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APPLICATION FOR COMMUNITY GRANTS AND DONATIONS

APPLICATION FORM

ABOUT THE GRANT

The Total Grant Pool is $25,000 with $15,000 allocated to Round 1 and $10,000 allocated to Round 2 and any surplus funds from Round 1 will be made available in Round 2.

GUIDELINES FOR GRANT APPLICATIONS

Shire of Nannup Vision

"To foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development."

The Shire of Nannup has been supporting community projects through the Community Grant Program since before 2007.

Shire of Nannup Community Grant Important Dates

Round	Applications Open	Applications Close	Project Delivery	Acquittal
1	March	April	July to December	February
2	September	October	January to December	August

Grant Value	Acquittal required	Financial Statements required	Project Plan
SMALL Under $1 - $500	No	No	Yes
MEDIUM $501 - $1000	Yes	Yes	Yes
LARGE $1001 - $3000	Yes	Yes	Yes

Who is eligible?

To be able to apply for Shire of Nannup Community Grants, groups must be not for profit community organisations (preferably incorporated). In some circumstances individuals may apply, in the case of smaller community events or projects and where there is justification of significant benefit to the community. Where possible it is preferred if individuals have the support of an incorporated community organisation.

Organisations outside the Shire of Nannup may apply, however they must fully demonstrate how the project will benefit residents and the community of Nannup.

Who is not eligible?

For profit organisations and any grantee that has not fulfilled the requirements for past grants are not eligible. Large events such as the Nannup Music Festival, Flower and Garden Festival and major cycling events are not eligible under this program and need to negotiate a sponsorship package with the Shire if eligible.

What can be funded?

Funding priority will be given to projects that:

- align with the Shire of Nannup Strategic Community Plan;
- have benefit to the community of Nannup;
- promote community involvement, groups / individuals working together;
- incorporate a variety of sectors for example: youth, seniors, parents, sports people, artists, people with disabilities, families;
- promote sustainability (rather than reliance on grants); and
- initiatives that demonstrate a creative approach.

What cannot be funded?
Funding is unlikely to be provided for:

- core business operations;
- projects or events that have already occurred;
- items that have already been purchased; or
- wages.

Community Grants Program Funding.
There will be four categories for funding:

- Small Grants of $500 and under;
- Medium Grants of $501- $1,000 matching funding. The applicant must match these funds $ for $;
- Large Grants $1001 - $3,000 event funding. The applicant must match these funds $ for $ and applicable where a total event budget exceeds $5,000 and the program is comprehensive; and
- Venue hire. This is for organisations that are seeking Council assistance with venue hire for activities and events throughout the year.

Guidelines for Community Grants are:

1. The annual Community Grant pool is $25,000.
2. Round 1 funding pool will be up to $15,000, Round 2 funding pool will be $10,000 with any surplus funds from Round 1 distributed during Round 2.
3. Community grants will be advertised to the public twice a year (funds permitting).
4. A letter notifying the applicants of their success will be sent out within an 12 week period after the application closing date as specified for each Round.
5. Payments will be automatically sent to successful applicants.
6. The proposed project must take place within the financial year that funding is made available.
7. Prior approval must be sought for any substantial change of proposal.
8. Only one application per grantee will be funded each financial year, unless approved by Council.
9. All funded groups/organisations will be required to acknowledge the Shire of Nannup in promotion and publicity relating to projects approved.
10. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.
11. Letters of support for community projects is encourage.
12. If projects are occuring on land not vested with the community group or organisation, evidence that the landowner supports the project must be provided.
13. Council may use the project information provided by funded groups/organisations for promotional and networking purposes.
14. You will need to provide full disclosure of any other Council contribution (cash or in kind) towards the project.
15. Acquittal forms for funded projects of $1000 or more are to be submitted no later than the dates provided in the table on the front page of this form.

Round 1 Applications for projects occurring between July and December will open in March and be required by 4.00pm on the last day in April.
Round 2 Applications for projects occurring between January and June will be open in September required by 4.00pm on the last day in October.
Applications must be received by post, Shire of Nannup PO Box 11, Nannup 6275, by email to nannup@nannup.wa.gov.au or in person to 15 Adam St Nannup. Please call the Shire on 9756 1018 for any further queries.

APPLICATION FOR COMMUNITY GRANTS AND DONATIONS
APPLICATION FORM

SECTION 1 – ABOUT THE GRANT

The Total Grant Pool is $25,000 with $15,000 allocated to Round 1 and $10,000 allocated to Round 2 and any surplus funds from Round 1 will be made available in Round 2.

Please select which Grant Round you are applying for. *

Please Select

Please indicate which Grant value you are applying for. *

Please Select

Please note that an acquittal is required for medium and large grants.

Grants Value	Acquittal required	Financial Statements required	Project Plan	Complete Sections
Waiver of fees	No	No	Yes	1 & 2
Small $1 - $500	No	No	Yes	1, 2, 3 & 4
Medium $501 - $1000	Yes	Yes	Yes	1, 2, 3, 4 & 5
Large $1001 - $3000	Yes	Yes	Yes	1, 2, 3, 4, 5 & 6

SECTION 2 – APPLICANT INFORMATION

Organisation information

Organisation Name: *

Address: *

Street Address

Street Address Line 2

City State

Post Code

E-mail: *

example@example.com

Alternate E-mail:

Website:
example@example.com

Phone Number: *

Alternative / Mobile Phone Number: *

Position: *

Primary Contact (if different from above):

Is your organisation an incorporated body?

- ☐ Yes
- ☐ No

Does your organisation have a constitution?

- ☐ Yes
- ☐ No

Has the Nannup Shire Council previously assisted your organisation through a community grant? *

- ☐ Yes
- ☐ No

If yes, please indicate the date of the last Grant.

If yes, please indicate the amount ($) of the last Grant.

SECTION 3 – GENERAL INFORMATION ABOUT YOUR ORGANISATION

This section has been prepared to help you provide information that will give some general background about your organisation, the service it provides and the reason for your request to the Council.

What are the main purposes / services that the organisation provides to the community? *

0/500

Please describe how your organisation operates, ie by volunteers, paid staff, combination of both etc. Please indicate how many staff and volunteers you have: (max. 500 words): *

SECTION 4 – REQUEST SUMMARY

Please detail what funds are requested for: *

Who will benefit from this request and how? Indicate approximately how many people you estimate will benefit? (If your organisation is not in the Shire of Nannup, please outline how the grant will benefit the community and residents of Nannup). *

How will you evaluate the outcome of the service for which a grant is requested? *

Please give any other information you think relevant to support your application. *

Total Cost of your project ($ Amount) *

Total amount funded by applicant (you) ($ Amount) *

Have you sourced funding from alternative funding sources? *

Please Select

If yes, name the alternative funding bodies where the applicant has sourced funds from (if relevant)

Total alternative funding sourced ($ Amount)

Please confirm the amount requested through the Shire of Nannup Community Grant Program.

If your community project is occurring on a location that is not vested by your organisation, do you have landowner support?

Please Select

SECTION 5 - Financial Statement Document Upload

If the request is for a medium or large grant, please upload a copy of the financial statement of your organisation for the last financial year. Click on the "Browse..." button to select a file from your computer. You can upload any common file format (PDF, .doc, .docx., .xls, .xlsx, etc.)

SECTION 6 - Financial Declaration Document Upload

Please attach a copy of your organisation's proposed budget for the coming financial year. Click on the "Browse..." button to select a file from your computer. You can upload any common file format (PDF, .doc, .docx., .xls, .xlsx, etc.)

Has/does the Shire of Nannup provide any other form of subsidy to your group? Ie: fee waiver, provision of building, peppercorn rent.

- ☐ Yes
- ☐ No

If yes, please provide further detail.

I agree that a statement demonstrating the correct acquittal of the grant shall be supplied within 3 months of carrying out the works associated with the grant. *

Full Name