

Annual Grant

The Annual grant is up to \$10,000.00 (exc. GST) cash and/or in-kind support.

Annual grants are approved by Council and allow ongoing events to apply for multi-year funding up to three years.

If your organisation would like assistance with the grant, please contact Community Wellbeing on cdo@eastpilbara.wa.gov.au or 9175 8000.

Aim

The Shire of East Pilbara acknowledges and values the significant contribution made by community based initiatives to both the social and economic wellbeing of the local area. The purpose of this grant is to support local initiatives put forward by community groups and organisations that enhance the quality of life in the East Pilbara.

Timeline:

Applications can be submitted anytime, funding is generally released in August each year. Applications submitted by 31st March, go to council in April with the next financial year's budget.

Applicants who are successful will receive funding once the budget is approved. Funds are released in August each year.

Who is eligible for the Annual Grant?

- Applicants must be an incorporated association or an unincorporated association that has established a partnership with an organisation willing to auspice their grant (organisations who auspice a grant, may also apply for their own grant) or sponsored not-for-profit community organisation or group:
- Current public liability insurance – certificate of currency is required – and applicants must ensure its proportionate with the event
- Only ongoing event applications are eligible for multi-year funding (3 years)

Who can apply?

1. Not for profit groups or organisations providing a benefit (agreed to by the Shire) for the East Pilbara community and where there is a demonstrated community need or social benefit.
2. Sporting Associations to assist with:
 - Club development (e.g. coaching, governance and club related courses or equipment or activities that assist to build or develop the club)
 - Hosting a regional tournament
 - Building improvements and capital works
 - Equipment or uniforms for teams/club use (not for personal use or for specific players)
 - Not eligible: perishables, personal equipment, trophies and other consumables
3. An organisation involved in arts and cultural development; benefiting the East Pilbara Community, where there is a community need or benefit.

Additional information:

- Preference will be given to applications that:
 - a. Benefit or assist a target group or activity identified in the Council's Strategic Community Plan
 - b. Benefit areas where there is an identified and documented community/local need
 - c. Applications whose project budgets include their own financial or in-kind contributions and/or contributions from other agencies will be considered favorably.
- All applications will be considered on merit and compliance with the selection criteria outlined above.
- All applications will be formally assessed and prioritized in accordance with the dot point above and the allocated Community Assistance Grant budget.
- Applicants can apply for one, two or three years of funding on the one application form. If approved for multiple years of funding, each year will only be approved in principle, subject to meeting relevant criteria, including acquitting the grant from the year before and the level of funding provided by Council in the ensuing year.
- The Shire of East Pilbara's decision on applications shall be final and no appeals will be considered.

How to apply:

To apply for the Annual Grant the following steps must be taken:

1. Contact the Community Development Officer to discuss your project and eligibility.
2. Applications must be made on the relevant application form available from Shire Offices or Website – www.eastpilbara.wa.gov.au
3. Application must be complete in full and signed by an office bearer of the organisation (and by an Office Bearer of any organisation which is auspicing the grant)

Acquittal requirements:

Once an organisation has completed the activity associated with the Annual Grant, the organisation must complete the Financial Acquittal form.

Read the full guidelines to check your organisation is eligible [here](#).

Applicant details:

Name of Organisation: _____
 Primary Contact
 Name: _____
 Contact number: _____
 E-mail: _____
 Address: _____
 Phone: _____
 Date of event: *(please include start and finish dates of each year)*

Incorporation status:	Incorporated	Not incorporated	
Registered for GST:	Yes	No	
Organisations public liability insurance attached:	Yes	No	
Organisation ABN <i>(if applicable)</i> :	_____		
Type of request:	Cash	In-Kind	Combination
Are you seeking multiyear funding?	1 year	2 years	3 years

Please provide a summary of your project/initiative and how it aligns with the Shire of East Pilbara's Strategic Community Plan:

How will you project/initiative provide benefit to the local community?

Is this project in partnership with any other groups, organisations and/or agencies?
 Yes No

If yes, what other groups, organisations and/or agencies are involved and how will they contribute to making the event a success?

How will your organisation acknowledge the Shire of East Pilbara's funding?
 (E.g. signage, inclusion of Shire logo on print materials, verbal acknowledgement, media article/s, etc.)

Bank details:
 Account Name: _____
 BSB: _____ Account number: _____

Financial Information:

Has the organisation previously received funding from the Shire of East Pilbara?

Yes

No

If yes, please complete the following:

Year	Purpose of Funding	Amount Received	Acquittal Completed (Yes / No)

	Year 1	Year 2	Year 3
Amount required to run the event / project:	\$	\$	\$
Amount requested from the Shire of East Pilbara:	\$	\$	\$

Budget:

If you are applying for multi-year funding, please supply a budget for each year.

Project name: _____

Requested amount: \$_____ Exc. GST

Budget breakdown: _____

Income

Contribution from	Amount	CASH	INKIND
Your organisation		CASH	INKIND
The Shire		CASH	INKIND
		CASH	INKIND
		CASH	INKIND
		CASH	INKIND

Expenditure

Item	Amount	Cash/In-kind	Quotation attached?
	\$		
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Total Exc. GST	\$		

Final check list:

Before submitting the applications please ensure you have:

- Provided your certificate of Incorporation/Registration
- Provided your certificate of currency (insurance)
- Clearly defined purpose of the grant
- Included quotes for any requested expenditure
- Provided any letters of support or other documents that support the application

Please attach any additional information about your organisation or project that would support your application.

Declaration:

Please read, tick the boxes and sign.

- I acknowledge that I am authorised to make this application on behalf of the organisation.
- I acknowledge that the information in this application is true and correct.
- I acknowledge that I may be required to supply further information prior to consideration of this application by the SOEP.
- I give permission for the Shire of East Pilbara to promote this grant as part of any communications and public relations activities.
- If applying for in-kind support, the relevant booking form is attached.

Signature: _____ Date: _____

Print Name: _____