

Community Project Grant Application Form

For not-for-profit community groups and organisations seeking up to \$2,000

1. Organisation details

Organisation name	
Postal address	
Street / facility address	
ABN	
Website / social media	
Is the organisation incorporated?	☐ Yes ☐ No Incorporation number, if applicable: _____
If not incorporated, is the application auspiced?	☐ Yes ☐ No ☐ Not applicable
Auspice organisation details	Name: _____ ABN: _____
Public liability insurance held?	☐ Yes ☐ No Insurer and expiry date: _____
Any overdue Shire debts, lease matters or grant acquittals?	☐ No ☐ Yes - provide details: _____

2. Main contact details

First name	
Last name	
Position / role	
Phone	
Email	
Postal address, if different from above	

3. Project overview

Project name	
Project location	
Project type	☐ Event / activity ☐ Equipment ☐ Training ☐ Community capacity building ☐ Facility or reserve improvement

	[] Other
Amount requested from the Shire	\$
Total project cost	\$
Proposed project start date	
Proposed project completion date	
Has the project already commenced?	[] No [] Yes - the project may be ineligible for retrospective funding
Brief project description	
What specific items or activities will Shire funding pay for?	

4. Community need and benefit

What need, opportunity or issue will the project address?	
Who will benefit from the project?	
Expected number of people to benefit or participate	
How will you know the project has been successful?	

5. Project budget - expenditure

List all proposed expenditure. Quotes or written estimates should be attached for requested grant-funded costs.

Item / supplier	Total cost	Amount requested from Shire

Item / supplier	Total cost	Amount requested from Shire

6. Project budget - income and contributions

Funding source / contribution	Confirmed or pending?	Cash amount	In-kind value

Examples: applicant cash contribution, fundraising, other grants, sponsorship, donations, volunteer time, donated goods or services.

7. Acknowledgement of Shire support

How will the Shire contribution be acknowledged?	☐ Shire logo on promotional material ☐ Social media story / tag ☐ Media / newsletter acknowledgement ☐ Signage at event ☐ Other.....
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8. Declaration

Applicant declaration

I declare that the information provided in this application is true and correct. I confirm that the project has not commenced and that funding will only be used for the approved purpose. I understand that the Shire may approve full funding, partial funding or decline funding; that written approval is required before making material changes to the project or budget; that unspent or incorrectly spent funds must be returned; and that an acquittal must be submitted within 60 days of project completion.

Authorised representative name	
Position	
Signature	
Date	

Lodgement

Submit the completed form and attachments to:

Email	mail@coolgardie.wa.gov.au
Phone enquiries	(08) 9080 2111

Office use only

Date received	
Round	☐ Round 1 ☐ Round 2
Eligibility checked by	
Attachments complete?	☐ Yes ☐ No
Assessment score / recommendation	
Approved amount	\$
Approval / decision date	
Funding agreement / conditions issued	☐ Yes ☐ No
Acquittal due date	