

Application Form

2024-25 Community Support Services Grant



File No: FIN/303

1. Closing Date

Applications due by 4pm Monday 17 February 2025. No late applications will be accepted.

2. Application process

2a. Applicants **must** contact the Shire to discuss their application before submitting.

For assistance contact:

Community Development Support Officer, Shannon Walker

Phone: (08) 9780 5276

Email: swalker@amrshire.wa.gov.au

2b. Applications are to be submitted using the Community Support Services Grant application form. Electronic copies are preferred, although hard copy applications will be accepted. For more details including Grant Guidelines and Eligibility please visit the Shire website at www.amrshire.wa.gov.au/CommunitySupportServicesGrant.

2c. Completed applications must be submitted to the Shire by:

Email	communitydevelopment@amrshire.wa.gov.au	
Post	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285	
Hand delivery:	Shire Offices - Reception 41 Wallcliffe Road, Margaret River 9.00am – 4.00pm	OR Shire Offices - Reception 66 Allnutt Terrace, Augusta 9.00am - noon, 1.00pm - 4.00pm

2d. Applicants will be notified of the outcome of their application within 6 weeks of the grant closing date.

APPLICATION FORM - COMMUNITY SUPPORT SERVICES GRANT

3. Organisational Details

Applicant Contact Details

Contact person

Name of organisation

Contact number/s

Contact email

Address

Postal address

If different to above address.

Applicant organisation details

Is your organisation an incorporated body?

Yes No

If yes, please attach proof.

Are you registered for GST?

Yes No

Do you have "Public Liability Insurance"

Yes No

If yes, please attach a copy of "Certificate of Currency".

4. Funding request

Funding request details

Amount being requested (excl. GST)

Funding Period

1 year 2 year 3 year
Please tick

Have you received funding from the Shire previously?

Yes No

If yes, please attach information.

Is the Shire already providing the applicant organisation with financial assistance in this financial year?

Yes No

If yes, please attach information.

Have all previous Shire grants been formally acquitted?

Yes No

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5. Criteria

Strategic Alignment

Which of the outcomes in the Shire's [Community Strategic Plan 2040 Focus Area: People \(page 28\)](#) does your organisation/service align with? Please indicate the relevant outcomes and explain how your service supports these goals.

Please provide a brief overview of your organisation, including its mission and primary services delivered in the community. *(Please attach the organisations business or operational plan)*

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Identified Need

Please describe the target groups for your service, including any specific social needs or challenges that your service aims to address.

How does your organisation engage with the community to ensure that your services meet local needs? Describe any feedback mechanisms, community consultations or participatory processes used to shape your service(s).

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Outcomes

What are the intended outcomes of your service? Please provide a minimum of three outcomes.

How do you measure the success or effectiveness of your service in meeting these outcomes?

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Operational Sustainability

What is your organisation's capacity to deliver? Outline your organisational structure, previous experience and relevant community networks, partnerships and collaborations that will support service delivery.

How will this grant assist in sustaining your service? Please explain how this funding will help your organisation continue to provide valuable community support services.

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Shire Acknowledgement

Successful applicants must acknowledge the Shire in all promotional activities/material related to the grant funding. Please list how you will do this.

7. Budget

Please attach budget information using the **Community Support Services Grant Budget Template** available on the Grants and Financial Assistance section of the Shire website. *Note: If you are applying for multi-year funding you must complete the budget for each requested year.* www.amrshire.wa.gov.au/CommunitySupportServicesGrant

8. Applicant's financial details

Applicant banking details

ABN:

Name of account:

BSB:

Account number:

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Please ensure that you have completed the following before submitting the application.

Please tick off each item when it has been completed or attached.

<input type="checkbox"/>	Completed all questions in the application form.
<input type="checkbox"/>	Application discussed with a Shire officer.
<input type="checkbox"/>	Attached completed Community Support Services Grant Budget Template .
<input type="checkbox"/>	Attached evidence of the organisation's annual operating budget and last financial year statement.
<input type="checkbox"/>	Attached the organisation's business or operational plan .
<input type="checkbox"/>	Attached Certificate of Incorporation .
<input type="checkbox"/>	Attached Public Liability Insurance (Certificate of Currency).
<input type="checkbox"/>	Attached additional support documents e.g. support letter/s (optional).

9. Authorisation

Authorisation details

Name of authorising applicant:

Position of authorising applicant:

I hereby certify that to the best of my knowledge the statements made within this application are true and correct. I understand that if successful, the award of funding is subject to the terms and conditions of a grant agreement with the Shire of Augusta Margaret River.

Signature

Date

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10. Application submission options

Completed applications must be submitted to the Shire by either:

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