



Community Assistance Scheme

ANNUAL GRANT PROGRAM
2015/16

Application Form



Live, Work, Play

Contents

1.	INFORMATION FOR ALL APPLICANTS	1
2.	ANNUAL GRANT APPLICATIONS	2
3.	APPLICANT INFORMATION	3
4.	AUSPICE ORGANISATION DETAILS	4
5.	COMMUNITY DEVELOPMENT PHILOSOPHY & PRINCIPLES.....	5
6.	PROJECT TYPE AND TARGET GROUPS.....	5
7.	PROJECT DETAILS	6
8.	PROJECT PLANNING AND SUPPORT	7
9.	PROJECT FINANCE.....	10
10.	APPLICATION SUPPORT DOCUMENT CHECK LIST.....	13



1. INFORMATION FOR ALL APPLICANTS

The closing date for all Community Assistance Scheme 2015 - 16 Annual Grant Program applications is **5.00pm Friday 3rd April 2015**

The following document is the standard application for the City of Kalgoorlie-Boulder Annual Grant Program. Please ensure you complete the application fully and include all required supporting documentation as outlined in the included checklist at the end of this document.

Please note that the City of Kalgoorlie-Boulder will not review and Council will not consider incomplete applications.

The City is continuously improving its policies and procedures and will regularly improve the design and purpose of its CAS guidelines and application forms. The City reserves the right to do so at short notice. Please ensure you are completing the most up to date version of this application by contacting the City's Arts and Leisure Department (A&LD) on 9021 9600.

To assist in processing all applications, we ask you to note the following requirements:

- Before completing your application, please make sure you have read the City's Community Assistance Scheme guidelines which can be found on the City's webpage.
- For applications that are hand written, please use black ink for photocopying purposes. Only clear and legible hand written applications are able to be processed. If you need space to describe any aspect of your proposed activity please provide the information as briefly as possible on A4 paper, marking clearly the item and page number to which the additional information refers.
- Please do not present your application in a binder or folder. It is sufficient to use a paper clip or bulldog clip.
- Please supply all supporting material with your application and ensure that it is clearly labelled and all information remains in the A4 format.
- Please keep a copy of your application as the City cannot return it.

City Officers will process all applications and will assess each on their merit, according to the Community Assistance Scheme guidelines and criteria. Applicants may be required to make a presentation to Council's Community Grant Advisory Committee on a date to be advised. Applicants will be advised of the outcome of the assessment process following the finalisation of the City's funding commitments for each financial year.

Should you have any questions about the application process please contact the A&LD on 9021 9600.



2. ANNUAL GRANT APPLICATIONS RELEVANT TO THE CITY OF KALGOORLIE-BOULDER SOCIAL PLAN 2011-2015.

Applications which address issues raised in the Social Plan will be recommended with a higher priority

PLEASE INDICATE WHAT GOAL, STRATEGIC OBJECTIVE AND NEED YOUR APPLICATION WILL ALIGN WITH.

A copy of the Social Plan is available via www.ckb.wa.gov.au on the Key Corporate Documents page.

Goal # ()

Description _____

Strategic Objective # ()

Description _____

Need # ()

Description _____

Example

Goal (5) Provide Facilities and Infrastructure

Strategic Objective (5.2) Identify and develop facilities enhancing the wellbeing of the community

Need (5.2.5) A safe and central youth space

GRANT CATEGORY (Refer to heading 10 – Application Support Document Check List)

- Annual grant – more than \$5000, less than \$15,000
- Annual grant – more than \$15,000
- Three (3) Year Service Agreement
- Capital Project



3. APPLICANT INFORMATION

Please supply detailed information about your organisation.

Organisation:

Address:

Postal address:

Contact person:

Contact's role:

Phone: **Mobile:**

Fax:

Email:

Incorporated: Yes No **Members:**

*(If your organisation is **not** incorporated please include details of auspice organisation below)*

ABN: **GST registered:** Yes No

Does your organisation hold Annual General Meetings (AGM)?

Yes No *If yes please provide the date of your forthcoming AGM:*

Does your organisation hold regular monthly board or committee meetings:

Yes No *If not please identify any meetings that are regularly undertaken and their dates*

Other meetings:

Please describe in brief the key objectives of your organisation:

DECLARATION

I hereby certify that to the best of my knowledge, the information provided above is correct and an accurate account of income, expenditure and project activities is disclosed in this application. I also accept and agree to complete an evaluation/ acquittal on receipt of funding/in-kind support from the City of Kalgoorlie-Boulder.

Signed:

Name: **Date:**

Position (please mark): Treasurer President/Chair Secretary



4. AUSPICE ORGANISATION DETAILS

If you are not an incorporated organisation, you will require another organisation that is incorporated to sponsor your application. Please supply detailed information about your auspice organisation below and obtain signature from an official representative such as the Treasurer, Chairperson/President or Secretary declaring that the organisation is incorporated and that information provided in this application is an accurate account of the income, expenditures and activities listed in this application.

Organisation:

Address:

Postal address:

Contact person:

Contact's role:

Phone: **Mobile:**

Fax:

Email:

Incorporated: Yes No

(Please include proof of incorporation with this application)

ABN: **GST registered:** Yes No

DECLARATION

I hereby certify that to the best of my knowledge, the information provide in the above is correct and disclose an accurate account of income, expenditure and project activities listed in this application.

Signed:

Name: **Date:**

Position (please mark): Treasurer President/Chair Secretary

Please Note:

All applicants in the \$15,000 or more grant category must be incorporated to be eligible for grants. In other categories, if the applicant is not incorporated, a sponsor or auspice organisation may be nominated to be responsible for the legal contractual arrangements and holding bank account in this name.



5. COMMUNITY DEVELOPMENT PHILOSOPHY & PRINCIPLES

Please mark the box(es) that best describes the philosophy and principles of Community Development that your project represents and explain how it benefits the community below.

- Community empowerment
- Strong volunteer involvement
- Networking & communication sharing
- Community leadership
- Resources & knowledge sharing
- Participation, consultation & engagement
- Sustainability & self reliance
- Resourcefulness & innovative
- Partnerships
- Human rights, equity, access & social justice principles

6. PROJECT TYPE AND TARGET GROUPS

Please mark the box(es) that best describes the community issue or community group that your project represents and further explain how it benefits the community below.

- Arts, culture, events & entertainment
- Disability services
- Indigenous & multicultural affairs
- Youth & family services
- Crisis or financial support & counselling
- Seniors
- Sport & recreation development service
- Tourism & promotion
- Natural environment & cultural heritage conservation
- Emergency services
- Crime prevention & community safety
- Economic development



7. PROJECT DETAILS

This section briefly describes the activities, participants and income of your project.

Project name:

Commencement:

Completion:

Venue/Location:

Brief project description: *(350 words or less, including purpose and project outcomes)*

Please provide details of what the City of Kalgoorlie-Boulder funding will be allocated to within your project.

Participation estimates:

Organising and planning participants:

Event/actual project participants:

Volunteers:

Total estimated participants:

Fees and estimated income:

Entrance fee (cost/person): \$

Estimated project income: \$



8. PROJECT PLANNING AND SUPPORT

This section briefly describes planning tools, goals and outcomes of your project.

Have you developed a project plan and time frames for your tasks & activities?

Yes* No *If not please list 5 key activities for your project below*

1.

2.

3.

4.

5.

**Please attach your project planning documents to this application. Capital projects may require approval from the City's Building and Planning Departments.*

Have you developed a project/event promotional plan?

Yes No *If not please list 5 key strategies for promoting your project*

1.

2.

3.

4.

5.

**Please attach you promotional plan to this application*

Have you received support from other community groups?

Yes No *If yes please list groups below & provide letters of support*

1.

2.

3.

4.

5.



Have you formed agency partnerships that will help you deliver your project?

Yes No *If yes please list community groups below and detail how they will support your project; e.g. funding or equipment*

- 1.
- 2.
- 3.
- 4.
- 5.

Give 5 reasons how your project will benefit the community and address issues identified in the Social Plan

- 1.
- 2.
- 3.
- 4.
- 5.

List 3-5 methods on how you will evaluate the success of your project:

- 1.
- 2.
- 3.
- 4.
- 5.

List 3-5 methods for documenting operations and evaluating the project:

- 1.
- 2.
- 3.
- 4.
- 5.



Detail how you plan to provide recognition of the City of Kalgoorlie-Boulder and the support you have received:

- 1.
- 2.
- 3.
- 4.

Has your organisation previously received a grant or financial assistance from the City of Kalgoorlie-Boulder in the last 5 years?

Yes No *If yes, please list the type of assistance and the value below*

Financial Year	Grant/Financial Assistance Type	Amount
2014-15		\$
2013-14		\$
2012-13		\$
2011-12		\$
2010-11		\$

Has your organisation previously received assistance in the form of a discounted facility or equipment hire or other subsidy from the City of Kalgoorlie-Boulder in the last 5 years?

Yes No *If yes, please list the type of assistance and the value below*

Financial Year	Assistance Type	Amount
2014-15		\$
2013-14		\$
2012-13		\$
2011-12		\$
2010-11		\$



Does your organisation currently lease a property/building from the City of Kalgoorlie-Boulder?

Yes No *If yes, please list property address and the lease amount below – this includes peppercorn leases*

Financial Year	Address	Lease Amount
2014-15		\$
2013-14		\$

9. PROJECT FINANCE

This section is a brief snapshot of your project budget. Volunteers are valued at \$25/hour and if a tradesperson is involved please provide a full value of works and list this separately to the volunteer time spent on the project. Include all other funding sources and attach a copy of those applications with this one. Capital projects must be based on a one third contribution principle. Please refer to guidelines for further information.

Project Totals	Amount
Project costs	\$
City of Kalgoorlie-Boulder funding sought	\$
State government funding sought	\$
Federal government funding sought	\$
Other funding sought <i>(please detail below)</i>	\$

Other Funding Detail

Source (Company/Group)	Volunteer Time	In-kind Assistance	Financial Allocation	Donation
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$



Should you chose to create a form specific to your organisation, please ensure it does not exceed two (2) A4 pages and it includes the information set-out below and it is clearly identifiable.

- Where the City of Kalgoorlie-Boulder funding will be expended within your budget.
- Where funding from other sources (including state and federal government departments) will be expended within your budget.
- GST costs incurred
- All other income, including entry fees/ticket sales
- Any fees incurred, including artists, professionals, presenters etc.
- Direct project costs, including materials, freight, equipment/venue hire etc.
- Promotional, marketing and publication expenses
- Administration expenses, including salaries, on-costs, insurance, postage etc.
- Travel, accommodation and living expenses

Please Note:

- Two (2) quotations are required for all items valued over \$5000
- In-kind and volunteer labour is valued at \$25.00/hour
- Where a tradesperson is donating labour, please identify full value of works.
- Any surplus funds allocated as part of an Annual Grant are required to be returned to the City of Kalgoorlie-Boulder at the completion of the project/end of the financial year.



10. APPLICATION SUPPORT DOCUMENT CHECK LIST

Please ensure you have enclosed the following documentation with your application. Please also note that if your organisation is not incorporated, your sponsor body must provide the required documents on your behalf.

Annual Grant – More than \$5000, Less than \$15,000

- Most recent up to date copy of certificate of incorporation
- Most recent up to date copy of organisational annual report
- Most recent up to date copy of audited financial statements
- Most recent up to date organisational membership/players list (if applicable)
- Public liability insurance may be required depending on risks associated with proposed project
- Project plan
- Project/event promotional plan
- Copies of funding applications to other sources
- Project budget information

Annual Grant – More than \$15,000

- ABN number and evidence of GST registration
- Most recent up to date copy of certificate of incorporation
- Most recent up to date copy of organisational annual report
- Most recent up to date copy of audited financial statements
- Most recent up to date organisational membership/players list (if applicable)
- Evidence of public liability insurance
- Project plan
- Project/event communication & promotional plan
- Copies of funding applications to other sources
- Project budget information

(3) Year Service Agreements may be required to submit a business plan to support the organisations request for consecutive year funding.



PLEASE RETURN YOUR COMPLETED APPLICATION MARKED AS BELOW

By Post to:

City of Kalgoorlie-Boulder
Annual Grant Program application
PO Box 2042
BOULDER WA 6432

Attention: Tanya Gartner

By Hand to:

City's Administration Building
577 Hannan Street
KALGOORLIE WA 6430

Annual Grant Program application
Attention: Tanya Gartner

By E-mail to:

mailbag@kalbould.wa.gov.au

Attention: Tanya Gartner
Annual Grant Program application

Applications must be received at the City of Kalgoorlie-Boulder by 5.00pm on Thursday 3rd April 2015.

or if posted, be post marked no later than that day.

Email applications will be accepted, provided the original document is received at the City within five (5) working days of the closing date.

Any further information can be discussed with Eric Plet, Manager Arts and Leisure or Tanya Gartner, Team Leader Community Development on 9021 9600

LATE APPLICATIONS WILL NOT BE ASSESSED AND WILL BE RETURNED

APPLICANTS CAN ONLY SUBMIT ONE GRANT APPLICATION PER YEAR

