

# Community Assistance Fund

## Application Form

### **Application Information**

Applications are open all year round and will continue to be accepted until the allocated funding has been exhausted. Applicants must carefully read the Guidelines to ensure the project and event is eligible.

### **For more information**

Please contact the Economic and Community Development Department on (08) 9080 2111 for any queries about the application form and/or process

Please sign the application form and submit with any documentation that will support your project to:

*Email)*      [mail@coolgardie.wa.gov.au](mailto:mail@coolgardie.wa.gov.au)

*Post)*      The Director of Economic and Community Development  
The Shire of Coolgardie, PO Box: 138, Kambalda, WA, 6442

## MAIN CONTACT DETAILS

First Name:

Last Name:

Position:

Primary contact number:

Address:

Suburb:

Email Address:

Note: this email address will be the primary email account that all grant application and correspondence will be directed to.

## ORGANISATION ELIGIBILITY

Name of Organisation:

Address of Organisation:

Please tell us about your organisation:

Is your Organisation Incorporated?

Yes

No

Please provide your organisation's ABN registration number:

Website URL:

## PROJECT OVERVIEW

Project Name:

Exact location of your Project:

Please provide an overview of your Project:

Please outline who in our community, your Project will impact:

The Shire of Coolgardie's Strategic Aspirations are aiming for:

- ✓ an inclusive, safe and vibrant community
- ✓ a thriving local economy
- ✓ effective management of infrastructure, heritage and environment

Based on the Aspirations, how is your project going to help achieve this?...

For example.....the new playground equipment will provide children in Coolgardie with recreation area and fits into the Aspiration of "An inclusive, safe and vibrant community".

Objective 1:

Objective 2:

Objective 3:

What are your Project timelines?

1. Project Commencement
- 2.
- 3.
- 4.
5. Project Conclusion

## **EXPENDITURE**

How much are you applying for? (up to \$2000 for Organisations and up to \$500 for Individuals)

Exactly what are the funds for? *Please supply quotes*

- 1.
- 2.
- 3.



Please list any additional funding sources for this project

- 1.
- 2.
- 3.

Have you or your organisation received funding through CAF before?

Yes                      No

If Yes, please provide details on project, amount and date funding received:

## DECLARATION

I declare that the details provided above, to the best of my knowledge, are true and correct

I agree to submit an Accountability Report within 60 days of completion of the project.

Name:

Position:

Signature:

Date:

(Authorised Representative Signature Required)



## GUIDELINES

1. The Shire of Coolgardie's Community Assistance Fund (CAF), is aimed at not-for-profit community groups/organisations or outstanding individuals' seeking small amounts of funding for specific events and projects that align with the Shire's Aspirations.
  2. The CAF will be based on a maximum of \$2,000 per grant for Organisations and Outstanding Individual Grants of up to \$500.
  3. Successful applicants of the Community Assistance Fund must spend the grant amount within 12 months of receipt of the monies.
  4. Have one or more Shire of Coolgardie's Aspirations as its objective(s).
  5. Applications must demonstrate the degree of the benefit to the community.
  6. Undertake to give due recognition to the Shire of Coolgardie for its contribution to their activities. This must include displaying the Shire's logo, or state in writing that the Shire of Coolgardie has assisted with the funding of the Project.
  7. Have a valid lease with the Shire of Coolgardie if funding is related to a building which is on a Reserve vested in the Shire of Coolgardie. (Organisations that operate from buildings on Shire Reserves will only be recommended for CAF funding if they comply with insurance and lease conditions).
  8. The Grantee must keep and maintain adequate insurance (including public liability insurance) for the activities carried out by the Grantee in relation to the Project against any claims for loss or damage to property, and injury or death to persons.
  9. Agree to complete an Accountability Report, (failure to do so may render the applicant ineligible for future funding).
  10. Grants provided under the Community Assistance Fund must only be spent on the project, as approved by Council.
  11. Any changes to the project that would result in funding being expended, other than as detailed in the application, must receive written approval, prior, from the Shire.
  12. If the situation arises where the event, project, activity or attendance does not occur the monies shall be reimbursed to the Shire in full.
  13. Any unspent funds must be returned to the Shire.
  14. All decisions on the eligibility of the applications are at the sole discretion of the Shire of Coolgardie. The Shire's decision is final and no correspondence will be entered into relating to the decision process or the outcome.
  15. Canvassing of Councillors may disqualify applications.
  16. An Accountability Report must be provided on the Form provided by the Shire of Coolgardie, within 60 days of the completion of the project and include:
    - a financial report of budgeted and actual expenditure;
    - evidence of grant funds being spent;
    - any photographic evidence; and
    - recognition of the Shire's contribution.
- An Outstanding individual applicant must:
- Achieve or demonstrate recognition in their field of endeavour at a State, National or International level. Recognition at a regional level may be considered in special circumstances.
  - Provide a letter of support from the Association or Organisation relevant to their field of endeavour.
  - Provide the names and contact details of two referees, outside the organisation.
  - Undertake to give due recognition to the Shire of Coolgardie for its contribution to their activities.
  - Agree to complete a specified evaluation report. Failure to do so may render the person ineligible for future funding.
  - Funding application requests for individuals are limited to \$500.00.
- Community Assistance Funding will not be provided for:
- Retrospective funding requests - Funding is not provided in retrospect (ie, for projects that have already commenced or have been completed).
  - Funding requests from State Government or Federal Agencies or political parties
  - Individuals / teams / groups / organisations can only receive one grant from the Shire of Coolgardie each financial year.
  - The athlete or performer receives payment of any kind for their participation in the event or activity.
  - Individuals who have nominated themselves to participate in an event or activity.