



GRANT GUIDELINES For Grants over \$500

The Shire of Murchison has a Community Grant fund. These guidelines outline the category of Community Grants for grants over \$500. There is a different information pack for small grants up to \$500

Community Grants are Project Grants that require supportive information from the applicant. The Murchison Community Fund is an initiative to develop innovative ideas and positive projects within the Murchison Community. The Community funding provides the opportunity for local community individuals, groups and organisations to apply for funding to support projects that will be of benefit to the local community.

1. Eligibility

Eligibility is limited to community members, groups and organisations which have limited opportunities to source alternative funds. To be eligible for a grant an applicant must be:

- Incorporated not-for-profit organisation.
- A cultural group/organisation.
- Voluntary services.
- Community members.
- An amateur sporting group or association.
- Other incorporated associations that are based within the Shire of Murchison

2 Non Eligible Applicants

Applications will not be considered from the following;

- 2.1 Projects and activities that are the responsibility of the State or Commonwealth Governments.
- 2.2 Projects or activities already gaining substantial community support from Council.
- 2.3 Events that only benefit members of an organisation.
- 2.4 Commercial-for-profit organisations.
- 2.5 Organisations that have not acquitted previous projects funded through the Shire of Murchison.
- 2.6 Applicants that fail to address the criteria in their application.

3. Applying for a Grant

- 3.1 Grants will be promoted through advertisements in the local newspaper and the Shire of Murchison website.
- 3.2 Community Grants are open for submission at any time but applications should be submitted as far in advance of the required funding as possible. There must be at least 30 days from date of submission to the proposed activity or event.

4. Funding Criteria

- 4.1 Events, projects and services that provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development. The organisation/applicant must be based within the Shire of Murchison.
- 4.2 Applications should address a community need and reflect a clear community benefit.
- 4.3 Projects that provide opportunities for community members to participate in activities that celebrate the arts and cultural diversity.
- 4.4 Projects that attract visitors to or within the area and add value to the Murchison shire.
- 4.5 Projects that provide sporting, recreational or community participation opportunities with the aim of improving health, fitness and/or quality of life.
- 4.6 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability of the quality of the service/program offered.
- 4.7 Education or training that is innovative and responds to needs while promoting skills and independence.
- 4.8 All applicants must include their ABN on their application or complete a Statement by Supplier form if they do not have an ABN.
- 4.9 All grant applications must be submitted using the specified application form provided by the Shire Murchison.
- 4.10 The application must demonstrate clearly defined community outcomes.
- 4.11 Applicants must be able to demonstrate the long term benefits to the community.

5. Assessment of Applications

- 5.1 Recommendations relating to which applicants should receive a Community Grant are made by the Shire of Murchison Community Fund Committee.
- 5.2 All applications will be assessed on their merit. Eligible applications will not necessarily be funded.
- 5.3 We will give priority to projects that encourage community participation and development to reduce social isolation and provide long term benefit for the Murchison Community

5.4 The Murchison Community Fund Committee consists of:

- Shire President
- Chief Executive Officer
- Two Community Representatives

5.5 Subject to funding being allocated for the project, successful applicants will be notified as soon as possible of the decision.

5.6 No correspondence will be entered into with individual MCF Committee members before or after an application for funds has been sought. Any correspondence must be directed to the CEO, who is the fund administrator

6. Unsuccessful Applications

6.1 The Shire of Murchison will supply feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

7. Grant Claim and Variation

7.1 If your grant application is successful, you will receive a letter of confirmation advising you of the grant amount and how your grant will be paid.

7.2 Council may also specify other grant conditions. If this applies the applicant will be required to sign acceptance of the conditions prior to the release of funds.

7.3 All Community Grants must be claimed and expended within the specified period. If grants are not utilised within the given time, all funds allocated will be forfeited.

7.4 Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organization.

8. Grant Payment & Acquittal

8.1 All grant recipients are required to submit a funding acquittal within 30 days of completion of the project or as otherwise advised by the Council.

8.2 Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form
Grant acquittal should include information as follows:

- Financial summary or audited income and expenditure statement
- Reports and photographs
- Evaluation including project outcomes

- Evidence that demonstrates how the Shire of Murchison's financial contribution was recognised
- Other grant conditions specified by the Shire of Murchison

9. Accessing and Submitting Grant Application Forms

9.1 Grant application forms and guidelines can be found on the Shire of Murchison's Web site: www.murchison.wa.gov.au

9.2 Grant application forms and guidelines can also be obtained by contacting the shire office on Tel: (08) 9963 7999; Email: admin@murchison.wa.gov.au ; or from the Office at 3007 Carnarvon-Mullewa Road, Murchison, WA 6630

9.3 Submit your application:

Postal Address:	Chief Executive Officer Shire of Murchison PO Box 61 MULLEWA WA 6630
Fax:	(08) 9963 7966
Hand delivered to:	Shire Administration Office 3007 Carnarvon-Mullewa Road MURCHISON WA 6630
Email:	admin@murchison.wa.gov.au



GRANT APPLICATION

PART 1 – APPLICANT AND ORGANISATION INFORMATION

1.1 TICK THE BOX WHICH BEST DESCRIBES THE ORGANISATION

Incorporated, not-for-profit

Individual or community group (non-incorporated auspiced by an incorporated body)

1.2 APPLICANT’S DETAILS

Name _____

Organisation _____

Name of Applicant (Position) _____

Title and name of Chairperson/Chief Executive Officer _____

Postal Address _____

Telephone/Mobile _____

Facsimile _____

Email _____ Website _____

1.3 REQUESTED GRANT AMOUNT (OVER \$500)

If your organisation is incorporated – please go to question 1.5

If your organisation is NOT incorporated – please answer question 1.4

1.4 AUSPICE BODY (IF APPLICABLE)

A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.

Confirmation in writing is required from the Auspicing Body.

Sponsoring Organisation _____

Contact Person _____

Address _____

Telephone _____ Email _____

1.5 ORGANISATION'S ABN:

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1.6 IS YOUR ORGANISATION REGISTERED FOR GST? YES NO

You must attach a copy of the Incorporation Certificate (or that of the auspicing body)

1.7 DOES YOUR ORGANISATION INVOLVE VOLUNTEERS? HOW MANY AND WHAT ROLES DO THEY SERVE?

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1.8 WHAT IS THE MAIN PURPOSE AND FUNDING SOURCES FOR YOUR ORGANISATION?

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1.9 WHO ARE YOUR MAIN CLIENTS/SERVICE USERS?

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1.10 HAS YOUR ORGANISATION RECEIVED A GRANT FROM COUNCIL IN THE PAST THREE YEARS? IF SO, GIVE DETAILS.

Year	Amount	Project funded

1.11 HAS THIS GRANT BEEN REPORTED ON AND ACQUITTED? YES NO

PART 2 – DETAILS OF PROJECT/EVENT

2.1 **NAME OF YOUR PROJECT/EVENT:**

2.2 **BRIEF SUMMARY OF PROJECT/EVENT. INCLUDE THE AIMS/ACTIVITIES OF THE PROJECT.**

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2.3 **WHEN AND WHERE WILL YOUR PROJECT/EVENT BE HELD?**
 (Please include specific dates and venues)

Venue: _____

Start Date: _____ End Date: _____

2.4 **IN WHICH CATEGORY DOES YOUR PROJECT FALL? (You may tick more than one box)**

Sport & Recreation	<input type="checkbox"/>	Art & Culture	<input type="checkbox"/>
Seniors	<input type="checkbox"/>	Education	<input type="checkbox"/>
Environment	<input type="checkbox"/>	Health & Welfare	<input type="checkbox"/>
Youth	<input type="checkbox"/>	Tourism	<input type="checkbox"/>

2.5 WHAT ARE THE MAINS AIMS AND INTENDED OUTCOMES OF YOUR PROJECT/EVENT? IN PARTICULAR, HOW WILL IT BENEFIT THE COMMUNITY?

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2.6 HOW WILL THE PROGRESS OF YOUR EVENT/PROJECT BE MONITORED AND ITS EFFECTIVENESS EVALUATED?

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2.7 HAVE ANY PARTNERSHIPS, SPONSORSHIPS AND OTHER FUNDING SOURCES BEEN SOUGHT TO ASSIST WITH THE PROJECT/EVENT? (If so, please give details and whether funding has been approved include in-kind contributions)

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2.8 IF SUCCESSFUL IN YOUR FUNDING APPLICATION, HOW WILL YOU PROMOTE THE SHIRE DURING YOUR PROJECT OR AT YOUR EVENT?

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2.9 WHERE NECESSARY HAVE YOU APPLIED FOR ALL LICENCES, PERMITS AND

APPROVALS? YES NO Please provide details below

Licence / Permit / Approval	Date Approved/Pending

PART 3 – FINANCIAL INFORMATION/PROJECT BUDGET

- Applicants are required to provide detail of how the grant will be spent and detail of any other income or support the project will receive.
- Please attach a copy of (2) quotes for single expenditure items over \$3,000.

Project Income	\$
Earned Income (E.g. ticket sales, merchandise etc)	
Subtotal	
Other Project Income (E.g. Other grants)	\$
Subtotal	
Your Financial Contribution (please itemise)	\$
Subtotal	
Fundraising, Sponsorship, Cash Donations (please itemise)	\$
Subtotal	
TOTAL INCOME (not including Grant)	
Grant Amount	
TOTAL INCOME	.

Project Expenditure	\$
Professional fees (including on costs, travel & accommodation)	
Subtotal	
Production/program cost (e.g. materials, venue hire, equipment etc)	\$
Subtotal	
Administration Costs	\$
Subtotal	
Marketing, Promotion & Documentation (please itemise)	\$
Subtotal	
TOTAL EXPENDITURE	.

NOTE: Your total income column and expenditure column should total the same.

3.1 PREFERRED PAYMENT METHOD AND DETAILS

Cheque EFT

3.2 ELECTRONIC FUNDS TRANSFER (IF DIRECT CREDIT PLEASE COMPLETE DETAILS BELOW)

Account Name:

Bank Name:

Bank Branch (Suburb):

BSB:

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Bank Account No:

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3.3 REFEREES: (Please list the names and contact details of two people who can act as referees for this project/ event)

Referee 1	Referee 2
Name:	Name:
Phone/Mobile:	Phone/Mobile:
Organisation:	Organisation:
Position:	Position:

PART 4 – CHECK LIST AND DECLARATION

Before you sign the declaration, please ensure that you attached documents and any additional information to support your application.

	I have read and agree to the funding requirements/guidelines answered all questions and completed the budget
	I acknowledge that I am authorised to make this application on behalf of the organisation
	I acknowledge that the information in this application is true and correct
	I acknowledge that I may be required to supply further information prior to consideration of this application
	I acknowledge that I will complete the attached acquittal report and submit it within one month of project/ event completion
	I provide permission for the Shire of Murchison to promote this Community Grant as part of any communications and public relations activities
	I have attached copies of (2) quotes for expenditure over \$3,000
	I have attached a copy of Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation

4.1 DECLARATION

On behalf of _____ (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

Print name

Position in Organisation

Signature

Date

Please send completed application to:

Chief Executive Officer
Shire of Murchison
PO Box 61
MURCHISON WA 6630

Fax: (08) 99637966 or Email admin@murchison.wa.gov.au

SHIRE OF MURCHISON GRANT AQUITTAL

1. Applicant's Details

Name of organisation:	
Name of Applicant (Position):	
Title and name of Chairperson/Chief Officer:	
Postal Address:	
Telephone/Mobile:	Facsimile:
Email:	Website:
Amount of Grant Money Received \$	Date:

2. Declaration:

I declare that the grant of \$ _ provided by the Shire of Murchison has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the transactions for this project/ event.

Please outline how the Community Fund Grant funds were spent:

Expenditure Items	\$
TOTAL	
Surplus / Deficit (unused funds) Any unused Community Grant funds should be returned with this acquittal report.	

Please outline the project outcomes or key achievements of this project / event.

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Please provide a brief description of how the Shire of Murchison grant contribution was recognised and promoted

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Please attach copies of any media releases, documentation produced, news articles, reports, statistics or photographs in support of the project/event.

Signed
(authorised signatory only)

Print name

_____ Date

Position
