



Shire of Wyalkatchem  
PO Box 224  
WYALKATCHEM WA 6485  
Email: [general@wyalkatchem.wa.gov.au](mailto:general@wyalkatchem.wa.gov.au)  
Ph: (08) 9681 1166  
Fax: (08) 9681 1003

## COMMUNITY GRANT APPLICATION FORM

Date: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

ABN: \_\_\_\_\_

Association Number (IARN): \_\_\_\_\_

Amount of Grant Requested: \_\_\_\_\_

Detail the anticipated income for the current financial year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detail the anticipated expenses for the current financial year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Bank Balances as at 30 June for the current financial year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Details of each fundraising activity held in the last financial year (including sum of money raised):**

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**Details of each fundraising activity held in this financial year (including sum of money raised):**

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**What Strategic Community Plan outcomes are the community group achieving? (Choose 1-6 from list below) and why?**

1 – Healthy, strong and connected communities, 2- A prosperous and dynamic district, 3- A sustainable, natural and built environment, 4-An effective voice, 5 - A well-managed and effective council organisation, 6-Well utilised and effectively managed facilities and assets.

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**Give a detailed budget for how the grant will be used (please attach a minimum of two written quotations where applicable):**

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**Any further relevant information:**

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**Community Grant Information**

**Criteria**

1. The applicant must be either
  - a. An incorporated body or,
  - b. A group with an ABN or,
  - c. A group benefiting the community, which has been formed for a minimum of six months.
2. Grants are not to be used for Capital Works (applications should be made to Healthways Lotteries etc). If the group has been refused by a funding organisation, they must enclose the letter of rejection.
3. Any previous Community Grant must have been correctly discharged to the satisfaction of the Chief Executive Officer.

**Allocation of Grants**

1. Council may choose to allocate Community Grants to some, all or none of the organisation that:
  - a. Have met the criteria and other criteria and,
  - b. Have fully completed the applicant information and,
  - c. That have fully completed the reasons for the grant application.
2. No one organisation shall receive more than \$2,000 or more than 10% of the total funds allocated, whichever is lesser.



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## **Distribution of Community Grants**

1. Following grant approval a letter will be sent by the Chief Executive Officer containing:
  - a. Confirmation of Council decision and,
  - b. An acceptance of terms and conditions of grant to be signed by the applicant and returned to the Shire.
2. Subsequently a cheque will be drawn in favour of the applicant.

### **If the Shire has to administer a Community Grant**

- a. The applicant must obtain a Shire order before any goods or services are ordered and,
- b. They must conform with the terms and conditions of the grant and,
- c. Cheques will only be drawn where a tax invoice, quoting a Shire order number, is submitted for payment. If the invoice does not conform, the Shire will not pay the invoice.