

# Application Form

## Community Development and Events Grant Category 2 - Easy Grants (Up to \$3,000)

File No: FIN/191



## Application Dates

### Category 2: Easy Grants

Applications due by:	For projects starting after:
4pm on 8 November 2024	18 December 2024

If you would like feedback on your draft application, applications must be submitted by Wednesday 23 October. Draft applications submitted after this date will not be guaranteed feedback.

## Application Assistance

Before submitting your application you must contact the Shire to discuss your project.

For assistance contact: Shannon Walker Community Development Support Officer  
Phone: (08) 9780 5276  
Email: [swalker@amrshire.wa.gov.au](mailto:swalker@amrshire.wa.gov.au)

or

Community Development Team  
Phone: (08) 9780 5255  
Email: [communitydevelopment@amrshire.wa.gov.au](mailto:communitydevelopment@amrshire.wa.gov.au)

For permits to comply with relevant legislation and Shire policies contact:

Catherine Gardiner, Events and Permit Officer  
Phone: (08) 9780 5266  
Email: [cgardiner@amrshire.wa.gov.au](mailto:cgardiner@amrshire.wa.gov.au)

# 1. Organisational Details

Applicant contact details	
Name of organisation	
Contact person	
Contact number/s	
Contact email	
Address	
Auspice organisation details (if applicable)	
Name of organisation	
Contact person	
Contact number/s	
Contact email	
Address	
Applicant organisation details <small>*if you have an auspice please complete this section based on the auspice organisation</small>	Please tick
Is your organisation an incorporated body?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach proof. If no, please attach auspice support letter.</i>
Are you registered for GST?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have "Public Liability Insurance"*	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach a copy of "Certificate of Currency".</i>

CATEGORY 2 - EASY GRANTS (UP TO \$3,000)

## 2. Proposal Details

Project/Event	
Project/Event Name	
Project/Event date/s	
Location/Venue	
Please provide a detailed summary of your project. <i>(max. 250 words)</i>	

Why is your project needed in the Shire of Augusta Margaret River? <i>(max. 100 words)</i>
--

---

CATEGORY 2 - EASY GRANTS (UP TO \$3,000)

## Priorities - Category 2 - Community Development and Events Easy Grant

### Tick the priority(ies) that your project/event will address

*You can tick more than one*

Workshops, activations and/or events that encourage celebration, creativity and connection.

Projects that build organisational capacity of community groups to enhance their positive impact in the community.

Innovative programs that respond to local issues/needs.

### Describe how your proposal will address the priority(ies) you have identified.

## Shire acknowledgement/s

**Successful applicants must acknowledge the Shire in all advertising related to the grant funding. Please provide examples on how you will do this.**

CATEGORY 2 - EASY GRANTS (UP TO \$3,000)

### 3. Funding Request and Budget

Funding request details	
How much are you requesting (ex. GST)?	
Have you applied for funding from the Shire previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach information.</i>
Is the Shire already providing the applicant organisation with financial assistance in this financial year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach information.</i>
Have you applied for, or are you intending to apply for, other funding sources for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide information in Budget template (see section 6. Budget Details)</i>
What will the funds be used for? <i>(e.g. purchase of equipment, catering, venue hire etc)</i>	

Please attach budget information using the *Community Development and Events Grants Budget Template* available on the Community Development and Events Grant section of the Shire website [here](#).

### 4. Applicant's Financial Details

Applicant banking details *If you have an auspice organisation, please provide their banking details.	
ABN:	
Name of account:	
BSB:	
Account number:	

CATEGORY 2 - EASY GRANTS (UP TO \$3,000)

## 5. Checklist



**Please ensure that you have completed the following before submitting the application.**  
*Please tick off each item when it has been completed or attached. All items must be complete for your application to be eligible.*

<input type="checkbox"/>	Discussed your application with a Shire Community Development Officer.
<input type="checkbox"/>	The Community Development and Events Grants Guidelines have been read and understood.
<input type="checkbox"/>	Completed all questions in the application form.
<input type="checkbox"/>	Attached a completed <b>Community Development and Events Grants Budget Template</b> (including anticipated Shire fees and charges).
<input type="checkbox"/>	Attached <b>quotes</b> for <u>all</u> goods and services allocated under Shire funding.
<input type="checkbox"/>	Attached <b>Certificate of Incorporation</b> or letter from auspice organisation.
<input type="checkbox"/>	Attached <b>Public Liability Insurance</b> (Certificate of Currency).
<input type="checkbox"/>	Attached additional support documents e.g. support letter/s (optional)

## 6. Declaration

Authorisation details (auspice to also sign if applicable)	
<b>Name of authorising applicant (s):</b>	
<b>Position of authorising applicant(s):</b>	
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.	
<b>Signature(s)</b>	
<b>Date</b>	

CATEGORY 2 - EASY GRANTS (UP TO \$3,000)

## 7. Application Submission Options

Completed applications must be submitted to the Shire by:

Email:	<a href="mailto:amrshire@amrshire.wa.gov.au">amrshire@amrshire.wa.gov.au</a>	
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

**Note:** Applications must be submitted at least 6 weeks prior to proposal start date. Applications submitted less than 6 weeks, will not be considered.

CATEGORY 2 - EASY GRANTS (UP TO \$3,000)