



QUICK GRANT APPLICATION PACK

GRANT GUIDELINES

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

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.

Quick Grants	Small \$500 grants that are quick and easy to access at any time of the year, subject to available funding.
Examples of Quick Grant purposes	<ul style="list-style-type: none"> • Training – To conduct coaching clinics and training for officials • Sport Equipment – To buy equipment • Establishment – To help new organisations get off the ground • Shows, Exhibitions, Festivals and Sporting Events – Cost incurred • Equipment – Used in cultural or other activities including consumables • Professional Development – To provide learning opportunities for others such as volunteers and committee members

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 Quick Grant applications are open year round for submission and assessment. For grants over \$500 please use the other application form.

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 of Murchison.

4.10 The application must demonstrate clearly defined community outcomes.

5. Assessment of Applications

- 5.1. Recommendations about which applications should receive a Quick Grant are made by the Murchison Community Fund Committee.
- 5.2. 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. Grant Claim and Variation

- 6.1. 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.
- 6.2. 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.
- 6.3. All 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.
- 6.4. 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.

7. Grant Payment & Acquittal

- 7.1. All Quick grants need to submit a funding acquittal within 30 days of completion of the project/activity or as otherwise advised by Council.

8. Accessing and Submitting Grant Application Forms

- 8.1. Grant application forms and guidelines can be found on the Shire of Murchison Web site: www.murchison.wa.gov.au
- 8.2. Submit your application to:

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



QUICK GRANT
APPLICATION FORM

PART A - APPLICANT AND ORGANISATION INFORMATION

1. Tick the box which best describes the organisation

Incorporated, not-for-profit

Individual or Community Group

2. Applicant's Details

Name of Organisation:

Name of Applicant (Position):

Title and name of Chairperson/Chief Executive Officer:

Postal Address:

Telephone:

Facsimile:

Email:

Website:

3. Requested Grant Amount (Limit \$500)

4. Organisation's ABN:

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5. Preferred payment method and details Cheque EFT

6. Electronic Funds Transfer

Account Name:

Bank Name:

Bank Branch (Suburb):

BSB:

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Bank Account No:

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PART B - DETAILS OF PROJECT / EVENT

7. Name of project/event:

DATE(S)

VENUE(S):

8. Brief summary of project/event (include detail about what the Quick Grant will be used for)

9. How will it benefit the community?

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10. Where required, have you applied for all required licences and permits approvals?

Licence / Permit / Approval	Date Approved/Pending

11. If successful in your funding application, how will you promote the Shire during your project or at your event?

PART C - CHECK LIST & DECLARATION

Please attach any additional information about your organisation or project that would support your application. Please read, tick the boxes and sign.

	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 Quick Grant as part of any communications and public relations activities
	I have attached a copy of Certificate of Incorporation if applicable.

Signature

Date

Print name

Please post your completed application form to:

Shire of Murchison
PO Box 61
MULLEWA WA 6630

Email admin@murchison.wa.gov.au

SHIRE OF MURCHISON QUICK GRANT AQUITTAL

12. 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:

13. 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 Quick 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)

Name

Date

Position in Organisation