

## Community Funding Program - Guidelines and application form

### Guidelines

These guidelines provide prospective applicants with information about the annual Community Funding Program from the Shire of Yilgarn.

Please read these guidelines carefully before submitting an application.

### Objectives

- To provide a source of funding for non-profit community organisations operating within the district.
- To assist community organisations in maximising their future development.
- To provide an impartial means by which community organisations can access Council funds.

### Categories

- **A - Essential equipment/capital items** (up to \$2,000)  
Types of equipment:
  - Ground maintenance equipment
  - Sporting equipment
  - Office equipment
  - Minor plant equipment
- **B - Training & Travel Assistance for local officials/office bearers** (up to \$500)  
Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses / meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

### Eligibility

To be eligible the applicant must be based in the Shire of Yilgarn and meet the following criteria:

- Funding is available for activities which will provide benefits directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations that have failed to acquit funds in the previous financial year will not be eligible for the next round of the funding program.

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### General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire.
- Applications must be lodged and approved by the Shire of Yilgarn before the intended project begins.
- Funds must be claimed by 30 June in the financial year in which they are assigned.
- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount of funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.

### Application timeframes

- Applications open on the first Monday and close on the last Friday at 12.00pm of October each year.

### Completing and lodging your application

If you require any further information or assistance with your application form please contact the relevant Shire Officer:

Monica Fairless  
CRC Coordinator  
Email: [crc@yilgarn.wa.gov.au](mailto:crc@yilgarn.wa.gov.au)  
Phone: 08 9049 1001

Please complete **all** sections of the form and sign the declaration. Take a copy for your records if required. The Shire requires a signed application form which can be submitted by:

**Email:**

Monica Fairless  
CRC Coordinator  
Email: [crc@yilgarn.wa.gov.au](mailto:crc@yilgarn.wa.gov.au)

**or**

**Mail / in Person:**

Shire of Yilgarn Administration Office  
23 Antares Street  
Southern Cross WA 6426

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### **What happens when your application is received?**

You will receive an acknowledgement email upon receipt of your application.

All compliant applications will be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

The approved funding will be paid in December to successful recipients' nominated bank accounts.

### **Acknowledging the Shire's support**

Successful applicants are to acknowledge the Shire of Yilgarn in any advertising, social media, other media statements, websites and on any material if applicable. Where appropriate the organisation will be asked to display a "Proudly sponsored by Shire of Yilgarn" banner.

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### Application form

#### Applicant details

Name of organisation: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Type of organisation

Community Organisation

Sporting Club

Charitable Body

Not-for-Profit

Does your organisation have an ABN?

Yes

No

If 'Yes', please provide ABN:

\_\_\_\_\_

Is your organisation registered for GST?

Yes

No

#### Item details and reason

Please provide a brief description of -

**(A)** The type of **essential equipment / capital items** you wish to purchase / hire and the reason for your request.

**(B)** The details of the **training & travel assistance for local officials/office bearers** you wish to apply for and how this will assist your organisation in its future development.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Are you proposing improvements or additions to Council assets?  Yes  No

If 'Yes' –

Have you gained the written approval of the Shire of Yilgarn?  Yes  No

<b>Budget details</b>	<b>Amount</b>
Total cost	
How much are you requesting from the Shire of Yilgarn?	
How much will your organisation be contributing?	
Other source of funding? Please specify:	

### Your organisations bank details

Account name: \_\_\_\_\_

Bank name: \_\_\_\_\_

BSB: \_\_\_\_\_

Account number: \_\_\_\_\_

### Checklist:

Two quotes for capital items are attached.  Yes  No

A current financial statement is attached.  Yes  No

All questions are answered or ticked.  Yes  No

Application is signed by authorised person.  Yes  No

### Declaration

I, \_\_\_\_\_ confirm that all of the information contained within the application form is true and correct and submit it to the Shire of Yilgarn for consideration.

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### Shire office use only

**Application received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Is the applicant eligible to apply for funding?  Yes  No

Does the application meet the criteria?  Yes  No

Comment: \_\_\_\_\_  
\_\_\_\_\_

On review of this application the following recommendation will be made to Council:  
\_\_\_\_\_  
\_\_\_\_\_

**Agenda item:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The request was approved by Council  Yes  No

Motion: \_\_\_\_\_

**Applicant notified of outcome:**  Yes  No

\_\_\_\_\_  
Authorised officer Signature Date

**Funding amount paid:**  Yes  No

Payment number: \_\_\_\_\_

\_\_\_\_\_  
Authorised officer Signature Date