



# COMMUNITY GRANTS ROUND TWO 2024/2025

## APPLICATION FORM

**Closing date for applications: 28<sup>th</sup> March 2025**

Community groups and not-for-profit organisations may apply for funding for projects/events/activities that have a target focus on benefiting communities within the Shire of Northampton. It is not a requirement that groups or organisations be incorporated bodies, however, groups which are not incorporated, must nominate the name and ABN details of their Auspicing organisation to receive funds on their behalf if successful.



This Application Form **should be read in conjunction with *Council Policy 5.1 Community Grants Program*** which includes more information on criteria and eligibility. The policy can be downloaded from the Shire website: [www.northampton.wa.gov.au](http://www.northampton.wa.gov.au)



To start your application please tick the box next to the category you are applying for on the next page. **If you are applying for more than one grant, you must complete a separate application form for each grant request.**



## Category 1

Any applications that do not fit within another category as described, should be submitted as a general community grant.

<input type="checkbox"/> Category 1a: General community group projects	Max. \$4,000
<input type="checkbox"/> Category 1b: Community group financial hardship	Max. \$2,000

## Category 2

For the purpose of these grants, the Youth Category is for projects and programs for young people between the ages of 12 and 25 years inclusive.

<input type="checkbox"/> Category 2: Youth program and community youth groups	Max. \$3,000
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## Category 3

Please refer to *Council Policy 5.1 Community Grants Program* for eligibility relating to each category division.

<input type="checkbox"/> Category 3a: Events with broader target area	Max. \$5,000
<input type="checkbox"/> Category 3b: Events with a more limited target area	Max. \$4,000
<input type="checkbox"/> Category 3c: Events which are new and emerging	Max. \$3,000
<input type="checkbox"/> Category 3d: One-off events celebrating a significant anniversary	Max. \$3,000

## Category 4

Applications in this category must demonstrate benefit through community skill and capacity building.

<input type="checkbox"/> Category 4: Skills and capacity building in the community	Max. \$4,000
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## CONTACT DETAILS

Title of Project, Activity or Event:			
Organisation Name:			
Postal Address:		Postcode:	
Street Address: (if different from above)		Postcode:	
Contact Person:			
Position Held:			
Telephone:		Mobile:	
Email:			
Chairperson/President: (if different from above)			
Telephone:		Mobile:	
Email:			

## ORGANISATION INFORMATION

Describe the main purpose of your organisation and the service(s) it provides:

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Describe how your organisation operates, i.e. by volunteers, paid staff or a combination. Also indicate the number of staff/ volunteers involved in the project/ activity/ event.

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How many financial members does your organisation have?

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**Please attach a copy of your organisation's membership/fee overview**

## PROJECT / ACTIVITY INFORMATION

Location(s):

Expected Start and Finish Dates:

Title and Brief

Description:

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What are the objectives of your project/ activity/ event?

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How many people do you expect to benefit from your project/ activity?  
If an event; how many people do you expect to attend your event?

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Who is your target audience/ participants? (youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc)

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Where does your target audience/participants for your project/ activity/ event normally reside? (local, regional, state, interstate, international)

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What social or economic benefits to the local community do you anticipate from your project/ activity/ event? (Applicants are welcome to attach letters of support)

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What specifically is the funding to be used for?

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## FUNDING DETAILS

Is your organisation receiving any other “in kind” support or assistance for this project/ activity/ event from the Shire of Northampton? (Example: venue provided, traffic management plan, etc.):

Yes <input type="checkbox"/> No <input type="checkbox"/>	Estimated value:	Description of support/ assistance received:
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Applicants should illustrate that reasonable effort has been made to obtain funding from alternative sources and not be solely reliant on the Shire’s grant. Council may reject a grant on the basis that other grants are available for the outlined purpose.

Please list any non-Shire grants that you have applied for or will be seeking for this project/ activity/ event:

Funding agency:	Amount:	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
Funding agency:	Amount:	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>

## FUNDING HISTORY

In the past three years has your organisation previously received a Community Grant from the Shire of Northampton?

Yes             No

Year:	Amount:	Purpose:
Year:	Amount:	Purpose:
Year:	Amount:	Purpose:

<b>TAXATION DETAILS</b>	
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation incorporated? (if yes, please attach Incorporation Certificate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide your Incorporation number:	
Please provide your ABN number:	



**If your organisation is not incorporated, you must nominate an auspicing or umbrella organisation, and provide their details below. Please also provide written evidence that they have agreed to auspice your grant application.**

Name of auspicing / umbrella organisation:	
Contact details: (name / email/ phone)	
Incorporation number:	
ABN:	

## **FINANCIAL STATEMENTS**

If your organisation is incorporated, please attach a copy of your organisation's financial statements for the last two financial years signed by the Chairperson/President of your organisation.

## **STATEMENTS BY SUPPLIER**

Groups or organisations that do not have an ABN are required to attach a Statement by Supplier.

## **GST & GRANTS OF FINANCIAL ASSISTANCE**

The Australian Taxation Office (ATO) has issued the GSTR 1999/D13 “*Goods and Services Tax: Grants of Financial Assistance*” which provides their rulings on grants of financial assistance and funding.

Grants made to community organisations will be subject to GST where they represent consideration for a taxable supply. This means that grants which are subject to GST will be “grossed up” by 10%; otherwise the grantee will have an effective reduction in funding. Upon issue of a Tax Invoice by the grantee, the grantee will be required to remit 1/11<sup>th</sup> of the grant to the ATO as GST, and may be entitled to claim input tax credits related to expenditure incurred. If a grantee is not registered, or not required to be registered, then no GST will be payable on the supply, however withholding tax may apply which would reduce the available amount of the grant.

## **BUDGET**

Please specify sources of income/funding and full details of expenditure, with supporting quotes if applicable. Quotes are required, showing the GST component, for any intended expenditure on capital items or engaging professional services.



**If you are applying for Financial Hardship under Category 1b, please complete the budget overview with the expenditure and income details relating to your entire Club / Group (organisational budget).**

**If you are applying under any other category, please complete the budget overview with expenditure and income details relating to your application only.**

## DETAILED BUDGET

Income	Amount Ex. GST	Expenses	Amount Ex. GST	Amount Inc. GST
Club contribution (cash / fundraising)				
Assistance in-kind <ul style="list-style-type: none"> <li>Skilled labour – industry rate</li> <li>Non-skilled / voluntary labour - \$37 p/h</li> </ul>				
Fees & participant contributions				
Sponsorship				
Other Grants (not Shire Community Grant)				
Other Income				
Funding Requested from Shire of Northampton				
<b>Total Income</b>		<b>Total Expenditure</b>		

## TERMS & CONDITIONS UPON ACCEPTANCE OF A GRANT

The following conditions are applicable across ALL categories of the Community Grants Program:

- a. The Community Fund Program will be advertised to the public in July (round 1) and December (Round 2) each year.
- b. Applicants should be notified of their success or otherwise in September (Round 1) and April (Round 2) each year.
- c. The region in which the activities supported by funds can be carried out is the district of the Shire of Northampton and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Northampton.
- d. Generally, schools are not eligible for funding under this program, however proposed school-based projects which have a strong broader community benefit may be considered. Prospective applicants should approach the Shire in the first instance to discuss eligibility and if eligible the proposal would be required to be submitted as a General Community Group & Projects grant application.
- e. Category Funding will be guided by the following table comprising four distinct categories. The amounts listed are maximum amounts available per project or financial support, but this should not be viewed as a guarantee of that level of funding.

<b>Application category</b>	<b>shall not exceed (ex. GST)</b>
Cat 1a General Community Group projects	\$4,000
Cat 1b Community Group financial hardship	\$2,000
Cat 2 Youth and Community Youth Groups	\$3,000
Cat 3a Events with broader target area	\$5,000
Cat 3b Events with a more limited target area	\$4,000
Cat 3c Events which are new and emerging	\$3,000
Cat 3d One-off events celebrating a significant anniversary	\$3,000
Cat 4 Community Skills and Capacity Building projects	\$4,000

- f. Fund allocation will be guided by the principle of fairness and equity in terms of both applicants, activities and location.

- g. Funds will be paid only to incorporated associations which have a current ABN. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing organisation or umbrella group which will receive the funds on their behalf if the application is successful. (The auspicing organisation or umbrella group may not necessarily be subject to Condition h. at the discretion of the Community Grants Advisory Committee).
- h. Only one application per group will be considered for funding in each funding round for each category group 1(a/b), 2, 3(a/b/c/d) and 4, unless otherwise approved by Council after recommendation of the Community Grants Advisory Committee.
- i. Grants will be paid in advance upon receipt of a tax invoice.
- j. The proposed project or event must take place, be completed and acquitted within a year of when that funding is made available. (example – if funding is awarded in September of one year the project must be finalised before September of the following year).
- k. Prior approval of the Shire must be sought for any substantial change of proposal after funding is awarded.
- l. All funded groups and organisations will be required to acknowledge the support of the Shire of Northampton in any promotional or publicity material.
- m. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.
- n. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.
- o. The Shire may use the project information provided by funded groups and organisations for promotional and networking purposes.
- p. Full disclosure of any other Council contribution (cash or in-kind) towards the project such as traffic management plans and civic receptions is required as part of any Community Grant Program application.
- q. Applicants must illustrate that reasonable effort has been made to secure funding from alternative sources including other funding bodies, sponsorships, membership or registration fees, fundraising activities or other commercial activities such as ticket or product sales in any application made to the Community Grants Program.

- r. Acquittal of all granted monies must be completed and submitted using an acquittal process provided by the Shire by no later than twelve months from the notification of grant success.
- s. Failure of a group or an auspicing organisation or group to comply with the conditions set out above may result in the Community Grants Advisory Committee restricting or prohibiting access to future Community Grant Program rounds.

## APPLICATION CHECKLIST

- The budget page has been completed, with your income and expenditure balanced.
- ABN has been supplied or a Statement by Supplier completed (See page 6).
- A copy of your Incorporation Certificate has been attached (for incorporated bodies). If you're not incorporated, a copy of the Incorporation Certificate of your auspicng organisation is required.
- Confirmation from auspicng organisation has been supplied (if applicable).
- Copies of the last two annual financial statements have been attached (for incorporated bodies).
- Supporting documents (quotes, letters of support, etc.) have been attached (if applicable).
- Organisation's membership fee/overview has been attached.
- A complete copy of the application has been retained for your records.
- All questions have been responded to. Incomplete applications may not be considered.
- If you are applying for more than one Shire Community Grant:
  - A separate application form has been completed for each grant request.
  - Indicate which grant request has the highest priority: \_\_\_\_\_  
(Not applicable for Financial Hardship applications).

## DECLARATION

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein and attached is to the best of my knowledge true and correct. I have noted the above requirements and agree to abide by them.

Name:			
Position Held:			
Signature:		Date:	

Forward your completed application by **28<sup>th</sup> March 2025** to:

**Chief Executive Officer  
Shire of Northampton  
PO Box 61  
NORTHAMPTON WA 6535**

or by email to: [council@northampton.wa.gov.au](mailto:council@northampton.wa.gov.au)