

# 2023/24 Minor Community Grants Scheme



For projects with a total budget less than \$10,000



## How to submit

Submit this form and any other supporting materials to  
Chief Executive Officer, Shire of Capel, PO Box 369 Capel WA 6271

Email it to [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au)

In person to Shire Administration building, Forrest Road Capel  
Applications must be submitted by 4pm 31st December 2023.

## Section 1 – Organisation Details

Contact Person

Applicant / Organisation

Phone number

Address

Email

Signature

## Project Details

Project Name

Start Date

End Date

Total Project Cost (ex GST)

Amount Requested From  
Council (ex GST)

Note: Projects under \$2,000 may apply for a maximum of \$1,000 excluding GST  
Projects \$2,000 - \$10,000 may apply for a maximum of \$3,333 excluding GST

## Financial Details

Is your group incorporated?

Yes

If yes, please provide a copy of your incorporation certificate.

No

Is your group registered for GST?

Yes

No

Applicant ABN

## Project Description

Have you spoken to the Community Development team to check your project meets the Sponsorship criteria?

Yes

If yes, name of officer \_\_\_\_\_

No

Project description (Brief description)

What benefits do you see for your group from this project?

What are the benefits of the project to the wider community in the Shire of Capel?

Who will be involved with the coordination of this project?

Names

Roles

Tell us about your organisation

What is your total number of members?

How many members reside within the Shire of Capel?

## Financial Details

### Quotes

For items up to \$1,000 – 1 documented verbal quote to be obtained

For items between \$1,001 and \$5,000 – 1 written quotation to be obtained

For items over \$5,000 – 3 written quotes to be obtained.

### Calculating the value of donated labour and materials/goods etc

Request written quotation from an equivalent tradesperson or supplier to provide similar services and materials/goods to record on both the expenditure page and the income page as an in-kind donation.

### Acquitting the grant

You will need to supply receipts for all cash expenditure relating to the funding provided by the Shire. All receipts must be issued to your organisation and give details of the supplier and the goods/labour purchased.

*\*The provider of the labour donation must hold relevant qualifications in the field of service they are providing.*

### Expenditure

Purchase/ Hire of equipment and materials	GST Exclusive
Professional Fees (Consultants, Events Coordinator etc.,)	
Administration Costs (Postage, Stationary etc.,)	
Promotional Costs (Advertising Flyers etc.,)	
Other costs associated with this event	
<b>Total Expenditure</b>	
<b>Income</b>	
Fees (Admissions, Registrations etc)	

Other funding sources

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Your organisations inkind contribution (Labour, machinery etc.)

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Your organisations contribution (Cash)

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**Total Income**

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## Additional Funding

### Other Funding –

It is considered an advantage if you have applied for other funding from other sources. Have you applied for funding from other sources?

Funding body or organisation

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Amount requested

\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

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\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

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\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

## Council Funds

### Total Requested Amount

This is the total amount requested from the Shire of Capel.

This amount should be the difference between the total income and expenditure.

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## Grants Checklist

Before you submit your application, have you:

- Checked your budget?
- Included a copy of your Certificate of Incorporation? *(If applicable)*
- Attached quotes for items over \$1000?
- Spoken to a Shire Officer? Name and Date \_\_\_\_\_

Please ensure you have completed the following if your project involves the construction of anything on Shire of Capel land or land vested to the Shire of Capel:

- Gained planning approvals  
Name of officer: \_\_\_\_\_
- Gained building approval  
Name of officer: \_\_\_\_\_
- Gained health approvals  
Name of officer: \_\_\_\_\_

## Declaration

If the applicant is successful, these conditions will form part of your agreement with the Shire of Capel. Our organisation \_\_\_\_\_, agrees to the following conditions:

- To acknowledge Council's support in any advertising, promotion, and media publicity associated with this project;
- To utilise the Shire of Capel logo where approved by Council;
- To provide a detailed report at the conclusion of the project which outlines the project's achievements measured against the objectives;
- To provide a detailed statement of acquittal of Council funds expended, and audit if required, and
- Abide by any other conditions placed on the approval of the grant.

I hereby certify that I am authorised to prepare and submit this application. The information contained herein is to the best of my knowledge true and correct.

**Organisation**

**Position**

**Signature and Date**

