

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
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Narrogin WA 6312

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CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

The Shire of Narrogin provides funding assistance through the biannual Community Chest funding program to eligible community organisations for events or projects which benefit the Narrogin community. To support the recovery of community groups following the COVID crisis, and for the financial year 2020/2021 cash and in-kind support is available up to a maximum of \$5,000. To further support the recovery process, successful applicants from 2019/2020 and 2018/2019 are eligible and invited to apply.

1. APPLICANT DETAILS

Name of Organisation

Postal Address

Contact Person

Position

Phone

Email

Organisation's ABN

Is your organisation registered for GST?

Yes	No
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Please attach a copy of your organisations Certificate of Incorporation

Yes	No
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2. PROJECT DETAILS

What is the name of your proposed project or event?

Please provide a brief description of project / event (*maximum of 100 words*)

How will your project / event benefit the Narrogin community?

Estimated project start date

Estimated project completion date

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3. ADVERTISING AND PROMOTION

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

Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page;
- 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*)
- Affix Community Chest sign on project (*available on request*)
- Verbal announcements at event

4. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding?

Yes	No
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If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

4. PROJECT BUDGET

Are you applying for cash or in-kind support, or both (*up to a combined maximum of \$2,500*)?

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If you are requesting an in-kind contribution, please provide details below:

Please tell us how the Community Chest funds will be used?

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity?

Yes	No
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In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

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

Contributions	Estimated value \$
	\$
	\$
	\$
<i>Total In-kind</i>	\$

Project Income and Expenditure

INCOME		EXPENDITURE (please attach quotes)	
**Amount of Community Chest Funds requested in cash	\$	Materials	\$
**Amount of Community Chest funds requested in-kind (e.g. Town Hall hire fee waived if applicable /required).	\$	Hire of equipment:	\$
Applicant's cash contribution	\$	Venue hire	\$
In-kind (volunteer, donated labour)	\$	Labour/contractor costs	\$
Sponsorship	\$	Advertising	\$
Donations (cash/materials from others- please list)	\$	Catering costs	\$
Other grants	\$	Entertainment	\$
Sales (stall fees, event tickets/food/merchandise)	\$	Office/administration	\$
Other income (please list)	\$	Other expenditure (please list)	\$
TOTAL *INCOME	\$	TOTAL *EXPENDITURE	\$

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

Declaration

I declare that I am authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge

Name of President or Vice President

Signature of President or Vice President

Date
