

# COMMUNITY CHEST APPLICATION FORM



## Information for Applicants

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

Cash and in-kind support are available up to a maximum of \$1,500.

Applicants are encouraged to contact Manager of Corporate & Community Services, Renee Jenkin by email to [admin@mukinbudin.wa.gov.au](mailto:admin@mukinbudin.wa.gov.au) or by telephoning 9047 2100 to discuss their project, or to obtain a copy of the Application Form.

Alternately, Application Forms can be downloaded from the Shire's website.

**2023/2024 Funding Round Now open**

**Closes 4pm, 13<sup>th</sup> November 2023**

## What may be funded

- Professional fees and charges associated with an event or project (e.g. entertainment, adjudicators, printing, fixed equipment, skilled labour).
- Expenses associated with the production of an event or project (e.g. equipment hire, materials, advertising, venue hire).
- Equipment essential to the successful operation of a community group (e.g. sports equipment, art supplies).

## What will not be funded

- Deficit funding or retrospective funding.
- Recurrent expenditure (i.e. salaries and operational costs).

## Eligibility

- Only not for profit community organisations are eligible for support through the Shire's Community Chest program.
- No individual application shall receive in excess of \$1,500 (cash or in kind).
- The applicant group must be able to demonstrate community support for the project.
- Applications must be signed by the organisation's President or Vice President.
- Projects shall be completed within the financial year of receiving the grant.

## Assessment criteria

- Demonstrated capacity to manage and be accountable for the funds and the project.
- Demonstrated cash, donated and in-kind contributions to the proposed project.
- Copies of quotes for materials and services to deliver the project.
- Membership of the organisation is primarily Shire of Mukinbudin residents.
- Aims and objectives of the organisation benefit primarily the Mukinbudin community.
- Provision of a detailed cash budget showing expenditure and income including grant amount requested.
- The extent of community involvement and the contribution in cash or in-kind by the organisation.

- Compliance with all acquittal requirements for any previous Shire funding received.
- Compliance with appropriate Local Laws, Policies, Acts, Regulations and Standards.

### **How to apply**

- Applicants are required to read and understand the Guidelines.
- All applications must be submitted using the Application Form.
- Applications should be addressed to the undersigned and received by the closing date:



Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**

Shire of Mukinbudin  
15 Maddock Street  
PO Box 67  
MUKINBUDIN WA 6479  
[admin@mukinbudin.wa.gov.au](mailto:admin@mukinbudin.wa.gov.au)

## 1. APPLICANT DETAILS

**Name of Organisation**

**Contact Person**

**Address**

**Position**

**Phone**

**Mobile**

**Email**

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

**Organisation's ABN**

**Is your organisation registered for GST?**

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

**Is your organisation incorporated?**

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

## 2. 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 Mukinbudin community?**

**Estimated project start date**

**Estimated project completion date**

**3. 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**

**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 ( <i>volunteer, donated labour</i> )   |    | Labour/contractor costs                  |    |
| Sponsorship  |    | Advertising                              |    |
| Donations ( <i>cash/materials from others- please list</i> )   |    | Catering costs                           |    |
|  |    |  |    |
|  |    |  |    |
|  |    |  |    |
| Other grants   |    | Entertainment                            |    |
| Sales ( <i>stall fees, event tickets/food/merchandise</i> )  |    | Office/administration                    |    |
| Other income ( <i>please list</i> )  |    | Other expenditure ( <i>please list</i> ) |    |
|  |    |  |    |
|  |    |  |    |
|  |    |  |    |
| <b>TOTAL *INCOME</b>   |    | <b>TOTAL *EXPENDITURE</b>                |    |

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

*\*\*The total combined Community Chest cash and in-kind request cannot be greater than \$1,500.*

#### 4. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

#### Acknowledgement of Shire of Mukinbudin sponsorship

It is a requirement of funding approval that the words “*Sponsored by the Shire of Mukinbudin*” 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 Mukinbudin sponsorship:

|  |   |
|--|---|
|  | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Mukinbudin page                                       |
|  | Display Shire of Mukinbudin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers |
|  | Verbal announcements at event (if applicable)   |
|  | Other <i>(please describe)</i>  |



## 1. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Mukinbudin'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 Mukinbudin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Mukinbudin.
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**