



# Shire of Shark Bay Community Assistance Grants

## APPLICATION FORM

Please complete and return the signed application form to the Shire of Shark Bay with the advertised timeframe. **Late submissions will not be considered**

Applications to be addressed to:

Chief Executive Officer  
Shire of Shark Bay  
PO Box 126  
Denham WA 6537

Applications can be delivered:

Shire of Shark Bay  
65 Knight Terrace  
Denham WA 6537

Email:

cdo@sharkbay.wa.gov.au

For further information, please contact the Community Development Officer on 9948 1218

Please ensure you have read the Shire of Shark Bay Community Assistance Grants – Guidelines before completing the application form to confirm your organisation's eligibility.

### FUNDING ROUND

Please indicate which funding round you are applying for:

- Round 1 - Community Projects Year: \_\_\_\_\_
- Round 2 - Equipment and minor projects Year: \_\_\_\_\_
- Significant Event Sponsorship Funding Year: \_\_\_\_\_

### ORGANISATION DETAILS

Organisation Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Position/Title \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

What category best describes your organisation?

- Sporting Club
- Community Group
- Not-for-profit organisation
- Other: \_\_\_\_\_

Which of the following best describes your organisation's status?

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| • Incorporated                            | <input type="checkbox"/> | <input type="checkbox"/> |
| • GST Registered                          | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have a current Association Constitution | <input type="checkbox"/> | <input type="checkbox"/> |

**Australian Business Number (ABN):** \_\_\_\_\_

*Please note the Shire of Shark Bay requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire to discuss how to best proceed.*

**Bank details**

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

**FUNDING DETAILS**

Project title: \_\_\_\_\_

Project description: *(max 50 words)*

Date(s) the project will take place: \_\_\_\_\_

Location(s) where the project will take place: \_\_\_\_\_

Total project funds requested *(including GST if applicable)*      \$ \_\_\_\_\_

Has your organisation previously received funding from the Shire of Shark Bay?

- Yes
- No

If **Yes**, Previous funding amount received: \$ \_\_\_\_\_

Round / Year funding was received: \_\_\_\_\_

Funded project: \_\_\_\_\_

Has your organisation acquitted all previous Shire of Shark Bay funding?

- Yes
- No

If **No**, please outline why?

---

**Please Note:** Your organisation is not eligible to receive new funding from the Shire of Shark Bay, until previous Shire of Shark Bay funding has been acquitted.

## PROJECT DETAILS

**What is the funding to be used for?**

- Leveraging a grant from a State or Federal agency
- Purchasing goods and services (i.e. equipment and/or engaging a professional for the purpose of instruction)  
*If your funding application involves purchasing equipment, can the equipment be used by other community groups in the future?*
  - Yes
  - No
- Infrastructure (i.e. significant construction or improvement of facilities). Please include Planning Approvals from the Shire
- Funding for a specific event or program
- Prize money.

**Does the project meet the objectives of the Shire of Shark Bay Strategic Community Plan 2020-2030? Copy of the Plan can be found on the Shire's website.**

- Economic            A progressive, resilient and diverse economy
- Environment        Help protect our unique natural and built environment
- Social                A safe, welcoming and inclusive community

Outline the project goals and how they will benefit Shark Bay community (*minimum of one objective*):

**Economic:** (*max 150 words*)

**Environment:** (*max 150 words*)

**Social:** (*max 150 words*)

Please list other organisations involved in this project (*if applicable*)

Name of Organisation	Project Involvement

**Project Referees:**

Please provide two referees (*that is not associated with your organisation*) that are in support of your application, alternatively you can attach letters of support.

Name	Phone	Email	Organisation and position held

## SIGNIFICANT EVENT - ONLY

If your project is a **Significant Event** will it attract additional visitors to town? If so, how many additional visitors are you planning for?

- 50-100
- 100-200
- 200-300
- Over 500

Will you be charging an entry fee to attend the event?

- Yes
- No

If **Yes**, how much? \_\_\_\_\_

## PROJECT BUDGET

Please provide a budget description of how the Shire of Shark Bay funds, your organisation contribution and other funding source (*if applicable*). Please attach quotes with details of each expenditure item being spent.

Expenditure Item Description (i.e. materials, equipment, advertising, catering, prizes)	Shire of Shark Bay Grant (\$)	*In-Kind (\$)	Other Funding Amount (\$)	Other Funding Organisation Name <i>(your organisation or external)</i>
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

**\*In-Kind value:** Number of volunteers x hours worked directly on project x \$25 per hour

Will any of your expenditure items be spent locally with **Shark Bay businesses**?

- Yes
- No

## **PART 6 – ADDITIONAL INFORMATION**

Please attach a copy of the following:

- Organisation's most recent (Audited) Financial Statement
- Quotations for expenditure items

## **PART 7 – DECLARATION**

*I hereby certify that I am the authorised person to sign on behalf of the organisation and that the information is correct. I have read, understand and agree to abide by the conditions set out in the Shire of Shark Bay Community Assistance Grants guidelines.*

**NAME**

---

**SIGNATURE**

---

**POSITION IN ORGANISATION**

---

**DATE**

---