**Round 1 opens 15 July & closes 31 August**

**Round 2 opens 1 February & closes 28 February**

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of $2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer

Shire of Narrogin

89 Earl Street

PO Box 1145

Narrogin WA 6312

[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

1. **APPLICANT DETAILS**

**Name of Organisation**

|  |
| --- |
|  |

**Contact Person**

|  |
| --- |
|  |

**Address**

|  |
| --- |
|  |

**Position**

|  |
| --- |
|  |

**Phone**

|  |
| --- |
|  |

**Mobile**

|  |
| --- |
|  |

**Email**

|  |
| --- |
|  |

**What financial year are you applying in?**

|  |
| --- |
|  |

**Are you applying for Round 1 or Round 2? ✓**

|  |  |  |  |
| --- | --- | --- | --- |
| Round 1 |  | Round 2 |  |

**Organisation’s ABN.**

|  |
| --- |
|  |

**Is your organisation registered for GST? ✓**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Is your organisation incorporated? ✓**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  | No |  | **If yes, please attach a copy of Certificate of Incorporation.** |

1. **PREVIOUS COMMUNITY CHEST FUNDING**

**Has your organisation previously received Community Chest funding? ✓**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**If yes, please tell us what year, and describe the project and the amount of Community Chest funds received**

|  |
| --- |
|  |

**3. PROJECT DETAILS**

**What is the name of your proposed project or event?**

|  |
| --- |
|  |

**Please provide a brief description of project / event *(maximum of 100 words)***

|  |
| --- |
|  |

**How will your project / event benefit the Narrogin community?**

|  |
| --- |
|  |

**Estimated project start date**

|  |
| --- |
|  |

**Estimated project completion date**

|  |
| --- |
|  |

**4. PROJECT BUDGET DETAILS**

**Is your request for cash or in-kind support?**

|  |
| --- |
|  |

**If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Please tell us how the Community Chest funds will be used**

|  |
| --- |
|  |

**In-kind contributions:**

**Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget;** (*e.g. volunteer or donated labour.)*

*\*Volunteer and donated labour is calculated at $25 per hour per person\**

|  |  |
| --- | --- |
| *Contributions* | *Estimated value $* |
|  |  |
|  |  |
|  |  |
| *Total In-kind* | *$* |

**Project Budget – Total Project Income and Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL PROJECT**  **INCOME** | **$** | **TOTAL PROJECT EXPENDITURE** | **$** |
| \*\*Amount of Community Chest Funds requested in cash |  | Materials |  |
| \*\*Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). |  | Hire of equipment: |  |
| Applicant's cash contribution |  | Venue hire |  |
| In-kind *(volunteer, donated labour)* |  | Labour/contractor costs |  |
| Sponsorship |  | Advertising |  |
| Donations *(cash/materials from others- please list)* |  | Catering costs |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other grants |  | Entertainment |  |
| Sales  *(stall fees, event tickets/food/merchandise)* |  | Office/administration |  |
| Other income *(please list)* |  | Other expenditure *(please list)* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **total \*income** |  | **total \*expenditure** |  |

*\*Income and \*Expenditure amounts must be equal*

*\*\*The total combined Community Chest cash and in-kind request cannot be greater than $2,500*.

**5. ADVERTISING AND PROMOTION**

**How will the project/event be advertised and promoted?**

|  |
| --- |
|  |

**Acknowledgement of Shire of Narrogin sponsorship**

It is a requirement of funding approval that the words “*Sponsored by the Shire of Narrogin”* and the Shire’s logo be displayed at /on your project/event.

|  |  |
| --- | --- |
| **✓** | **Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:** |
|  | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
|  | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
|  | Display the Shire of Narrogin flag or banner at your event if possible. *(Available upon request from Administration Support Officer).* |
|  | Afix Community Chest sign on project *(available on request).* |
|  | Verbal announcements at event. |
|  | Other *(please describe).* |

**6. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

***Please ensure you have read the above Funding Conditions before signing below***

Our organisation *(insert name below)*

|  |
| --- |
|  |

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

|  |
| --- |
|  |

**Position** *(President or Vice President)*

|  |
| --- |
|  |

**Signature**

|  |
| --- |
|  |

**Date**

|  |
| --- |
|  |