly valued.

What are Community Quick Grants used for?

Community Quick Grants are typically used to help not for profit community organisations meet their stated objectives. Some examples of previous successful Community Grants have included:

- Garnduwa (Netball Development Camp)
- Wyndham Community Club (Replacement curtains in dining room)
- Kununurra Community Health (Baby Expo)

Who can apply for Community Quick Grants?

Applications for Community Quick Grants may be made by any not for profit community, sporting, arts & cultural, environmental, service groups or associations.

The organisation must be based within the Shire of Wyndham East Kimberley or the proposed project must be undertaken wholly within the Shire and for the benefit of Shire residents.

Where projects are organised by multiple organisations, only one Quick Grant may be approved for that project.

When can I apply for a Community Quick Grant?

Quick Grants can be applied for at any time throughout the year by completing the Quick Grants Application Form. Make sure you submit your application form **at least four weeks** before you require funding. You may apply only **once** in each financial year.

Limitations –

Quick Grants will not be approved for:

- Community organisations or events where the primary purpose is to promote political beliefs
- Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds
- Activities or events that are the responsibility of a state or federal government department.
- Projects that have already been completed or are currently in progress
- Trophies, prizes, insurance or operational expenses (including loan repayments) incurred in the conduct of community activities.

- Bond payments for Shire Facilities as this would not provide the necessary guarantee required for the protection of community assets.
- Applicants should seek other funding where available
- Applications not submitted on Council's prescribed forms.
- Incomplete applications including where applications
- All works are to be completed to the satisfaction of Council
- Organisations will be limited to one successful Quick Grant application per financial year.
- Council does not intend the Grants to be utilised for monetary profit, but that they help not-for-profit voluntary organisations achieve their objectives.
- Projects where the primary purpose of the
- Funding for any event that requires a Shire event permit will not be distributed until the event is approved.

Where do I submit my application?

You can submit your quick grant application by post, fax or in person.

Please address your application to:

Manager Community Services
 Shire of Wyndham East Kimberley
 PO Box 614 Kununurra WA 6743
 Fax: (08) 9168 1798

Or you can deliver your application to the Shire Offices in either Kununurra (Coolibah Drive), or Wyndham (Koolama St).

Who decides if you get a grant?

Quick Grants are at the discretion of the Manager Community Services or delegate and subject to budget constraints.

How does Council decide which applications are funded?

Council sets an amount for Community Grants in the annual budget. It is possible that the Shire will be asked for more funding than it is able to provide in any one year. In this case some applications may not be successful or may not receive the full amount they applied for.

What if the Shire doesn't approve your grant application?

The Shire will provide you with feedback about why your application was unsuccessful.

What happens if we don't claim or spend the money?

All grants must be claimed and expended within the financial year that it was awarded. If grants are not utilised within the given time, all grant funds allocated will be forfeited.

Do you have a question or need help?

If you need help to fill out the forms or if you have a question about the Community Funding Scheme please don't hesitate to contact the Community Development Officer on 9168 4100 or PO Box 614 Kununurra WA 6743.

Application Form

1. Contact Details

Name of organisation			
Contact person			
Position			
Email			
Name of Chairperson/President			
Postal Address			
Phone	Home:	Mob:	Fax:
ABN			
Total cost of Project			
Amount required from Council			

2. Please describe what you are requesting a Community Quick Grant for?

Additional pages can be attached. (Include details about your project/event including what you are planning, it's location, when it will occur, how many people are involved and who they are.)

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3. Please demonstrate the need for Community Quick Grant Funding.
i.e. describe how the funding will contribute to the success of the project/event.

4. Please describe how the project/event will benefit those directly involved and the wider community.

You should outline here what you plan to achieve, including any social, economic, environmental and cultural comes.

5. Please advise which Shire Venue, equipment or personnel you require, when and an estimated value. Please calculate the total hire fees or other charges applied to this application – refer to the Annual Fees and Charges on SWEK website. (NB – planned SWEK works take priority, however consideration will be given to all reasonable requests).

6. Disability Access and Inclusion Requirements.

Checklist is available via link
<http://www.disability.wa.gov.au/DSC:/STANDARD:1226838572:pc=L5C4C8>

Does your activity involve an event?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If YES, has the event been planned in accordance with the Disability Services Commission 'Creating Accessible Events'	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Checklist?	
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7. Project Budget

Note your total income should equal your total expenditure. Where possible please provide quotes for planned expenditure.

Income	\$	Expenditure	\$
Activity generated income (eg ticket sales, merchandise)		General administration expenses	
Organisation's contribution		Running Costs (electricity, gas)	
Other Grants (Stipulate Who)		Professional fees (include accommodation, meals etc)	
Sponsorship (confirmed and unconfirmed)		Equipment hire (please specify)	
Requested amount from SWEK Community Grant		Other costs (please specify)	
Total (not including GST)		Total (not including GST)	

8. Licences and permits

Have you applied for all relevant licences, permit and approvals?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Please advise which permits/licences or approvals you have applied for. (insert title and circle for approval)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 20%; text-align: center;">Pending</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Pending</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Pending</td> </tr> </table>		Yes	No	Pending		Yes	No	Pending		Yes	No	Pending
	Yes	No	Pending										
	Yes	No	Pending										
	Yes	No	Pending										

9. Acknowledgment: (It is a requirement that you acknowledge SWEK's contribution.) Please outline how you will recognise this contribution. (helpful hints are attached at the end of this form)

Please attach any additional information about your organisation or project/event that would support your application.

11. Declaration

Please read and tick.	
<input type="checkbox"/>	I acknowledge that I am authorised to make this application on behalf of the organisation.
<input type="checkbox"/>	I acknowledge that the information in this application is true and correct.
<input type="checkbox"/>	I acknowledge that I may be required to supply further information prior to consideration of this application by SWEK.
<input type="checkbox"/>	I acknowledge that I will complete the grant acquittal report and submit within four weeks of the project/event completion
<input type="checkbox"/>	I acknowledge that the acquittal report must contain financial statements and receipts, media releases, promotional material, reports, statistics and photographs of the project/event.
<input type="checkbox"/>	I acknowledge that the Shire will be recognised for its contribution as outlined in question 10 and that evidence of this recognition will be provided within the acquittal.
<input type="checkbox"/>	I provide information for the Shire of Wyndham East Kimberley to promote this Community Quick Grant as part of any communications and public relations activities.

Print Name

Signature

Date / /

(An original signature must be received, please print this page and sign)

Office Use Only

	Signature	Date
Approved Yes No	_____ Manager Community Services	
Reason for not approving:		



Shire of Wyndham East Kimberley

COMMUNITY QUICK GRANTS

Recognising the Shire's contribution

One of the conditions of receiving funding through the Community Grants Scheme is that the recipients recognise the Shire of Wyndham East Kimberley's contribution.

This recognition is obviously proportional to the amount of funding received. Here are some suggested ways that you can recognise Council's contribution.

- Include the Shire of Wyndham East Kimberley logo on your printed material
- Have the MC of the event recognise the Shire's contribution
- Mention the Shire's contribution in your media releases, programs or posters
- Talk about the Shire's contribution if you are doing a media interview

For larger projects:

- Consider inviting Councillors to your event
- Permanently recognise the Shire's contribution with onsite signage
- Discuss your ideas with us by calling the Shire's Community Services Department on 9168 4100.