

# SHIRE OF COOROW

## QUICK GRANT 2022/2023



Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
[admin@coorow.wa.gov.au](mailto:admin@coorow.wa.gov.au) | (08) 9952 0100

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
[leemanadmin@coorow.wa.gov.au](mailto:leemanadmin@coorow.wa.gov.au) | (08) 9953 1388

## Guideline

The Shire of Coorow is committed to providing support for not for profit, local organisation, community based, sporting, cultural, environmental, service groups and associations. This support is to foster high-quality programs, community events, facilities and services that provide benefit to the community in alignment with the Council's Strategic Community Plan.

### DATES

Applications are open throughout the year and assessed as required.

### FUNDING AMOUNTS

Applications up to \$500 (ex GST) but amounts under \$750 may be considered.

Applicants are not required to make a co-contribution.

### FUNDING CRITERIA

One off project that demonstrate benefit to the community including but not limited to:

- Resources and equipment.
- Venue hire.
- Trophies, prizes.
- Minor repairs and maintenance.
- Small community events open to the public.

Grant funding is not available for the following:

- Insurance or operational expenditure.
- Projects that are primarily fundraiser projects, where the funds raised from the project are to be directly forwarded to another organisation that does not meet the eligibility criteria.
- Expenses without documentation or invoices.
- Bond payments for Shire facility hire.

### ELIGIBILITY

In order to be eligible for funding the applicant must be one of the following types of organisations:

- An incorporated not-for-profit community organisation,
- A registered charity,
- An unincorporated community group, whose application is being supported (auspiced) by an appropriate incorporated organisation (shared aims and common interests).
- School/Government agencies.

### CONDITIONS

The following specific conditions apply to this category:

- The project must take place within the financial year, unless an extension of time is approved by Council.
- Approval must be obtained from Council for any significant change to the project.
- The applicant must acknowledge Council's support in its advertising or publicity of the project.
- Grant allocations that are not accessed within the financial year will be forfeited (unless an extension of time has been approved by the Shire CEO).
- The applicant must abide by any other conditions of approval on the grant by Council.

### ASSESSMENT APPROVAL AND AWARDING

- The Shire aims to process your application within 30 business days of submission.
- The decision to award Quick Grants is made by the Council.

### PAYMENT OF GRANT

If your application is successful, in order to receive grant monies applicants will be required to raise and supply an invoice to the Shire for the grant value up to the agreed grant amount allocated with accompanying evidence of payment towards the project/activity. The Shire will process your invoice and deposit funds into your organisation/group nominated bank account.

### SUBMITTING YOUR APPLICATION

Please submit your application via email, post or in person:

- By Mail: Chief Executive Officer, PO Box 42, Coorow WA 6515
- By Email: [ceo@coorow.wa.gov.au](mailto:ceo@coorow.wa.gov.au) Subject: Shire Quick Grant Program.
- In person:
  - Coorow Administration Centre, 22-26 Main Street, Coorow WA 6515 or,
  - Leeman Administration Centre, 20 Morcombe Road, Leeman WA 6514.

*Thank you for taking the time to read through these guidelines - good luck with your application.*

# SHIRE OF COOROW

## QUICK GRANT 2022/2023



Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
admin@coorow.wa.gov.au | (08) 9952 0100

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
leemanadmin@coorow.wa.gov.au | (08) 9953 1388

## Application Form

### Section A: APPLICANTS DETAILS

Organisation Name:				
Is your organisation not- for-profit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Schools/Government agencies	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your Organisation Background? (Aims, Numbers of Member, History)				
Is your organisation incorporated? <i>(Please attach your Certificate of Incorporation)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Do you have Public Liability Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

### Section B: CONTACT DETAILS

Name of Applicant:					
Position:					
Address:		Suburb:		Postcode:	
Postal Address:		Suburb:		Postcode:	
Mobile Number:		Work:			
Email Address:					
Website:					

### Section C: AUSPICING ORGANISATION DETAILS (Provide if your corporation is not incorporated.)

Organisation name:					
Contact Name:					
Position:					
Address:		Suburb:		Postcode:	
Postal Address:		Suburb:		Postcode:	
Mobile Number:		Work:			
Email Address:					
Website:					

***\*Please attach a copy of Certificate of Incorporation for the Auspicing agency.***

# SHIRE OF COOROW

## QUICK GRANT 2022/2023



Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
admin@coorow.wa.gov.au | (08) 9952 0100

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
leemanadmin@coorow.wa.gov.au | (08) 9953 1388

### Section D: PAYMENT INFORMATION

Please complete information below in relation to your organisation or the organisation who is auspicing your application if you are not incorporated.

Does your organisation/group have an Australian Business Number (ABN)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide your Australian Business Number (ABN)? If no, please complete and attach a copy of the Statement by Supplier form.		
Is the organisation/group registered for Goods and Services Tax (GST)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Payment Details

Name:	
BSB:	
Account Number:	

### Section E: PROJECT DETAILS

Project/Activity Name:			
Project Location:			
Who owns or controls the location where the project is to be located:			
Project/Activity Description (type, objectives, expected outcomes, proposed actions / purchases. You are welcome to attach additional pages, or your project plan, should there be insufficient space):			
Expected Project Commencement Date		Expected Project Completion Date	
Are you working with any other community groups or businesses in delivery of this project / event? Yes <input type="checkbox"/> No <input type="checkbox"/>			
How will the community get benefit from your project/activity?			
Does your event require any licenses, permits and approvals? If yes, have you already applied for these? <i>*Please attach copies of these applications.</i>			



# SHIRE OF COOROW

## QUICK GRANT 2022/2023



Coast to Coorow

Coorow Administration Centre  
22-26 Main Street, Coorow WA 6515  
admin@coorow.wa.gov.au | (08) 9952 0100

Leeman Administration Centre  
20 Morcombe Road, Leeman WA 6514  
leemanadmin@coorow.wa.gov.au | (08) 9953 1388

### Section G: PROMOTION

How will you promote this activities / projects?

How will you acknowledge the Shires contribution?

### Section H: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation is correct. I consent to the Shire of Coorow collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000. I also declare that I have read the Shire of Coorow Community Grants Program Guidelines and agree to comply with the provisions included.

Applicant's Signature:

Date:

Applicant's Name:

Position in Organisation/Group:

Name of Organisation/Group:

Witness' Signature:

Date:

Witness' Name:

### Section I: CHECKLIST

Proof of Incorporation (either applicant or auspicng organisation) attached	<input type="checkbox"/>
ABN details provided	<input type="checkbox"/>
Written quotes for works/services attached	<input type="checkbox"/>
Supporting documents attached (i.e. letters of support) (if applicable)	<input type="checkbox"/>
Application has been signed by an authorised person	<input type="checkbox"/>
Any other supporting documentation is attached (if applicable)	<input type="checkbox"/>

### Section J: CONDITIONS

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
3. Expect each successful applicant to agree that they do not represent Council in any capacity;
4. Allocate grants inclusive of GST provisions, where applicable.