

Shire of Northam Community Grants



QUICK RESPONSE GRANT

The Shire of Northam invites applications for funding of up to \$2,000 (excluding GST) to support innovative responses to community needs, either as a whole or target groups (children, youth, seniors, people with disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects, or to assist one off projects, or to assist the delivery of projects and events for which opportunity has arisen.

Please read the Community Grant Program Guidelines prior to submitting your application.

Applicants will be notified of the outcome within 25 working days of receipt of their application.

Applications may be submitted at any time via mail, email or hand delivered to:

**Shire of Northam
395 Fitzgerald Street**

**PO Box 613
NORTHAM 6401**

records@northam.wa.gov.au

Enquiries regarding eligibility and the application process should be directed to the Community Development Officer, phone (08) 6608 0234, or email cda@northam.wa.gov.au

SHIRE OF NORTHAM QUICK RESPONSE GRANT

1. APPLICANT DETAILS			
Name of Applicant			
Contact Person			
Street Address			
Postal Address			
Phone / Mobile			
Email			
Is the applicant an incorporated organisation?	<input type="checkbox"/> NO <input type="checkbox"/> YES (please attach copy of Certificate)		
ABN			
Is the organisation registered for GST?	<input type="checkbox"/> NO <input type="checkbox"/> YES		
Is the event/project covered under Public Liability Insurance?	<input type="checkbox"/> NO <input type="checkbox"/> YES (please attach a copy of Certificate)		
Applicant Bank Account Details	BSB	Account No.	Account Name

2. EVENT / PROJECT DETAILS

Name of Event / Project			
Commencement Date		Finish Date	
Event / Project Description (Please describe the event or project in detail. Provide attachments if applicable)			

3. EVENT / PROJECT JUSTIFICATION

<i>If applying for a travel subsidy, please skip to section 4</i>	
How has the need for the event/project been identified?	
How will the Shire of Northam community benefit?	
How many people will benefit from the event/project, both directly & indirectly?	

What other sources of funding have been applied for? Please specify whether they are confirmed	
What will the Shire of Northam grant be used for? Please detail	
How will the Shire of Northam support be recognised? Please detail	

4. TRAVEL SUBSIDY

Skip to section 5 if you are not applying for a travel subsidy

What is your date of birth?	
What school do you attend and what year are you in?	
Please detail how you were selected to participate in this event?	
Where is the event taking place? Town/City State Country	
How will the Shire of Northam support be recognised? (Please detail)	
Please attach evidence of selection to participate in event or support letter from the governing body or organisation.	

5. EVENT / PROJECT EXPENDITURE

DESCRIPTION OF EXPENDITURE ITEM/SERVICE (e.g. equipment, advertising, labour)	AMOUNT \$ (ex GST)	QUOTE ATTACHED Y/N
TOTAL PROJECT COST		

6. PROJECT / EVENT INCOME

FUNDING SOURCE	AMOUNT \$ (ex GST)
Shire of Northam Request (up to \$2,000)	
Applicant Cash	
Other grants/sponsorship (specify source and whether confirmed)	
Other (please specify)	
TOTAL INCOME	
Applicant In Kind	
In-kind contributions can be calculated at volunteer general labour \$20/hour, volunteer specialist labour at \$45/hour, donated good at their purchase/hire price if not donated.	

7. CHECKLIST

Please check your application carefully and ensure all relevant information has been provided. Additional supporting documentation can be attached to the application, and provide comments if items on the checklist are not met.

Item	Yes	No	Comment
Have you read the Community Grant Program Guidelines			
Have you completed all sections of the application form?			
Is a copy of Certificate of Incorporation attached?			
Is a copy of Public Liability Insurance attached?			
Is a copy of a recent Financial Statement attached?			
Are copies of quotes for items above \$500 attached?			
Are all additional relevant supporting documents enclosed? E.g. letters of support.			
Has the application been endorsed by the organisation's committee?			

8. DECLARATION

I hereby certify that I have been authorised to prepare and submit this application, and that the information herein is, to the best of my knowledge, true and correct.

Should financial assistance be provided by the Shire of Northam, the applicant agrees to the following conditions of funding:

1. The financial contribution from the Shire of Northam is not retrospective - funding will not be provided if the event/project commences prior to Shire approval.
2. The financial assistance will be used only for the purposes for which it is granted, unless otherwise agreed in writing by the Shire of Northam.
3. The Shire of Northam will be advised of any change in scope of the project and the Shire of Northam retains the right to refuse/reduce its level of financial assistance in that instance.
4. Funding will be expended within six months of receipt of grant offer.
5. Unspent funds are to be returned to the Shire of Northam within 3 months of event/project date/end of grant term.
6. If special conditions are applied as a condition of funding, the applicant will be required to agree in writing to these conditions prior to the financial assistance being provided.
7. The applicant will acknowledge the Shire of Northam's support in all public communications relating to the event/project, including signage, advertising and promotional materials in accordance with Shire requirements.
8. The applicant will provide a full acquittal of all funds, including project evaluation and evidentiary materials as required by the Shire of Northam within three months of the end of the grant term.

NAME	
POSITION HELD	
SIGNATURE	
DATE	