COMMUNITY CHEST FUNDING APPLICATION FORM

CLOSING DATE

4:30 pm Friday 29 March 2019

Post your completed application to:

PO Box 1145 Narrogin WA 6312

or deliver to:

Shire of Narrogin, 89 Earl Street NARROGIN

Alternatively email your application to:

enquiries@narrogin.wa.gov.au

Please direct any queries to
Administration Support Officer
(Events, Committees and Special Projects)
Development and Regulatory Services
Telephone: 9890 0923
Application Details

1. NAME OF ORGANISATION

[Blank]

Contact Person

[Blank]

Address

[Blank]

Position

[Blank]

Phone

[Blank]

Mobile

[Blank]

Email

[Blank]

Organisation’s ABN

[Blank]

Registered for GST? (please circle)

Yes | No

Is your organisation incorporated?
(If yes, please provide a copy of Certificate of Incorporation)

Yes | No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes | No

If yes, please describe the project and the amount of Community Chest funds received

[Blank]
3. **NAME OF PROPOSED PROJECT OR EVENT:**

Estimated Start Date

Estimated Completion Date

Requested Community Chest Funds or in-kind support

Do you require the Community Chest funds prior to your proposed event/activity

- Yes
- No

4. **BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

5. **WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**
6. **HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?**

[Blank space]

7. **HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?**

[Blank space]

8. **ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP**

*It is a requirement of funding approval that the words “Sponsored by the Shire of Narrogin” and the Shire’s logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other

[Blank space]
**TOTAL PROJECT ESTIMATE**

**Name of Organisation**

**Name of Project**

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<thead>
<tr>
<th>INCOME</th>
<th>$</th>
<th>EXPENDITURE</th>
<th>$</th>
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<tbody>
<tr>
<td>*Total of Community Chest Funds requested in cash</td>
<td></td>
<td>Materials</td>
<td></td>
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<tr>
<td>*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).</td>
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<td>Hire of equipment:</td>
<td></td>
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<tr>
<td>Applicant’s cash contribution</td>
<td></td>
<td>Venue hire</td>
<td></td>
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<tr>
<td>Sponsorship</td>
<td></td>
<td>Advertising</td>
<td></td>
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<tr>
<td>Donations in cash</td>
<td></td>
<td>Catering costs</td>
<td></td>
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<tr>
<td>Other grants</td>
<td></td>
<td>Entertainment</td>
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<tr>
<td>Catering sales</td>
<td></td>
<td>Office/administration</td>
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<tr>
<td>Fees and charges e.g. stalls</td>
<td></td>
<td>Labour</td>
<td></td>
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<tr>
<td>Gate / door entry fees</td>
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<tr>
<td>Other income (please list)</td>
<td></td>
<td>Other expenditure (please list)</td>
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</table>

| TOTAL *INCOME | TOTAL *EXPENDITURE |

*Income and *Expenditure amounts must be equal

*The total cash and in-kind request cannot be greater than $2,500.
9. **IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; *(e.g. volunteer or donated labour, materials etc.)*

*Volunteer and donated labour is calculated at $25 per hour per person*

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Estimated value $</th>
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Total In-kind $ 

10. **FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above Funding Conditions before signing below**

Our organisation *(insert name below)*

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

**Position**

**Signature**

**Date**