

# CURRENT 2024 Community Support Grant up to \$1,000

## Form Preview

### Grant Information

\* indicates a required field

#### Community Support Grant up to \$1,000

Funding of up to \$1,000 is available for projects and events that meet the funding guidelines and at least one of the following objectives:

- Contribute to capacity of community groups and organisations.
- Contribute to life-long learning.
- Celebrate and encourage cultural diversity and social inclusion.
- Contribute to capacity and support wellbeing of young people.
- Enhance community identity and sense of belonging.
- Promote an active and healthy lifestyle.
- Grow and develop age-friendly community.
- Facilitate the emotional and social development of children.
- Contribute to the Shire's ongoing aspiration to become the most accessible and inclusive community in regional Western Australia.
- Encourage conservation and appreciation of our natural resources.
- Contribute to community resilience.

This grant category is open financial year round, until the funding pool of \$10,000 is exhausted.

Prior to submission it is essential that the community group or organisation discuss the proposed project with the Shire and that any building plans are developed in consultation with relevant Shire Officers.

[Click here](#) to view the Guidelines on the Shire of Harvey website.

Applications or changes to submitted applications will not be accepted after 4.30pm, 30th June 2024.

#### Discuss your project with the Grants Officer

**To be eligible for funding, you must discuss your project with the Shire of Harvey Grants Officer to ensure your project aligns with key priority areas and fits within grant guidelines.**

To discuss your Grant application, please call **9729 0381** or email [communitydevelopment@harvey.wa.gov.au](mailto:communitydevelopment@harvey.wa.gov.au)

**Have you discussed the application with the Grants Officer? \***

- ☐ Yes  
☐ No

**Please record support ticket number \***

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A number will be supplied by the Grants Officer on contact. Do not construe discussions as an approval of this grant.

### How did you hear about this fund \*

- ☐ Facebook
- ☐ Emails out to networks
- ☐ Media Release

- ☐ Radio
- ☐ Posters
- ☐ Other:

## Applicant Details

\* indicates a required field

### Organisation Details

**Please note:** If you are NOT an incorporated organisation you will be required to complete your personal details here and supply the details of an auspicing organisation on page 3. For further information on auspices or help sourcing an auspice please contact a Community Development Officer.

#### Organisation Name \*

#### Is your group an incorporated not-for-profit group?

- ☐ Yes
- ☐ No

Please note - If your group is NOT incorporated you will be required to find an incorporated group to auspice (support) your application. Auspice details will be required on the next page. If you need assistance finding an auspice please contact a Community Development Officer.

#### Please attach your certificate of incorporation. Auspiced applicants must attach the auspice's certificate \*

Attach a file:

To attach a document to this application, click on the "Choose files" button and then specify the file on your computer you wish to upload.

#### Organisation Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

#### Organisation Website

Must be a URL

#### Organisation ABN \*

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

**Does your organisation have current Public Liability Insurance?**

☐ Yes ☐ No  
Public Liability Insurance is the applicants responsibility and is part of an organisations risk management approach to its activities.

**Please attach Public Liability Insurance. Auspiced applicants must attach the auspice's insurance details \***

Attach a file:  
  
To attach a document to this application, click on the "Choose files" button and then specify the file on your computer you wish to upload.

**What are your organisations usual activities? \***

Give a brief overview of the history / mission / purpose of the organisation. (Must be no more than 100 words)

### Applicant Contact Details

**Contact Person \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position / Role \***

**Phone Number/s \***

**Email Address \***

**Secondary Contact**

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**Secondary Contact Person \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Hint: listing an alternative contact assists with grant administration. Please list a contact who has delegation to sign off on grants.

**Position / Role \***

**Phone Number/s \***

**Email Address \***

## Auspice Organisation Details

### WHAT IS AN AUSPICE?

If your group is not incorporated then another incorporated organisation is needed to Auspice (support) your grant application. If successful, the auspice will be required to invoice and receive the funding on your behalf. All other aspects of running the project and reporting will be the applicants responsibility.

**Name of Auspicing Organisation**

**Contact Name**

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Postal Address**

Address

  

**Auspice Organisation ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

### Auspice Contact Email Address

### Phone Number

## Project Details

\* indicates a required field

### Project or Event Name \*

Must be between 6 and 8 words.

### Estimated Start Date \*

Date of event or when project starts. This must be after the grant close date.

### Estimated End Date \*

Date of event or when project ends

### Project Description \*

Must be no more than 200 words. Provide a brief overview of project. Include planned activities, where, when and who is involved.

**Has your organisation received other financial or nonfinancial support from the Shire of Harvey in the last 12 months?**

- ☐ None  
☐ Fee Waiver  
☐ Grant Funding  
☐ Subsidised Venue Space  
☐ Other:

**Estimated value of Shire of Harvey support**

If you answered 'none', please write N/A

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**provided in the last 12 months \***

**Do you have any outstanding acquittals with the Shire of Harvey? \***

**Project rationale: Why do you think this project is needed in the Harvey Region \***

Word count:

Describe the specific issue or need you want to address (150 words recommended)

**What are the expected outcomes of the project? What will be achieved? \***

Describe three things you want the project to achieve in terms of benefits for participants and/or others (150 words recommended)

**How will you know if these outcomes have been achieved? \***

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

**How do you plan to evaluate the success of your project? \***

- |   |  |
|---|--|
| <input type="checkbox"/> Photos of project            | <input type="checkbox"/> Numbers on attendance records |
| <input type="checkbox"/> Brief survey of participants | <input type="checkbox"/> Group interview / discussion  |
| <input type="checkbox"/> Qualitative Interviews       | <input type="checkbox"/> Portfolio of work done        |

**How does your project meet the funding objectives?**

To be successful, applications in the Shire of Harvey Community Grant Program must meet at least one of the funding objectives from the [Shire of Harvey Strategic Community Plan](#) and at least one objective from the grant funding category.

**Please select the funding objective(s) from the Shire of Harvey Strategic Community Plan that your proposed project will meet**

**Effective Civic Leadership: a representative leadership that is future thinking, transparent and accountable**

- ☐ Effective communication and engagement with the community.
- ☐ Build partnerships and work collaboratively to amplify the outcomes that can be achieved.
- ☐ Accountable leadership supported by a professional and skilled administration.
- ☐ Sound governance, including financial, risk and asset management.
- ☐ Integrated strategic planning and reporting to drive continuous improvement.
- ☐ A customer-centred approach to everything we do.

**Diversified Economy: A diversified and thriving economy that offers a wide range of business and work opportunities as well as consumer choice**

- ☐ The Shire is a tourist destination of choice

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- ☐ Create a business-friendly environment to support and attract investment, competition and productivity
- ☐ Sustainable urban, rural and industrial development
- ☐ Appropriate infrastructure is in place to support economic growth
- ☐ Enhanced education and training opportunities

### **Connected Communities: A safe, accessible and connected community where everyone has the opportunity to contribute and belong**

- ☐ People are supported through all stages of life
- ☐ Equity for all people
- ☐ A community where people are safe
- ☐ The creative talent and cultural diversity of the community is recognised, supported and celebrated
- ☐ Active and resilient community groups and volunteers
- ☐ An active and healthy community
- ☐ Noongar people are at the centre of conversations

### **Protected Natural Environment: A natural environment that is highly valued, protected and enjoyed**

- ☐ Adopt and encourage sustainable development practices
- ☐ Sustainable resource use and waste management
- ☐ Natural habitats, ecosystems and reserves are managed and protected
- ☐ Healthy waterways and coastal zones

### **Sustainable Built Environment: A liveable, sustainable and well-designed built environment that is accessible to all**

- ☐ Playgrounds and parks are vibrant, accessible and well maintained
- ☐ A connected and well maintained network of local roads, footpaths, cycle ways and trails
- ☐ Shopping precincts and residential areas are well presented and accessible, with development enhancing their character
- ☐ Places with current or potential heritage or cultural significance are protected and preserved for future generations
- ☐ Shire buildings, gardens and grounds are fit for purpose and well maintained

### **Please DESCRIBE the ways that your project meets the funding objectives selected from the Shire of Harvey Strategic Community Plan \***

Word count:

Must be no more than 150 words.

Must be no more than 150 words. Please list the aims / objectives. How does this benefit the community? Is there a specific need or issue that your project will address?

### **Please select the funding objective/s that your proposed project will meet \***

- ☐ Contribute to capacity of community groups and organisations.
- ☐ Grow and develop and age-friendly community.
- ☐ Contribute to life-long learning.
- ☐ Facilitate the emotional and social development of children.
- ☐ Celebrate and encourage cultural diversity and social inclusion.
- ☐ Contribute to the Shire's ongoing aspiration to become the most accessible and inclusive community in regional Western Australia.

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- |  |  |
|--|--|
| <input type="checkbox"/> Contribute to capacity and support wellbeing of young people. | <input type="checkbox"/> Encourage conservation and appreciation of our natural resources. |
| <input type="checkbox"/> Enhance community identity and sense of belonging.            | <input type="checkbox"/> Contribute to community resilience.                               |
| <input type="checkbox"/> Promote and active and healthy lifestyle.                     |  |

**Please DESCRIBE how your project will meet these objective/s \***

Word count:

Must be no more than 150 words.

**What experience does your organisation have in delivering projects? \***

Word count:

Must be no more than 150 words.

**How many volunteers will be involved in delivering this project?**

- |                               |                                |                                |
|-------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> 0-3  | <input type="checkbox"/> 11-15 | <input type="checkbox"/> 21+   |
| <input type="checkbox"/> 4-6  | <input type="checkbox"/> 16-20 | <input type="checkbox"/> Other |
| <input type="checkbox"/> 7-10 |                                |                                |

All applicants must answer this question

## Accessibility for All

The Shire of Harvey is committed to improving access and inclusion and making the Harvey Region a more inclusive community for all. It is a requirement of this grant that you consider access and inclusion in the development of your funded project.

Please review the 2021 to 2026 Access and Inclusion Plan [here](#)

**I have read and understand the intention of these documents \***

- ☐ Yes  
☐ No

**Tick which access features you will consider in your activities \***

- |  |   |
|--|---|
| <input type="checkbox"/> NIL                                       | <input type="checkbox"/> Translation services available                                 |
| <input type="checkbox"/> Wheelchair ramps to front door            | <input type="checkbox"/> Accessibility advertised on fliers                             |
| <input type="checkbox"/> Wheelchair accessible toilets             | <input type="checkbox"/> Flyers have appropriate font, font size and colour contrast    |
| <input type="checkbox"/> Accessible parking bays near venue        | <input type="checkbox"/> Digital flyers are accessible to assistive technology users    |
| <input type="checkbox"/> All steps have handrails                  | <input type="checkbox"/> Written material available in alternative format               |
| <input type="checkbox"/> Venue has good lighting                   | <input type="checkbox"/> Doorways width is 850mm or wider for wheel chair accessibility |
| <input type="checkbox"/> Venue has clear signage                   | <input type="checkbox"/> Access pathways are even, continuous and accessible            |
| <input type="checkbox"/> Venue has audio loop or good sound system | <input type="checkbox"/> Other: <div></div>   |



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### Project Budget

\* indicates a required field

Total Grant Amount Requested

**Total Grant Amount Requested \***

\$

Must be a dollar amount.

Must be a dollar amount. What is the total financial support you are requesting in this application?

**Total Project Cost \***

\$

Must be a dollar amount.

Must be a dollar amount. What is the total budgeted cost (dollars) of your project?

**If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited? \***

Income

**Income should include the grant amount requested, your organisation's financial contribution, your organisation's in-kind contribution (i.e. \$25/hour for each volunteer), other funding sources, donations, contributions from other organisations**

**Don't** insert a '\$' sign or commas to numerical fields. This will be done automatically.

**Total Income should equal total expenditure** \$

List income as GST exclusive	
	\$
	\$
	\$

Expenditure

Please ensure your listed expenses match the approved items on the 'items NOT considered for funding' list in the grant guidelines available [here](#)

**Please itemise the components of your project in the table below, indicating their cost**

	\$ Amount Ex GST	\$ Amount Inc GST
--	------------------	-------------------

	Must be a dollar amount.	This number/amount is calculated.
	\$	\$

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	\$	\$
	\$	\$

### Provide Quotes

Shire of Harvey Procurement Policy requires:

up to \$5,000 - direct purchase from suppliers requiring only one quotation.

\$5,001 - \$19,999 - obtain at least 2 written quotations.

\$20,000 - \$49,999 - obtain at least 2 written quotations.

\$50,000 - \$149,999 - obtain at least 3 written quotations, containing price and specification of goods and services.

\$150,000 and above - obtain at least 3 written quotations.

**Attach quotes that reflect the expenditure listed above for the Shire or Harvey grant requested. \***

Attach a file:

### Confirmation of funding

**Are all other funding sources listed above confirmed? \***

☐ Yes

☐ No

☐ NA

**Please advise which funding sources are yet to be confirmed**

### Financial Statement

**Please attach a copy of your organisation's most recent adopted annual financial statement \***

Attach a file:

**Please attach a copy of the Feasibility Study and Asset Management Plan for the project**

Attach a file:

**Please attach a copy of your organisation's most recent Annual Report**

Attach a file:

**Please attach a copy of your organisation's Strategic Plan**

Attach a file:

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### Project Support

\* indicates a required field

**For projects to be successful they often require support from within your group as well as external to it.**

Please attach any supporting documents such as Letters of Support or minutes of meetings that show support for your project.

Click on the "Browse / attach a file" button and then specify which file on your computer you wish to upload.

#### Attached documents \*

Attach a file:

### Project Promotion and Marketing

\* indicates a required field

#### Which of the following will you use to promote and market your project? \*

- |  |  |
|--|--|
| <input type="checkbox"/> Facebook                | <input type="checkbox"/> Newspaper editorial |
| <input type="checkbox"/> Twitter                 | <input type="checkbox"/> Flier               |
| <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> Posters             |
| <input type="checkbox"/> Emails out to networks  | <input type="checkbox"/> Street Signage      |
| <input type="checkbox"/> Media Release           | <input type="checkbox"/> Pull up banner      |

choose as many as required

#### Acknowledging the Shire of Harvey

**It is a condition of this grant** that recipients will be required to acknowledge the Shire of Harvey's support and contribution in promotional materials, media releases or other public documents relating to the project or event, where possible, including invitation to formal openings etc.

**To source the appropriate logos and branding guidelines for the Shire of Harvey, please contact [marketing@harvey.wa.gov.au](mailto:marketing@harvey.wa.gov.au)**

#### Thinking about your project, what ways could you acknowledge the Shire of Harvey? \*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Written acknowledgement on flyers | <input type="checkbox"/> Acknowledged in newsletters     | <input type="checkbox"/> Acknowledge in event media release |
| <input type="checkbox"/> Plaque or Naming Rights           | <input type="checkbox"/> Reference in Meeting Minutes    | <input type="checkbox"/> Display Shire of Harvey banner     |
| <input type="checkbox"/> Label Equipment                   | <input type="checkbox"/> Acknowledged by Emcee at events |   |

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### Declaration

**I certify that: \***

- ☐ I have read and understood the Shire of Harvey Grant Program Guidelines
- ☐ I agree the above application is, to the best of my knowledge, true and correct. On behalf of the applicant group, I have read, accepted and agree to the Community Grant Program conditions.

At least 2 choices must be selected.

**If you have completed all relevant fields please click SUBMIT. No alterations can be made after the round closing date.**

Applicants will receive notifications from the Smartygrants platform confirming receipt of application.

The Shire reserves the right to reject any application that does not meet the eligibility criteria and/or to request further information.

All applicants are notified of the panel decision in writing, following the adoption of the annual budget on 1 August 2024 by Council.