COMMUNITY CHEST APPLICATION FORM

15 Maddock Street
PO Box 67
MUKINBUDIN WA 6479

(08) 9047 2100

www.mukinbudin.wa.gov.au
mailto:admin@mukinbudin.wa.gov.au

HOURS:
8:30am – 4:30pm
MON-FRI

Funding Round opens 6 November, closes 4pm 8 December 2020

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

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

Grants must be acquitted within the financial year of approval.

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

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

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

If yes, please attach a copy of Certificate of Incorporation

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

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 $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
	Attach Community Chest sign on project *(available on request)*
	Verbal announcements at event (if applicable)
	Other *(please describe)*

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