# Community Assistance Partnership Fund

Application Form

Please ensure that Policy C8 – Alcoa Community Partnership Grants and Community Assistance Partnership Fund Guidelines have been read prior to starting your application.

All grant applications should be discussed with a Community Development Officer before completing your application. This is strongly recommended, as your application may be deemed ineligible if elements of your application have not been addressed or adequately described. If you would like your application reviewed before submitting, please advise a Community Development Officer a minimum of 2 weeks prior to closing date.

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| Name of Community Development Officer you have spoken to regarding your grant application. |
| Click or tap here to enter text. |

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| Organisation Details | | | |
| Organisation name | Click or tap here to enter text. | | |
| Postal address | Click or tap here to enter text. | | |
| Contact person | Click or tap here to enter text. | | |
| Position | Click or tap here to enter text. | | |
| Contact number | Click or tap here to enter text. | | |
| Contact email | Click or tap here to enter text. | | |
| Is your group/organisation Incorporated? | Yes | Incorporation Number: | Click or tap here to enter text. |
| No – Please provide a letter from Auspice Organisation. | | |
| Does your group/organisation hold current Public Liability Insurance? | Yes – Please provide Certificate of Currency | | |
| No | | |
| How many members and or volunteers does your group/organisation have? | Click or tap here to enter text. | | |
| Briefly describe the primary activities your group/organisation undertake. | Click or tap here to enter text. | | |

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| Project Details | | | |
| Project name | Click or tap here to enter text. | | |
| Project start date |  | Project end date |  |
| Where will the project take place? | Click or tap here to enter text. | | |
| Date of delivery |  | | |
| Provide a brief description of the project, including purpose and practical plan for implementation. | Click or tap here to enter text. | | |
| How many people within the Shire of Murray does your project aim to support? | Click or tap here to enter text. | | |
| Indicate how the project aligns with our Murray 2030 Strategic Community Plan, addressing at least one of the following key priority areas;  Building the capacity and sustainability of community groups  Encouraging community engagement and participation in community life or activation of places and facilities  Encouraging social inclusion  Protection of our environment  Supporting development of and participation in arts and culture  Promoting increased physical activity  Supporting a safe and healthy community  Increasing support or services to priority target groups, including families, children, youth, seniors, indigenous, culturally diverse backgrounds and people with disability or from low socio-economic background  Developing the growth of youth through leadership and education | | | |
| How has the need for this project been identified? | Click or tap here to enter text. | | |
| How will this project address this identified need within the community? | Click or tap here to enter text. | | |
| Successful grant recipients will be required to acknowledge the Shire of Murray and Alcoa. Please indicate which forms of acknowledgment your group/organisation will provide, should your project be supported? | \***Please note** – Evidence of acknowledgement is required as part of the acquittal process.  Display Shire and Alcoa banners or signs at relevant events, activities, or product launches (banners to be collected from and returned to the Shire office)  Display of ‘Proudly supported by’ magnet on relevant equipment or equipment storage (signs to be provided by Shire of Murray)  Appropriate placement of the Shire and Alcoa logos on all advertising materials including but not limited to; flyers, posters, online promotions, and website pages.  Formal acknowledgement of the Shire and Alcoa in any newspaper articles, newsletters, radio advertising or other media.  Tagging the Shire and Alcoa in any social media promotions and acknowledging the funding contribution  Invitation for Shire and Alcoa representatives to attend relevant events, activities, or product launches (subject to availability)  Photo opportunity for Shire and Alcoa representatives at relevant events, activities, or product launches, or on receipt of funded equipment or materials (subject to availability)  Other opportunities – Please describe below. | | |
| How will you evaluate the success of project? | Click or tap here to enter text. | | |

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| Financial Details | | |
| Have you received a Community Assistance Partnership grant previously? | Yes, last two financial years | Yes, once in the last two financial years |
| Not in the last two financial years | Never |
| **Please Note:** If you have an outstanding acquittal, your application will be ineligible. | | |

Please list all expenditure details for your project.

Please attach quotes for each item. Where quotes are not provided, that item becomes ineligible for funding support.

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| Is your organisation registered for GST? | Yes – please state value of costs, including quotes ex GST  No – please state value of costs, including quotes inc GST | | | | |
| Total cost of project? | $ | | | | |
| Item/Equipment  (what will money be spent on) | Amount requested from Shire  $ | Your organisations contribution  $ | Other Sources  (Grants, donations etc)  $ | Total cost ex GST  $ | Total cost inc GST  $ |
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| Totals | Cannot exceed $3,000 ex |  |  |  |  |

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| Application declaration | |
| I declare the information in this application is true and complete. I understand the funding conditions and that the Shire may request further information. | |
| Name |  |
| Position |  |
| Signature |  |
| Date |  |

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| Submission | |
| Submit completed application form and documentation to; | |
| Email | [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au) |
| Post | PO Box 21, Pinjarra WA 6208 |
| In Person | Shire Administration Office, 1915 Pinjarra Rd, Pinjarra |

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| Submission - Checklist | |
| Project discussed with a Community Development Officer |  |
| Applicant has allowed 8 weeks from closing date of grant, before delivery of project |  |
| Applicant has read Community Assistance Partnership Fund Guidelines |  |
| Where successful, agree acquittal will be completed within 90 days of project completion |  |
| All sections of the form have been completed |  |
| Attached documents; |  |
| * Proof of Incorporation status (or that of your auspice organisation) |  |
| * Copy of Certificate of Currency for Public Liability |  |
| * Copy of minutes/evidence supporting the decision for the grant application |  |
| * One quote for each item requesting grant funding has been attached |  |
| * Copy of support document from local community group/progress association (if applicable) |  |
| Where successful, agree to acknowledge Shire of Murray and Alcoa Australia’s support and contribution in promotion material relating to project. |  |