



# COMMUNITY GRANTS 2024/2025

## APPLICATION FORM

Closing date for applications: 5pm, Friday 29 March 2024

Community groups and not-for-profit organisations may apply for funding for projects/events/activities that have a target focus on benefiting communities within the Shire of Manjimup. It is not a requirement that groups or organisations be incorporated bodies, however, groups which are not incorporated, must nominate the name and ABN details of their Auspicing organisation to receive funds on their behalf if successful.

This Application Form should be read in conjunction with *Council's Policy 3.1.3 Community Funds Allocation* which includes more information on criteria and eligibility. The policy can be downloaded from the Shire website: <http://www.manjimup.wa.gov.au/communitygrants>



**All new applicants are strongly encouraged to contact Community Services on 9771 7701 or [community.grants@manjimup.wa.gov.au](mailto:community.grants@manjimup.wa.gov.au) to discuss your application, prior to completing this form.**

Please tick the box next to the category and sub category you are applying for. If you are applying for more than one grant, you must complete a separate application form for each grant request.

### Category 1 – General

Any applications that do not fit within another category as described, should be submitted as a general community grant.

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| <input type="checkbox"/> Category 1A: General community groups & projects | Max.<br>\$5,000 |
| <input type="checkbox"/> Category 1B: Arts (acquisitive) prizes           | Max.<br>\$5,000 |

### Category 2 – Financial Hardship

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|---|-----------------|
| <input type="checkbox"/> Category 2A: Requests for financial assistance by community groups with a care/service function to the community, or by community groups deemed in high need by Council. | Max.<br>\$5,000 |
| <input type="checkbox"/> Category 2B: Requests for financial assistance by community groups responsible for premises  | Max.<br>\$3,000 |
| <input type="checkbox"/> Category 2C: Requests for financial assistance by community groups without premises  | Max.<br>\$1,500 |

### Category 3 – Youth & Chaplaincy

For the purpose of these grants, the Youth Category is for young people between the ages of 12 and 25 years inclusive. The Shire of Manjimup endeavours to support a youth group in each town and a school chaplaincy program.

<input type="checkbox"/> Category 3A: Youth (development) program (e.g. youth group or facilitated development program).	Max. \$6,000
<input type="checkbox"/> Category 3B: Chaplaincy	Max. \$7,000

### Category 4 – Events

All funding requests for Events need to be directly tied to marketing and promotional costs. There are three sub-categories of events; each is treated separately in the Community Fund Program:

<input type="checkbox"/> Category 4A: Events have a broader target area which may include state, interstate and international visitors.	Max. \$5,000
<input type="checkbox"/> Category 4B: Events have a more limited target area including South West and Great Southern regions.	Max. \$3,000
<input type="checkbox"/> Category 4C: New, incl. events celebrating a significant anniversary, and emerging events seeking to establish themselves on the Shire's annual events calendar.	Max. \$2,000



**Your event may require the Event Organiser to complete the Shire of Manjimup Event Application Form. This form as well as the Event Organiser's Manual can be downloaded from the Shire website: <http://www.manjimup.wa.gov.au/events>**

## CONTACT DETAILS

Title of Project, Activity or Event:			
Organisation Name:			
Postal Address:		Postcode:	
Street Address: (if different from above)		Postcode:	
Contact Person:			
Position Held:			
Telephone:		Mobile:	
Email:			
Chairperson/President: (if different from above)			
Telephone:		Mobile:	
Email:			

## ORGANISATION INFORMATION

Describe the main purpose of your organisation and the service(s) it provides:

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Describe how your organisation operates, i.e. by volunteers, paid staff or a combination. Also indicate the number of staff/ volunteers involved in the project/ activity/ event.

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How many financial members does your organisation have?

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**Please attach a copy of your organisation's membership/fee overview**

## PROJECT / ACTIVITY INFORMATION

Location(s):

Expected Start and Finish Dates:

Description: \_\_\_\_\_

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What are the objectives of your project/ activity/ event?

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How many people do you expect to benefit from your project/ activity?  
If an event; how many people do you expect to attend your event?

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Who is your target audience/ participants? (youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc)

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Where does your target audience/participants for your project/ activity/ event normally reside? (Local Shire, South West, Great Southern, Perth, interstate, international, etc.)

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What social or economic benefits to the local community do you anticipate from your project/ activity/ event? (Applicants are welcome to attach letters of support)

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What specifically is the funding to be used for?

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## FUNDING DETAILS

Is your organisation receiving any other “in kind” support or assistance for this project/ activity/ event from the Shire of Manjimup? (E.g. venue provided, traffic management plan, etc.):

Yes <input type="checkbox"/> No <input type="checkbox"/>	Estimated value:	Description of support/ assistance received:
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Applicants should illustrate that reasonable effort has been made to obtain funding from alternative sources and not be solely reliant on the Shire’s grant. Council may reject a grant on the basis that other grants are available for the outlined purpose.

Please list any non-Shire grants that you have applied for or will be seeking for this project/ activity/ event:

Funding agency:	Amount:	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
Funding agency:	Amount:	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>

## FUNDING HISTORY

Has your organisation previously received a Community Grant from the Shire of Manjimup?

Yes       No

Year:	Amount:	Purpose:
Year:	Amount:	Purpose:
Year:	Amount:	Purpose:

<b>TAXATION DETAILS</b>	
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation incorporated? (if yes, please attach Incorporation Certificate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide your Incorporation number:	
Please provide your ABN number:	



**If your organisation is not incorporated, you must nominate an auspicing organisation, and provide their details below. Please also provide written evidence that they have agreed to auspice your grant application.**

Name of auspicing organisation:	
Contact details:	
Incorporation number:	
ABN:	

## **FINANCIAL STATEMENTS**

If your organisation is incorporated, please attach a copy of your organisation's financial statements for the last two financial years signed by the Chairperson/President of your organisation.

## **STATEMENTS BY SUPPLIER**

Groups or organisations that do not have an ABN are required to attach a Statement by Supplier.



## **GST & GRANTS OF FINANCIAL ASSISTANCE**

The Australian Taxation Office (ATO) has issued the GSTR 1999/D13 “*Goods and Services Tax: Grants of Financial Assistance*” which provides their rulings on grants of financial assistance and funding.

Grants made to community organisations will be subject to GST where they represent consideration for a taxable supply. This means that grants which are subject to GST will be “grossed up” by 10%; otherwise the grantee will have an effective reduction in funding. Upon issue of a Tax Invoice by the grantee, the grantee will be required to remit 1/11<sup>th</sup> of the grant to the ATO as GST, and may be entitled to claim input tax credits related to expenditure incurred. If a grantee is not registered, or not required to be registered, then no GST will be payable on the supply, however withholding tax may apply which would reduce the available amount of the grant.

## **BUDGET**

Please specify sources of income/funding and full details of expenditure, with supporting quotes if applicable. Quotes are required, showing the GST component, for any intended expenditure on capital items or engaging professional services.



**If you are applying for Financial Hardship under Category 2, please complete the budget overview with the expenditure and income details relating to your entire Club / Group (organisational budget).**

**If you are applying under any other category (e.g. event, project, activity), please complete the budget overview with expenditure and income details relating to this event/project/activity only.**

## DETAILED BUDGET

Income	Amount Ex. GST	Expenses	Amount Ex. GST	Amount Inc. GST
Club contribution (cash / fundraising)				
Assistance in-kind <ul style="list-style-type: none"> <li>Skilled labour – industry rate</li> <li>Non-skilled / voluntary labour - \$37 p/h</li> </ul>				
Fees & participant contributions				
Sponsorship				
Other Grants (not Shire Community Grant)				
Other Income				
Funding Requested from Shire of Manjimup				
<b>Total Income</b>		<b>Total Expenditure</b>		

## TERMS & CONDITIONS UPON ACCEPTANCE OF A GRANT

General terms and conditions are listed below. A complete overview of the terms & conditions, as well as further information on Community Grants, can be found in *Council's Policy 3.1.3 Community Funds Allocation*.

1. Applicants will be notified in writing of their success or otherwise after the adoption of the Shire's budget each year (between July and September).
2. Grants will be paid in full on receipt of an invoice from the successful applicant.
3. Funds will be paid only to incorporated associations which have a current ABN. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing group or umbrella group which will receive the funds on their behalf if the grant is successful.
4. The proposed project / event must take place within the financial year that funding is made available.
5. Prior approval must be sought for any substantial change of the grant's proposed use.
6. All funded groups/organisations will be required to acknowledge the support of the Shire of Manjimup in any promotional or publicity material.
7. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.
8. 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 on the grant's objectives has not been achieved.
9. The Shire of Manjimup may use the project information provided by funded groups/ organisations for promotional and networking purposes.
10. Full disclosure of any other Council contribution (cash or in-kind) towards the project/ activity/ event, including traffic management plans and civic receptions, is required.
11. Applicants must illustrate that reasonable effort has been made to secure funding from alternative sources including other funding bodies, sponsorships, membership or registration fees, fundraising activities, or other commercial activities such as ticket or produce sales.
12. Acquittal of all granted monies must be completed and submitted using the acquittal form provided, as soon as possible after the completion of the project, but no later than **three months** after the end of the financial year the grant is approved in. (i.e. 30<sup>th</sup> September 2025).

## APPLICATION CHECKLIST

- The budget page has been completed, with your income and expenditure balanced.
- ABN has been supplied or a Statement by Supplier completed (See page 6).
- A copy of your Incorporation Certificate has been attached (for incorporated bodies). If you're not incorporated, a copy of the Incorporation Certificate of your auspicing organisation is required.
- Confirmation from auspicing organisation has been supplied (if applicable).
- Copies of the last two annual financial statements have been attached (for incorporated bodies).
- Supporting documents (quotes, letters of support, etc.) have been attached (if applicable).
- Organisation's membership fee/overview has been attached.
- A complete copy of the application has been retained for your records.
- All questions have been responded to. Incomplete applications may not be considered.
- If you are applying for more than one Shire Community Grant:
  - A separate application form has been completed for each grant request.
  - Indicate which grant request has the highest priority: \_\_\_\_\_  
(Not applicable for Financial Hardship applications).

## DECLARATION

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein and attached is to the best of my knowledge true and correct. I have noted the above requirements and agree to abide by them.

Name:			
Position Held:			
Signature:		Date:	

Forward your completed application by **5pm, Friday 29 March 2024** to:

**Chief Executive Officer  
Shire of Manjimup  
PO Box 1  
MANJIMUP WA 6258**

or by email to: [info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)