

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

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

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Contact Person

Address

Position

Phone

Mobile

Email

What financial year are you applying in?

Are you applying for Round 1 or Round 2? ✓

Round 1	<input type="checkbox"/>	Round 2	<input type="checkbox"/>
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Organisation's ABN.

Is your organisation registered for GST? ✓

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Is your organisation incorporated? ✓

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please attach a copy of Certificate of Incorporation.
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

3. 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

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

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

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please tell us how the Community Chest funds will be used

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

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

Project Budget – Total Project Income and Expenditure

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

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 /on your project/event.

<input checked="" type="checkbox"/>	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:
<input type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page.
<input type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
<input type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer).</i>
<input type="checkbox"/>	Afix Community Chest sign on project <i>(available on request).</i>
<input type="checkbox"/>	Verbal announcements at event.
<input type="checkbox"/>	Other <i>(please describe).</i>

6. 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 local laws 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 *(President or Vice President)*

Signature

Date