

COMMUNITY CHEST APPLICATION FORM



Information for Applicants

The Shire of Mukinbudin offers funding support through the Community Chest program to eligible community organisations for events or projects that deliver benefits to the Mukinbudin community.

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

Applicants are encouraged to contact Deputy Chief Executive Officer, Renee Jenkin by email to renee.jenkin@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.

2025/2026 Funding Round

Closes 4.00pm, Thursday 9th October 2025

What may be funded:

- Costs related to professional services and fees for events or projects (e.g. entertainers, adjudicators, printing, permanent equipment, and specialised labour).
- Expenditures incurred in the delivery or production of an event or project (e.g. equipment rental, materials, marketing, and venue hire).
- Purchase of essential equipment required for the effective functioning of a community organisation (e.g. sporting gear, art materials).

The following items are ineligible for funding under this grant program:

- **Deficit or retrospective funding** – Funding will not be provided for costs incurred prior to the grant being approved.
- **Recurrent operational expenses**, including but not limited to:
 - Salaries and wages
- **Annual or ongoing recreation ground and facility fees**, including:
 - Annual ground fees
 - Regular (recurrent) building hire fees
 - Long-term facility rental or lease agreements
- **Subsidies for individual participation costs**, including:
 - Player registration fees
 - Membership fees for clubs or associations

This grant program is designed to support initiatives that deliver clear, project-based community benefit, rather than subsidise routine operational or participation costs.

Eligibility

- Only not-for-profit community organisations are eligible to apply through the Shire's Community Chest Program.
- A maximum of \$1,500 (cash or in-kind) may be awarded to any individual application.
- Applicant organisations must demonstrate community support for the proposed project.
- Applications must be authorised and signed by the organisation's President or Vice President.
- Projects must be completed within the financial year in which the grant is awarded.

Assessment criteria

- Evidence of the organisation's capacity to manage the project and funds responsibly.
- Demonstrated cash, donated and in-kind contributions toward the project.
- Provision of quotes for materials and services required to deliver the project.
- Organisation membership is primarily composed of Shire of Mukinbudin residents.
- The organisation's aims and objectives should primarily benefit the Mukinbudin community.
- Submission of a detailed cash budget, including income, expenditure and the grant amount requested.
- Demonstrated community involvement and organisational contribution (cash or in-kind).
- Compliance with acquittal requirements for any previous funding received from the Shire.
- Adherence to all relevant Local Laws, Policies, Acts, Regulations and Standards.

How to apply

- Applicants must read and understand the program Guidelines before applying.
- Applications must be submitted using the official Application Form.
- Completed applications must be addressed to the undersigned and received by the stated closing date.

Note on Subscription

- Please note that should the program be oversubscribed, priority may be given to applicants who have received less funding in recent years. This is to ensure equitable distribution of funds across the community and to provide opportunities for a wider range of organisations to benefit.
- Organisations that have been successful in securing funding in consecutive years may be given lower priority in the assessment process.



Tanika McLennan
CHIEF EXECUTIVE OFFICER

Shire of
Mukinbudin 15
Maddock Street
PO Box 67
MUKINBUDIN WA 6479

(08) 9047 2100
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
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Is your organisation incorporated?

☐ Yes	☐ No
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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>)	
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 \$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:

☐	Social Media Post/s – 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>)

FUNDING CONDITIONS

1. Grant funds must be used exclusively for the agreed project.
2. The Shire of Mukinbudin's support must be acknowledged in all promotional and advertising materials related to the project.
3. The applicant must issue two invitations to the Shire of Mukinbudin for any associated event or project.
4. The project must comply with all relevant Bylaws, Acts and regulations in force at the time.
5. Any unspent grant funds must be returned to the Shire of Mukinbudin.
6. Grant funds must be fully expended and acquitted within the financial year in which they are received.
7. Applicants must provide the Shire with:
 - Invoices and receipts for all grant-related expenditure.
 - A brief project report, including copies of any promotional materials such as advertisements, posters, programs or media coverage.

DECLARATION

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

Organisation Name *(insert name below)*

Agrees to comply with the funding conditions outlined above. I confirm that I am authorised to prepare and submit this application on behalf of the organisation, and that the information provided is true and correct to the best of my knowledge. I acknowledge that, if this application is approved by Council, our organisation will adhere to the stated funding conditions.

Print Name

Position *(President or Vice President)*

Signature

Date