2023-2024 Quick Grant Application Form
Form Preview

Grant Guidelines

Applying for a Quick Grant

The Shire of Mundaring has developed this financial assistance program in order to be effective, strategic and as far as possible equitable in providing funds to local community groups for activities that not only benefit the members of the group but the broader community.

Grants may meet identified community need, promote active participation of local residents, build community strength and enhance the image of the Shire.

Partnerships where two or more community groups will benefit directly from the grant activity are encouraged.

All community groups MUST discuss their ideas and options with the Community Capacity Building Officer, especially those seeking funds for the first time, on 9290 6678. The grant may not proceed if these discussion have not been held prior to the application being made.

Quick Grants Eligibility Criteria:

- Incorporated not-for-profit organisation based in the Shire of Mundaring;
- Parents and Citizen's Association based in the Shire of Mundaring;
- Un-incorporated community group under the auspices of an Incorporated organisation.
- Shire Volunteer Bush Fire Brigade
- **Previous grants of the same type must be acquitted before a new application can be made.**
- **Retrospective requests will not be funded.**

Value of Grant: $500 maximum

Group Contribution: In-kind

What is Funded: Small projects

- Equipment;
- Promotional material;
- Training.

Required Documentation:

To complete your application, you will need:

- Your ABN or an ATO Statement by Supplier Form if you do not have an ABN;
- The bank details of your organisation or your auspicing organisation;
- A detailed budget; and
- Contact details of a referee.

Please refer to the full Grant Guidelines for further information before proceeding with your application.

Organisation Details

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* indicates a required field

Organisation Name *

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Phone Number *

Email *

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	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN, if you do not have an ABN please complete an ATO Statement by Supplier form available via the link below

ATO Statement by Supplier Form

Please attach Statement By Supplier form if applicable

Attach a file:

Contact Person *

First Name

Last Name

Position

Date established

Relevant objectives of the organisation *

Is your organisation Incorporated? *

○ Yes
○ No

If your organisation is NOT Incorporated please provide the name of your auspicing organisation here and their contact details below

Auspice Contact Person

Title   First Name   Last Name

Auspice Postal Address

Address

Must be an Australian post code

Auspice Office Phone Number

Auspice Email

Auspice 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	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information

ACNC Registration
Tax Concessions
Main business location

Bank Details

Please provide the bank details of your organisation. If your application is being auspiced, you will need to provide the bank details of the auspicing organisation.

Bank Account *

Account Name

BSB Number   Account Number

Project Details

* indicates a required field

Project Title *

What are the primary areas of focus for this project/program? *

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Short project description *

Word count:
Must be at least 85 words.

Start Date *

The start date for your project should be after notification of funding has been received

End Date *

Must be a date

Who are the expected primary beneficiaries of this project/program? *

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

What are the expected outcomes of the project? *

Describe three things you want the project to achieve in terms of benefits for participants and/or others

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

Describe the ways in which you will gather evidence of the success of the project

How will you acknowledge the Shire of Mundaring contribution? *

Project Budget

* indicates a required field

Budget

Please show the value of this grant in the income section, along with any other funds you will put towards the project or seek from other sources.

Please show the value of all expenditure related to the project in the expenditure section, not just those items covered by this grant.

Note: To qualify for a Quick Grant you MUST show an in-kind contribution to match the grant amount in the budget table.

In-kind contributions can include donated goods or services or volunteer labour. In-kind contributions should be shown as both income and expenditure.

The total income and total expenditure should balance.

Please note this budget is your project budget only, not your organisational annual budget.

Quotes must be provided for items over $500.

Registered for Goods and Services Tax

If you are registered for GST you must show your expenditure items exclusive of the GST component. For example, you have been quoted $550 including GST for an equipment purchase. In your expenditure budget you would only show equipment purchase of $500. If your activity is funded, the payment will include a 10% GST component.

Not registered for Goods and Services Tax

If you are not registered for GST you must show your expenditure items inclusive of the GST component. For example, you have been quoted $450 including GST for and equipment purchase. In your expenditure budget you would show equipment purchase of $450. If your activity is funded, the payment will include the GST component for those items on which GST is payable.

	Income Description	$Amount	Expenditure Description	$Amount	
		$		$	
		$		$	
		$		$	
		$		$	
		$		$	
		$		$	
		$		$	
		$		$	
	eg. Quick Grant	eg. $500 Must be a dollar amount.	eg. banners	eg. $500	

Budget Totals

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Income - Expenditure

$

This number/amount is calculated.

Amount Requested

Total Amount Requested
*

$

Must be a dollar amount.

Please upload any quotes or further documents to support your application.

Attach a file:

Declaration

If your application is successful and the project proceeds, approval of funding does not, in any way, exclude applicants from having to obtain the appropriate permits, consents or approvals required by the Shire's planning, building or health departments.

I am authorised to make this application on behalf of the organisation I represent. The information given is true and correct.

I understand that I may be required to supply further information prior to consideration of this application, and should the organisation be successful in gaining funding an acquittal report will be submitted to the Shire of Mundaring within three months of the project finishing.

I understand that monies received as a result of this application must be used in accordance with the Shire of Mundaring's Policies and Strategic Community Plan and the Community Grant Funding Guidelines.

I understand that any variations to the original request for funding will need to be addressed to the Manager Libraries & Community Engagement at the Shire of Mundaring.

I have read and agree to the above: ○ Yes, I have read and agree
○ No, I do not agree

Authorised Person *

Title | First Name | Last Name

Position *

Date *

Feedback

Applying for a Quick Grant

We would appreciate your feedback on the application process for our Quick Grant. Please take a short moment to answer the following questions.

If you would like to provide more detailed feedback please contact the Community Capacity Building Officer on 9290 6678 or ccbo@mundaring.wa.gov.au.

How did you find out about this grant opportunity?

☐ Volunteer Newsletter
☐ Social Media
☐ Shire Website
☐ Community Noticeboard
☐ Local Newspapers
☐ Word of Mouth
☐ Email from Shire
☐ Other:

To what extent do you agree with the following statements about this grant opportunity?

The grant application process was clear and straight-forward

○ Strongly Agree
○ Agree
○ Neutral
○ Disagree
○ Strongly disagree

It was easy to find out about previously funded projects

○ Strongly Agree
○ Agree
○ Neutral
○ Disagree
○ Strongly disagree

Support from Grants Administrators was

○ Strongly agree
○ Agree

helpful, respectful and timely

○ Neutral
○ Disagree
○ Strongly disagree

Do you have any comments or feedback to share with us about the application process?