

# Community Budget Submissions

## 2025/2026

**Applications close 4pm Thursday, 8th May 2025**

# Application Form



## GRANT DISCUSSION WITH COUNCIL STAFF

I have discussed my proposed project/event with a Council Officer.

☐ Yes ☐ No

Who: \_\_\_\_\_ Date: \_\_\_\_\_

**\* You must discuss your project with a staff member prior to completing and submitting your application. Failure to do so may render your application ineligible.**

## TYPE OF GRANT *(Please tick one option only)*

<input type="checkbox"/>	<b>Community Donations – Max \$2,000 per applicant (Council Budget Allocation \$20,000)</b> - Examples of eligible projects under this category include a new initiative or a significant one off project, capital project and repairs or maintenance or improvement to Council owned/managed facilities.
<input type="checkbox"/>	<b>Public Relations – Max \$300 per applicant (Council Budget Allocation \$3,000)</b> - Examples of eligible projects under this category include public relations promotion through donations, sponsorships and waivers of fees and charges for Council owned/managed facilities.
<input type="checkbox"/>	<b>Community Grants – Max \$3,000 per applicant (Council Budget Allocation \$7,000)</b> - Examples of eligible projects under this category include organisations that provide services or programs to residents of the Shire on an ongoing basis.

## APPLICANTS DETAILS

Name of Group/Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

### NAME OF CONTACT

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

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

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**NAME OF ADDITIONAL CONTACT**

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

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

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Is your group incorporated? ☐ Yes ☐ No*\* If yes please provide a copy of your Incorporation Certificate**\* If no, please provide the name of the Auspicing Organisation: \_\_\_\_\_*Does your group have an Australian Business Number (ABN) ☐ Yes ☐ No*\* If yes, please provide your ABN: \_\_\_\_\_*Is your group registered for GST? ☐ Yes ☐ No*\* A tax invoice will be required to acquire any successful grant funds*

Group's Bank Account details:

BSB \_\_\_\_\_ Account Number \_\_\_\_\_ Account Name \_\_\_\_\_

Does your Group have Public Liability Insurance? ☐ Yes ☐ No*\* If yes, please attach a copy of Certificate of Currency*

Number of Members of Group:

Junior's \_\_\_\_\_ Adult's \_\_\_\_\_ Total Members \_\_\_\_\_

## PROJECT DETAILS

Name of the Project: \_\_\_\_\_

Proposed Commencement Date: \_\_\_\_\_

Proposed Finish Date: \_\_\_\_\_

**\* Project cannot commence until after 1<sup>st</sup> July 2025 and must be completed by 31<sup>st</sup> May 2026**

Project Location: \_\_\_\_\_

Are you requiring use of a hire facility or infrastructure as part of your project or event? ☐ Yes ☐ No

*\* If yes, please list what facility/infrastructure you would like the hire fee waived on  
(eg Bus, hire of hall etc)*

\_\_\_\_\_

*\* Please attach completed hire form to application (eg bus hire form, hire of shire facility form for hall, golf club etc)*

Project/Event Description:

*(Please provide a detail description of the event/project, attach separate page if required)*

How has the need for the project been identified?

Who/how many will benefit from the project/event and how will they benefit?

## PROJECT BUDGET

Total Project/Activity Cost: \_\_\_\_\_

Amount of Funding Requested from Council: \_\_\_\_\_

### Breakdown of Costs

*(Please list expenditure items and attach separate page if required)*

Item Description/Provider	Quote Price
<b>Total</b> <i>(Should match above total project/activity cost)</i>	

### Breakdown of Income

*(Please list all income for project/activity including in-kind, cash & other funding received)*

Item Description/Provider	Funding Amount	Funding Type eg Cash, In-Kind	Funding Confirmed (Yes, No or TBC)
<b>Total</b> <i>(Should match above total project/activity cost)</i>			

Details of approaches made to other sources of funding:

## **PREVIOUS ASSISTANCE**

Has the organisation/club or individual received Council funding within the past two financial years?

If so, in what year and project/s that were funded?

Other Supporting Information:

## CHECKLIST & DECLARATION

I confirm I have completed and/or attached the following information:

*(Please tick all that are relevant to your application)*

- ☐ Completed and signed application form
- ☐ Copy of last financial statement and a copy of a current bank statement
- ☐ Copy of Certificate of Incorporation (if applicable)
- ☐ Copy of all supporting documentation including quotes, confirmation of additional funding, letters of support, plans, minutes etc.
- ☐ Copy of Public Liability Insurance (if applicable)
- ☐ Completed an signed application form for hire of shire facility (this is only applicable if you are asking for Shire Facility hire fees to be waived for an event eg bus hire, hall use etc)

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 Kellerberrin, the organisation agrees to the following conditions of funding:

- \* The financial contribution from the Shire of Kellerberrin is not retrospective – funding will not be provided if the project commences prior to Shire approval.
- \* The financial assistance will be used only for the purpose for which it is granted, unless otherwise agreed in writing by the Shire of Kellerberrin.
- \* The Shire of Kellerberrin will be advised of any changes in scope of the project and the Shire of Kellerberrin retains the right to refuse/reduce its level of financial assistance in that instance.
- \* 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.
- \* The applicant will acknowledge the Shire of Kellerberrin in all public communications relating to the project, including signage/posters/flyers, advertising, promotional material, event invitations and the Shire of Kellerberrin is to be tagged in all social media posts pertaining to the project or event.
- \* The applicant agrees and gives permission to the Shire of Kellerberrin to use mention or use photos of the project /event in any of the Shire's public relation material including and not limited to Council Matters Newsletter, Website, Social Media Accounts, external newspaper articles and future grant/funding opportunities etc.
- \* The applicant will return any unexpended funds to the Shire of Kellerberrin within three months of the project/event being completed or by the 31<sup>st</sup> May 2026, which ever date falls first.

Name & Position Held \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Eligibility Criteria**

- Community or Sporting Group must be located within the Shire of Kellerberrin.
- Event or Project must be located within the Shire of Kellerberrin and benefit the community or address a community need.
- Submissions must be discussed with Council's Chief Executive Officer, Manager of Governance or Community Development Officer, applications received that haven't been discussed *may not be* considered by Council.

Applications will be assessed against the following criteria:

- Alignment with the Shire of Kellerberrin's Strategic Community Plan.
- Management and financial capacity to deliver project or event.
- Additional benefit to community including access, opportunity and participation
- Evidence of other support/funding has been obtained or is being sought.
- Anticipated outcomes in response to identified need.
- Recognition of Shire Kellerberrin support.
- All applications are presented to Council at May's Council meeting, Council's decision on the outcome of the application is final.

## **Assessment Criteria**

In order to be considered for funding, applicants must provide the following by the advertised closing date:

- Completed and signed application form.
- Copy of the last financial statement and a copy of a current bank statement.
- Copy of Certificate of Incorporation (if applicable).
- Copy of all supporting documentation including quotes, confirmation of additional funding, letters of support, plans etc.
- Copy of Public Liability Insurance (if applicable).

## **Application Requirements**

Consideration will *not* be given to the following:

- Retrospective funding.
- Recurrent Salaries or Operational Costs not directly associated with the funded project.
- Gifts, trophies or prizes.
- Costumes or Uniforms.
- Projects considered to be better funded through other sources.
- Applicants that have outstanding acquittals with the Shire of Kellerberrin.

**Applications close 4pm Thursday, 8<sup>th</sup> May 2025  
(Please note late applications will *not* be considered)**

Applications can be submitted by mail, email or hand delivered:

Shire of Kellerberrin  
110 Massingham Street, Kellerberrin WA 6410  
PO Box 145, Kellerberrin WA 6410  
[cdo@kellerberrin.wa.gov.au](mailto:cdo@kellerberrin.wa.gov.au) or [mog@kellerberrin.wa.gov.au](mailto:mog@kellerberrin.wa.gov.au)

For further information please contact the Shire Office during normal business hours on (08) 9045 4006.



**For Shire of Kellerberrin Use Only**

Task	✓	Date	Record/File Number	Officer	Initial
Completed and Signed Application Form received					
Task	✓	Notes			
Copy of last financial statement & current bank statement					
Copy of Certificate of Incorporation (if applicable)					
Copy of all supporting documentation including quotes, confirmation of additional funding, letters of support, plans, minutes, hire forms etc.  <i>(List all documents attached)</i>					
Copy of Public Liability Insurance (if applicable)					
Has application been discussed with Council Officer  <i>(If so, who and when)</i>					
Task	✓	Outcome	Record/File Number	Amount Awarded	Applicant Advised
Application presented to Council					
Task	✓	Notes			
Marketing Material given to applicant					
Any other outcomes/tasks required					