

# APPLICATION FORM

**ALCOA WAROONA MICRO GRANTS FUND (Up to \$2000)**

**Round opens 1 June 2024 and closes 15 August 2024**

## 1. Organisation details

### Contact details

**Contact person:**

**Organisation name:**

**Phone number:**

**Email:**

**Postal address:**

**Is your organisation incorporated?:**

Yes

No

*If yes, please attach a copy of your Incorporation Certificate. If no, please attach a Letter of Support from an auspicing body*

**Is your organisation registered for GST?:**

Yes

No

**Does your organisation hold current public liability insurance?:**

*Please attach a copy of your Certificate of Currency. You must have insurance to continue with your application.*

Yes

No

**Briefly describe your organisation and its purpose:**

*Include how long it has been operating and current membership numbers.*

## 2. Project summary

### Project/Event

**Project/Event Title:**

**Project/Event Start Date:**

**Project/Event End Date:**

*Projects/events that occur prior to 15 August 2024 will not be considered.*

**Where will the project/event take place?:**

*The event must be held within the Shire. Events being held outdoors for the general public will require a [Public Event Application](#) to be submitted. In addition, you must complete a [booking form](#) to hire a Shire venue.*

**How many people do you expect will attend your project/event?:**

**Please provide a brief description of your project or event:**

**Please provide how the need for the project/event has been identified:**

**List the short-term and long-term community benefits and your expected outcomes of your project/event:**

*You may like to consider attendance, participation, wellbeing, sustainability, growth and/or capacity in your response.*

**Please list any partnerships with local businesses, service organisations, clubs or government agencies:**

**Are there any opportunities for Alcoa employees to volunteer?**

*Please provide details.*

**Is the project/event targeting a specific audience or age group?:**

Youth       Seniors       People with disability       Families

Aboriginal and Torres Strait Islander people

Other (please specify) \_\_\_\_\_

**If funding is approved, please indicate how you will acknowledge the Shire of Waroona and Alcoa of Australia:**

Verbal acknowledgement (speech/presentation)     Logos on flyers       Website

Social media       Drakesbrook Despatch       Harvey-Waroona Reporter

Signage       Other (please specify) \_\_\_\_\_

### 3. Criteria

#### Shire of Waroona Strategic Community Plan

Tick the priorities that your project/event aligns with.

*You can tick more than one priority.*

- Pursue a social environment that is accessible and inclusive to all ages and abilities
- Grow and develop an age-friendly community
- Become a youth engaged and supportive community
- Develop and facilitate events of a local and regional scale
- Ensure the safety of the community
- Connect the natural assets, waterways, parks and reserves to the community
- Promote a mentally and physically healthy lifestyle
- Support local community, sporting and recreational groups and initiatives
- Foster and value our volunteers
- Support and enhance health services in Waroona
- Preserve areas and materials of historical significance throughout the Shire
- Foster arts and culture throughout the Shire
- Support, embrace and celebrate our local Aboriginal community
- Support community initiatives to refresh the appearance of the Waroona town centre

### 4. Project/Event funding

#### Funding request details

**Grant amount requested (inc GST):**

**Are you aware of any outstanding acquittals with the Shire of Waroona or Alcoa?:**

*You must acquit previous grants before making a new application.*

Yes

No

## 5. Budget

Please complete the budget below to support your application.

Income			
List expected income	Total cost \$ (inc GST)		
Requested Alcoa Waroona Micro Grant amount	\$		
Other grants/funding <i>(please advise if confirmed or unconfirmed)</i>	\$		
Amount contributed by your organisation <i>(cash)</i>	\$		
Amount contributed by your organisation <i>(in-kind, volunteer hours calculated at \$25 p/h)</i>	\$		
Ticket sales	\$		
Other	\$		
	\$		
<b>TOTAL INCOME</b>	<b>\$</b>		
Expenditure			
List expected expenditure for all elements of your project/event. Example items: marketing, venue hire, facilitation, catering, traffic management.	Total cost \$(inc GST)	Please indicate the funding source for each expense e.g. Alcoa Waroona Micro Grant, Ticket Sales, Other Grant, Sponsorship, In-kind	Quote attached Quotes must accompany your submission
Eg. Catering	\$500	Alcoa Waroona Micro Grant	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
<b>TOTAL EXPENDITURE</b>	<b>\$</b>		

## 6. Applicant's financial details

### Applicant banking details

**ABN:**

**Name of account:**

**BSB:**

**Account number:**

**Name of treasurer:**

**Notification email address:**

## 7. Authorisation

### Authorisation details

**Name of authorising applicant:** \_\_\_\_\_

**Position of authorising applicant:** \_\_\_\_\_

- Should my organisation be successful in obtaining a grant, I consent for the Shire to use images of the project/event for promotional purposes.
- The project/event does not occur prior to 15 August 2024.
- If successful, the applicant agrees to submit a final acquittal report, including a full statement of income and expenditure, within 90 days of project completion.
- I agree to comply with all Local, State and Commonwealth laws applicable to the project/event.
- I certify that the above application is, to the best of my knowledge, true and correct. On behalf of the applicant group, I have read, accepted and will comply with the Alcoa Waroona Micro Grant Fund conditions.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please ensure that you have completed this check-list before submitting the application.** *Please tick off each item when it has been completed or attached.*

- Discussed your application with a Shire officer from the Community Development team.
- Completed all sections of the application form.
- Attached quotes for purchase of goods and services.
- Attached Certificate of Incorporation or letter from auspice organisation.
- Attached Public Liability Insurance (Certificate of Currency).

## 8. Application submission options

**Completed applications must be submitted to the Shire by:**

<b>Email</b>	warshire@waroona.wa.gov.au
<b>Post</b>	Alcoa Waroona Micro Grant Fund Shire of Waroona PO Box 20 Waroona WA 6215
<b>Hand delivery</b>	Shire of Waroona Administration Office 52 Hesse Street Waroona WA 6215 9.00am – 4.00pm

## 9. Closing date

Applications are due by 4.30pm, 15 August 2024