



Shire of Ravensthorpe

Community Development Fund

APPLICATION FORM 2019/2020

The closing date for applications is -

4:00pm 31st May 2019

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer
Shire of Ravensthorpe
PO Box 43
RAVENSTHORPE WA 6346

INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Development Fund Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact Administration at the Shire office

Name of Organisation/Group/Applicant:

Address:

Contact Person: _____

Contact email: _____

Position: _____

Telephone: (H) _____

(W) _____

Amount requested: \$ _____

PLEASE NOTE

- An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.
- Applications for Community Donations (maximum \$250) can be submitted at any time.
- Please do not bind your application – use a bulldog clip or similar.
- Please submit all attachments in an A4 or A3 format.

Applicant: _____

Postal Address: _____

ABN: _____ (If applicable)

Registered for GST? Please select YES NO

(If yes, the grant will be grossed up by 10% for GST and a tax invoice must be provided prior to payment)

Contact Person 1: _____ **Position:** _____

Email: _____

Telephone (hm) _____ **(wk)** _____

Contact Person 2: _____ **Position:** _____

Email: _____

Telephone (hm) _____ **(wk)** _____

Objectives of the Organisation:

Current Membership Numbers:

20 years and over **Male** _____ **Female** _____

Junior (< 20 years) **Male** _____ **Female** _____

TOTAL **Male** _____ **Female** _____

Existing Facilities:

Project Description:

Location:

Demonstrated Need / Benefit:

Other organizations involved or sharing facility:

If Council contribution does not meet requested amount how will project be financed or affected?:

Budget

\$	Cost ex-GST	GST	Cost Inc GST	Confirmed?	Notes
Applicant Cash				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Voluntary (in kind) labour				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Donated materials				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Funds from other sources				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Amount requested from the Community Development Fund?					
TOTAL PROJECT AMOUNT					

Ongoing Management:

DECLARATION

I the undersigned, certify that I have been authorized to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

Name: _____

Position Held: _____

Signature: _____

Date: _____

ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- If applicable, written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council.
e.g. Dept of Sport & Recreation, LotteryWest, etc.
- Copies of quotations if over \$1000.00

Please forward completed applications to:

Chief Executive Officer Shire of
Ravensthorpe
PO Box 43 RAVENSTHORPE WA
6346

Or email to:

ea2@ravensthorpe.wa.gov.au

Applications are to be received in the Shire Office by 4.00 pm Friday 31st May 2019.