

# InspireArts Community Creativity and Cultural Fund Application form 2024

## Form Preview

### Applying for an InspireArts Grant

\* indicates a required field

**All applicants must discuss their eligibility, ideas and options with the Community Capacity Building Officer before submitting an application, on 9290 6678 or via [ccbo@mundaring.wa.gov.au](mailto:ccbo@mundaring.wa.gov.au).**

**In addition, you must read the [Grant Guidelines](#) for further information and to ensure you are eligible and to view eligible and non-eligible items, prior to completing your application.** Note that retrospective requests where the project has already taken place are not eligible

### 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 auspicng organisation;
- A copy of your current Public Liability Insurance (minimum \$10 million) if the initiative/ project involves public attendance or participation;
- Quotes for items over \$500; and
- Name and contact details of a referee. **Please note:** Members of the Shire's Cultural Advisory Group cannot be listed as referee's on InspireArts grant applications.

### Who is applying?

**Are you applying as an incorporated group, individual or auspice? \***

- ☐ Incorporated groups can apply for up to \$3000
- ☐ Individuals - up to \$1000 (individuals seeking over \$1000 to a maximum of \$2000 will need to be auspiced)
- ☐ Auspice organisation

**Total Amount requested - incorporated group \***

\$

Maximum amount \$3000

**Total Amount requested - individual \***

\$

Individuals seeking over \$1000 to a maximum of \$2000 will need to be auspiced. Maximum amount \$2000

### Applicant details

- If you are applying as an incorporated group please select 'organisation' below.

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• If you are applying as an individual please select 'Individual' below.

**Applicant \***

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Applicant Position \***

**Applicant Primary Phone Number \***

Must be an Australian phone number.  
If a land line please put prefix, e.g. 0892906715

**Applicant Primary Email \***

Must be an email address.

**Applicant Primary Address \***

Address

<input type="text"/>
<input type="text"/>

**Applicant Postal Address \***

Address

<input type="text"/>
<input type="text"/>

**Do you have an Australian Business Number (ABN)? \***

☐ Yes ☐ No

Applicant ABN & Account number

**Applicant 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

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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	

Must be an ABN.

## Banking Details

Please provide your banking details for ease of payment by EFT.

**Please note:** If you are an individual applicant and your request is above \$1000 you will need to apply through an auspice.

### Applicant Primary Bank Account \*

Account Name

BSB Number      Account Number

 

Must be a valid Australian bank account format.

**If you do not have an ABN please complete an [ATO Statement by Supplier](#) form and attach below, otherwise 48.5% of any approved grant may be withheld.**

### ATO Statement by Supplier Form \*

Attach a file:

### Is your organisation Incorporated? \*

☐ Yes ☐ No

### What is your incorporation number? \*

## Auspice information

Please provide the details of the organisation that is auspicing your application

### Auspice contact \*

Title      First Name      Last Name

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### Auspice Position \*

### Auspice Primary Address \*

Address

### Auspice Primary Phone Number \*

Must be an Australian phone number.

If a land line please put prefix, e.g. 0892906715

### Auspice Primary Email \*

Must be an email address.

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Auspice Primary Bank Account \*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

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### Public Liability Insurance \*

Attach a file:

## Organisational Information

\* indicates a required field

### Your Organisation

#### What is the primary purpose of your organisation? \*

Must be no more than 50 words

When was your organisation established? \*

Number of members/volunteers \*

Please estimate the number of members who are Shire of Mundaring residents \*

Must be a number.

Number of paid staff, if any \*

Source/s of Income \*

- ☐ Membership Fees  
☐ Fundraising  
☐ Grants/Sponsorship  
☐ Other:

Must be at least 1 choice selected

## Organisational Members

**President \***

First Name

Last Name

**Treasurer \***

First Name

Last Name

**Secretary \***

First Name

Last Name

## Recognition

#### How will the organisation acknowledge the Shire of Mundaring contribution? \*

e.g. newsletter, media release, social media, verbally

## Project information

\* indicates a required field

#### Project Title \*

#### Project Start Date \*

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Must be a date.

### **Project End Date \***

Must be a date.

### **Short project description \***

Word count:

Must be at least 50 words.

Priority will be given to applications that address one or more of the following objectives:

- Encourage new partnerships and collaborations with other cultural and arts groups;
- Provide access to arts and cultural activity within the Shire to groups not previously engaged;
- Demonstrate sustainable and/or long term artistic and cultural benefits; and
- Facilitate the involvement of local residents in local arts and culture initiatives.

Applications should:

- Demonstrate benefits the initiative will bring to the community;
- Demonstrate the level of community consultation and support for the project;
- Demonstrate the group's capacity to deliver the project;
- Demonstrate the capacity for community contribution and participation;
- Not duplicate an existing initiative;
- Demonstrate value for money;
- Outline the extent to which the initiative/project is inclusive and accessible to all sectors of the community; and
- Demonstrate how the outcomes of the initiative will be evaluated.

### **How will this activity meet the objectives of this grant? (see above) \***

Word count:

### **What are the planned activities? \***

Please provide a detailed overview of activities including any community partnerships; local business involvement and description of your target audience

### **What will the grant be used for specifically \***

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Word count:

Must be no more than 200 words.

Please list the items this funding will pay for?

**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)

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

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

**What measures will you take to ensure that the project is inclusive and accessible to all members of the community? \***

Word count:

Address the provision of equal access to opportunities and resources for people who might otherwise be excluded or marginalised, such as those who have physical or mental disabilities and members of other minority groups.

**What measure will you take to ensure that the activities you undertake comply with State Government guidelines related to COVID-19? \***

Please see the link for [COVID Safety at Events](#) to assist with addressing your COVID safety requirements

## Key Strategic objectives

Please identify at least one Key Strategic Objective from the Shire of Mundaring [Strategic Community Plan](#) that aligns with your project

**Please select at least one strategic community objective from the below list \***

- ☐ Community - Healthy, safe, sustainable and resilient community
- ☐ Community - Flourishing local business
- ☐ Community - Everyone belongs
- ☐ Natural Environment - Protecting natural areas and biodiversity
- ☐ Natural Environment - Water management that is efficient and sustainable
- ☐ Natural Environment - Waste management that is efficient and sustainable
- ☐ Natural Environment - Energy management that is efficient and sustainable
- ☐ Built Environment - Shire assets and facilities that support services and meet community need
- ☐ Built Environment - Preservation of local heritage buildings and places of interest
- ☐ Governance - Civic leadership
- ☐ Governance - A well engaged and informed community

At least 1 choice must be selected.

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Please see [Strategic Community Plan 2020/2030](#)

### Which of the following promotional activities will take place? \*

- ☐ Social media posts
- ☐ Newspaper advertising
- ☐ Media release
- ☐ Banners
- ☐ Posters
- ☐ Video
- ☐ Website
- ☐ Other:

These are the tools you will use to promote your event.

## Evaluation

### What are the expected outcomes of the project? \*

What do you hope to achieve?

### How will the organisation know if these outcomes have been achieved? \*

How will you know you have achieved your goals? Describe the ways in which you will gather evidence.

If you need assistance understanding what outcomes are, read the materials at [www.ourcommunity.com.au/evaluation](http://www.ourcommunity.com.au/evaluation)

## Budget

### Please provide a detailed budget for your project.

Please include income and expenditure for the **project only**, not your organisation's total operating budget.

### Include income that will be used to cover your expenditure for the event. Income can include:

- this grant
- other grants
- the organisation's own funds
- business sponsorship
- donations

**Include all costs associated with the project in the expenditure column, not just those items covered by this grant.**



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This grant will **not** cover:

- Activities/projects that have already been undertaken (funding will not be paid retrospectively)
- Applicants who have not acquitted a previous Shire grant of the same grant type
- Applicants who are profit-making or represent a profit-making enterprise
- Capital works or purchases
- Corporate events or projects
- Recurrent operational and staffing costs (e.g. wages)
- Educational Institutions (eg schools. Parents and Citizen's Associations may apply)
- Deficit funding
- Sponsorship
- The purchase of alcohol
- The purchase of prizes and gifts
- Activities that are the core funding responsibility of other government agencies
- Equipment costs that are not an element of the initiative or project
- Commercial projects for the personal or financial benefit of the applicant
- Faith-based activities of religious organisations
- Projects with a political purpose
- Lobbying activities
- Community events that may be funded via the Shire's Community Event Grant

### Total Amount Requested

\$

Taken from entry on Page 1 of this application

## Budget

### How to complete the budget section:

- Please outline all the costs for the project. Please do not add commas to figures e.g. type \$1000 not \$1,000 - this will ensure the figures for each table total correctly.
- For expense items over \$500, one written estimate, advertised price or written quote will need to be provided in the file upload area below.

### Registered for Goods and Services Tax

- If you are registered for GST you must show expenditure items exclusive of the GST component. If the project 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 expenditure items inclusive of the GST component. If the project is funded, the payment will include the GST component for those items on which GST is payable.

Income description	Income amount	Confirmed funding	Expenditure description	Expenditure amount	GST amount (if applicable)	Quotes for expenses over \$500
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e.g. WA Govt. Culture and Arts Grant, Lotterywest grant	Please put \$0 if does not applicable. Must be a dollar amount.			Please put \$0 if does not applicable. Must be a dollar amount.	Must be a dollar amount.	Please attach a quote for expenses over \$500.
	\$			\$		
	\$			\$		

### In kind support

In kind support captures services or equipment that can be used by the organisation or individual in lieu of a financial income amount. An example might be hall hire or BBQ use for an event, or volunteer hours.

Please attribute a dollar amount below with a description of any in kind support for this application.

#### In kind support description In kind support amount Confirmed in kind support

	Must be a dollar amount.	

### Budget Totals

#### Total Income Amount

\$

This number/amount is calculated.

#### Total Expenditure Amount

\$

This number/amount is calculated.  
Includes GST (if applicable)

#### In kind total

This number/amount is calculated.

### Additional Information

#### Please upload any other documentation that may support your application

Attach a file:

### Declaration

\* indicates a required field

#### Referee

**Please note:** The referee is someone who is familiar with your organisation, its members and operation however cannot be a member of your organisation, its Committee or Board or a paid employee. Shire Councillors and staff cannot be used as referees on grant applications.

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**Name \***

First Name

Last Name

**Position \***

**Organisation Name \***

**Office Phone Number \***

If a land line please put prefix, e.g. 0892906715

## Acknowledgement

### ACKNOWLEDGEMENT

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 health and facility bookings services.

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 event.

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 2020-2030](#) 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 am authorised to make this application on behalf of the organisation I represent. The information given is true and correct.

**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 \***

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**Date \***

Must be a date

## Feedback

### Feedback - InspireArts Grant

We would appreciate your feedback on the application process for our InspireArts Grant. Please take a 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](mailto:ccbo@mundaring.wa.gov.au).

#### **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 helpful, respectful and timely**

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree

#### **How did you find out about this grant opportunity?**

- ☐ Shire Volunteer Bulletin
- ☐ Social media
- ☐ Shire website
- ☐ Community noticeboard
- ☐ Local newspapers
- ☐ Word of mouth
- ☐ Email from Shire
- ☐ Other:

Select all that apply

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