

## GNP GARDEN HUB AND VEGE PATCH VOLLUNTEERS – GNP Vege Patch Establishment - \$500

**SCORE: 66**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	8	15%	12
	2. Community Benefit	8	5%	4
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	4	15%	6
	2. Community expectation	4	5%	2
<b>Resourcing</b>	1. Financial capability	10	15%	15
	2. Recurrent costs	10	5%	5
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	4	15%	6
	2. Measure of risk to the community	4	15%	6
<b>TOTAL SCORE (out of 100)</b>				<b>66</b>

# Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage</p> <p>2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan</p> <p>4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)</p> <p>6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)</p> <p>8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)</p> <p>10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit</p> <p>2 = Minimal - Project has minimal benefit for the wider community</p> <p>4 = Minor contribution (minor benefit for the wider community)</p> <p>6 = Intermediate contribution (contributes to the benefit for the wider community)</p> <p>8 = Major contribution (project is identified as a major strategy to benefit the wider community)</p> <p>10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.</p> <p>Does the project reach hard to reach groups?</p> <p>Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>

3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor – requires minor use of facilities or equipment            6 = Intermediate – significant use of facilities or equipment            4 = Major - substantial use of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>



4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>

Garden Hub & Veg Patch.  
\$500 Vegies & Plants.

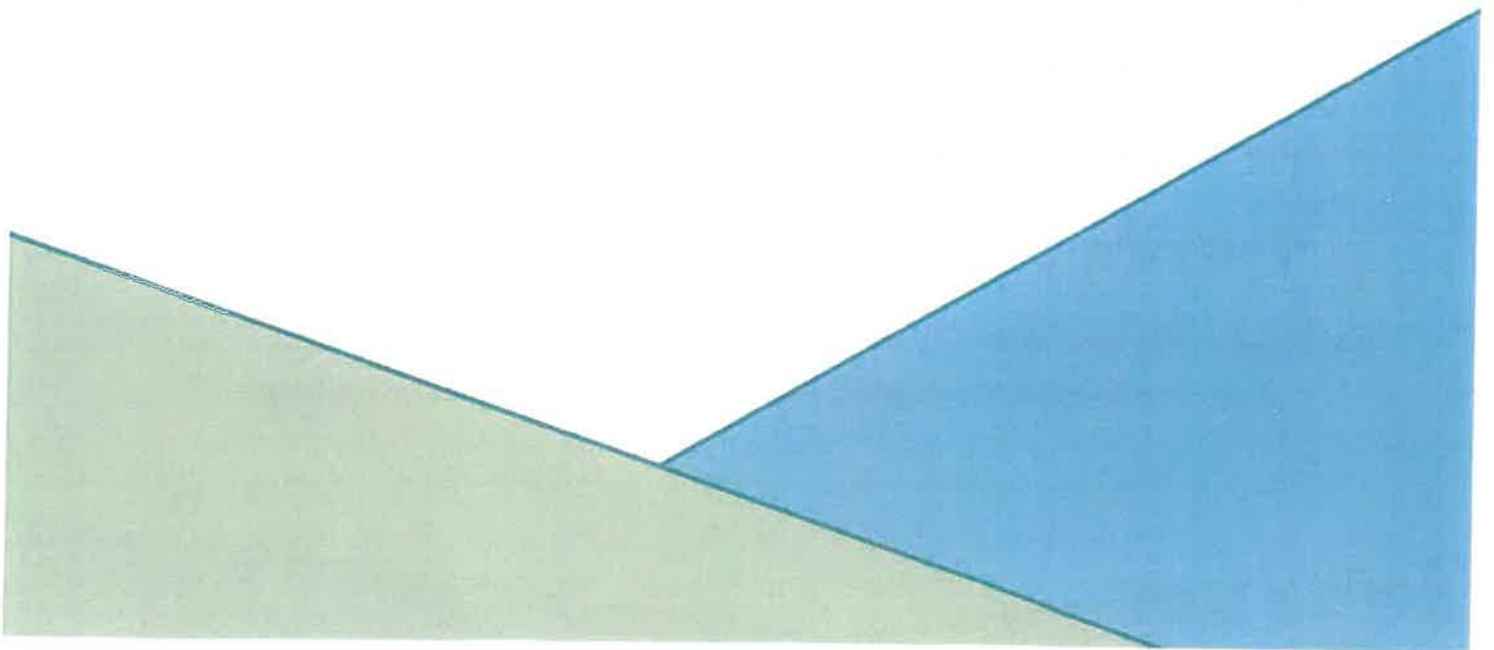
*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

**Quick Community Grant  
Application Pack  
2019/20**

*For Quick Community Grants up to \$500*



## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: Gnowangerup Garden Hub & Vege patch volunteers

Name of Applicant and position: Cassandra Beeck & Lyndall Hanbury...project overseers

Name of Chairperson/Chief Executive Officer: Cassandra Beeck

Postal Address: PO Box 121

Telephone: 0428271005

Email: cassybeeck@bigpond.com

Website:

### 2. Requested grant amount (up to \$500): \$ 500

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

- Incorporated, not-for-profit
- Individual or Community Group (non – incorporated but auspiced by an incorporated body)
- Commercial / For Profit (undertaking a not for profit activity)

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: Gnowangerup Community Church

Contact Person: Cassandra Beeck, Secretary

Address: 34 Aylmore Street, Gnowangerup (Box 322)

Phone: 0428271005 Email: secretary.gnowcc@gmail.com

### 5. Organisation's ABN: **788095100789**

5.1. Is your organisation registered for GST?

YES  (Auspice is)

NO

\*You must attach a copy of the Incorporation certificate (or that of the auspicing body)

**6. Does your Organisation involve volunteers? How many and in what roles do they serve?**

Yes. A group of volunteers are planning & working toward establishing a Community vege patch. As part of a membership to the group they will work together to care for the Community Garden Hub space and to grow vegetables in a 'Community Vege Garden' type of situation. The group is in the foundation stages of establishing and setting up Terms etc.

**7. What is the main purpose and funding sources for your organisation?**

The group will strive to be an integral part of the local community by being a hub for people to meet, share, socialise, and learn through working in the garden, growing food and developing the space. Funding will come from memberships, with sponsorship from local businesses or charity groups. Our host, Gnowangerup Community Church, will provide the space and infrastructure at no cost.

**8. Who are your main clients/service users?**

Everyone who is interested can to join the group if they agree to the guidelines for safety and management (currently under development). We foresee benefits to our seniors, older unemployed people, members of the Noongar & Filipino community, and local children. All of these groups can be contacted and offered opportunities to be part of the garden project.

**9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded
NONE		

**9.1. Has this grant been reported on and acquitted?** YES  NO

N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

## PART B – DETAILS OF THE PROJECT/EVENT

1. Name of the project/event: **Gnowangerup Vege Garden establishment**

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

Buying initial seeds, plants, hoses and some simple equipment for beginning a garden club. The group will establishing a vege garden within the garden beds provided within the Gnowangerup Garden Hub precinct. (The area being developed behind the CRC)

3. When and where will your project/event be held?

**GNOWANGERUP:**       **BORDEN:**       **ONGERUP:**       **AMELUP**

**OTHER:**  Please specify \_\_\_\_\_

**Start date:** \_\_\_\_\_      **End Date:** \_\_\_\_\_      **Venue:** \_\_\_\_\_

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation	<input type="checkbox"/>	Art and Culture	<input type="checkbox"/>
Senior Citizens or Youth or Children	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>
Environment	<input checked="" type="checkbox"/>	Health and Welfare	<input checked="" type="checkbox"/>
Town Enhancement/Infrastructure	<input checked="" type="checkbox"/>	Tourism	<input type="checkbox"/>

5. What area of the Shire’s Strategic Community Plan does your project align with? Please tick box(s)

**Health and Wellbeing**

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

**Natural Environment**

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

**Local Economy and Business**

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the **Governance** section of the current Strategic Community Plan is not applicable to CFAG.

**Built Environment**



6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?

The aim is to provide some initial funding to support the birth of a vegetable garden. From this, the group will grow herbs and vegetables. Most importantly volunteer engagement of this nature is proven to be good for mental health and general well-being in the community, and sharing the load in community space makes gardening and growing produce more accessible for those who don't have the prior skills or need assistance (for example those with a disability) to connect and be involved. It's a way for people in our community to meet, share and connect.

7. Is your project/event open and accessible to the wider community?

YES  NO  N/A

8. Does your project encourage participation from disadvantaged groups in the community?

YES  NO  N/A

9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access etc?

If the garden grows produce and we attract a group of members who are actively engaged by the end of next growing season, the project will be successful.

10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If yes, please give details and whether funding approved includes in-kind contributions).

YES  NO  N/A

The land and raised beds belong to the Gnowangerup Community Church and they are providing the space to hold a gardening group. Water supply, reticulation sleeves, security fencing etc have been provided for the group's use. In addition, we have sought advice and material from the North Perth Community Garden to discover ways to set up a workable membership system. We plan to also make contact with Katanning CRC for ideas and advice.

11. Where required, have you applied for all relevant licences, permits and approvals? i.e Road Closure approval, storefront stall permit, event insurance etc.

YES  NO  N/A

Licence/permit/approval	Date approved/pending

12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered.
- People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered.
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it.
- People with disability have the same opportunities as other people to be a volunteer with your organization.

13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option (s).

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)  
Any local opportunities to promote the assistance of the Shire in the initial seed funding stage will be acknowledged

14. Will your organisation promote the Act Belong Commit Campaign (optional)?

YES  NO  N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and



## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

the applicant.

For more information visit <http://www.actbelongcommit.org.au/>

- Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.

PROJECT INCOME	AMOUNT (\$)
<b>Earned Income</b> (E.g. ticket sales, merchandise etc)	
<b>Subtotal</b>	
<b>Other Project income</b> (E.g Other grant funding)	\$
<b>Infrastructure from Gnowangerup CC</b>	4000
<b>Grant from John Wallis Foundation for garden beds &amp; soil</b>	3000
<b>Subtotal</b>	7000
<b>Your Organisation's Financial Contribution (please itemise)</b>	\$
<b>Memberships</b>	200 (estimate TBC)
<b>Subtotal</b>	200
<b>Fundraising, Sponsorship, Cash donations (please itemise)</b>	\$
<b>Sponsorship</b>	TBC
<b>Installation of taps (donated)</b>	500
<b>Development of Terms &amp; Admin (volunteer in-kind expertise 10 hours @ \$30 p/h)</b>	300 (in kind)
<b>Subtotal</b>	800 (PLUS TBC)
<b>TOTAL INCOME (Exclusive of Community Grant)</b>	8000
<b>Requested Community Grant</b>	500
<b>TOTAL INCOME</b>	8500

should total the same.

PROJECT EXPENDITURE	AMOUNT (\$)
<b>Professional Fees</b> (E.g on costs, travel, accommodation)	
<b>Plumber services for taps</b>	500
<b>Development of Term &amp; admin</b>	300 (in kind)
<b>Subtotal</b>	800
<b>Production Costs</b> (E.g materials, venue hire, equipment)	\$
<b>Plants/seeds</b>	300
<b>Water: hoses, nozzles etc</b>	100
<b>Tools &amp; hand equipment</b>	150
<b>Garden boxes and soil &amp; infrastructure</b>	7000
<b>Subtotal</b>	7550
<b>Administration Costs</b> (Wages, fees, licences, stationary)	\$
<b>Subtotal</b>	
<b>Marketing, Promotion and Documentation (please itemise)</b>	\$
<b>Promotion in local paper</b>	100
<b>Printing</b>	50
<b>Subtotal</b>	150
<b>TOTAL EXPENDITURE</b>	8500

NOTE: The total INCOME and EXPENDITURE columns

## PART D – CHECKLIST AND DECLARATION

✓	<b>Please attach any additional information about your organisation or project that would support your application. Please read, tick ALL boxes and sign where indicated.</b>
✓	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
✓	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
✓	I acknowledge that I am authorised to make this application on behalf of the organisation.
✓	I acknowledge that the information in this application is true and correct.
✓	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
✓	I acknowledge that I will complete the acquittal report and submit it by <b>June 30 2020</b> .
✓	I give the Shire of Gnowangerup permission to promote this Quick Community Grant as part of any communications and public relations activities.
✓	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
✓	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 1. Declaration

On behalf of Gnowangerup Garden group (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

*Cassandra Beeck*      *Lyndall Hanbury*

\_ 7 / \_ 5 / \_ 2019 \_

Signature

Date

**Cassandra Beeck & Lyndall Hanbury**

Print Name

**Please post, email or deliver your completed application form to:**

Chief Executive Officer

Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335

Email:

gnpshire@gnowangerup.wa.gov.au



Gnowangerup  
Community Church

To Whom it May Concern

This is to confirm that Gnowangerup Community Church will act as the Auspice for the Gnowangerup Garden Hub gardeners. We will ensure the isolation of the funds they apply for and will acquit the grant on their behalf.

Regards

A handwritten signature in black ink, appearing to read 'C. Beeck', written in a cursive style.

Cassandra Beeck

Secretary

PO Box 322, Gnowangerup 6335





**Certificate of Incorporation**

*Associations Incorporation Act, 1895-1969*  
*Section 3 (3)*

These are to Certify that

GNOWANGERUP BAPTIST CHURCH (INCORPORATED)

has this day been incorporated as an Association under the provisions of  
the Associations Incorporation Act, 1895-1969.

Dated this twentyninth day of January, 1980.



*R. Jones*

Deputy COMMISSIONER FOR CORPORATE  
AFFAIRS.

## GNOWANGERUP COMMUNITY RESOURCE CENTRE – ArtGN - \$500

**SCORE: 76.5**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the	6	15%	9
	2. Community Benefit	6	5%	3
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	8	15%	12
	2. Community expectation	8	5%	4
<b>Resourcing</b>	1. Financial capability	9	15%	13.5
	2. Recurrent costs	8	5%	4
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	8	15%	12
	2. Measure of risk to the community	6	15%	9
<b>TOTAL SCORE (out of 100)</b>				<b>76.5</b>

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<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit</p> <p>2 = Minimal - Project has minimal benefit for the wider community</p> <p>4 = Minor contribution (minor benefit for the wider community)</p> <p>6 = Intermediate contribution (contributes to the benefit for the wider community)</p> <p>8 = Major contribution (project is identified as a major strategy to benefit the wider community)</p> <p>10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.</p> <p>Does the project reach hard to reach groups?</p> <p>Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
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<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>

3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b> Does the Applicant have the financial resources to undertake this project? <b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding 1 = 10% external funding 2 = 20% external funding 3 = 30% external funding 4 = 40% external funding 5 = 50% external funding 6 = 60% external funding 7 = 70% external funding 8 = 80% external funding 9 = 90% external funding 10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b> Will the project require recurrent funding from the Shire in future years? <b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding 8 = less than 5% recurrent funding 6 = less than 25% recurrent funding 4 = less than 50% recurrent funding 2 = less than 75% recurrent funding 0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b> Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented? <b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent) 8 = Minor - small number of shire staff involved across the Shire 6 = Intermediate - significant number of Shire staff involved across the Shire 4 = Major - substantial involvement of shire staff across the Shire. 2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b> Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented? <b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required 8 = Minor – requires minor use of facilities or equipment 6 = Intermediate – significant use of facilities or equipment 4 = Major - substantial <b>use</b> of facilities or equipment 2 = Total new facilities required 0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>



4. RISK EXPOSURE		
Weighting = 30%		
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>

Gnowangerup CRC.  
\$500 Art GN.

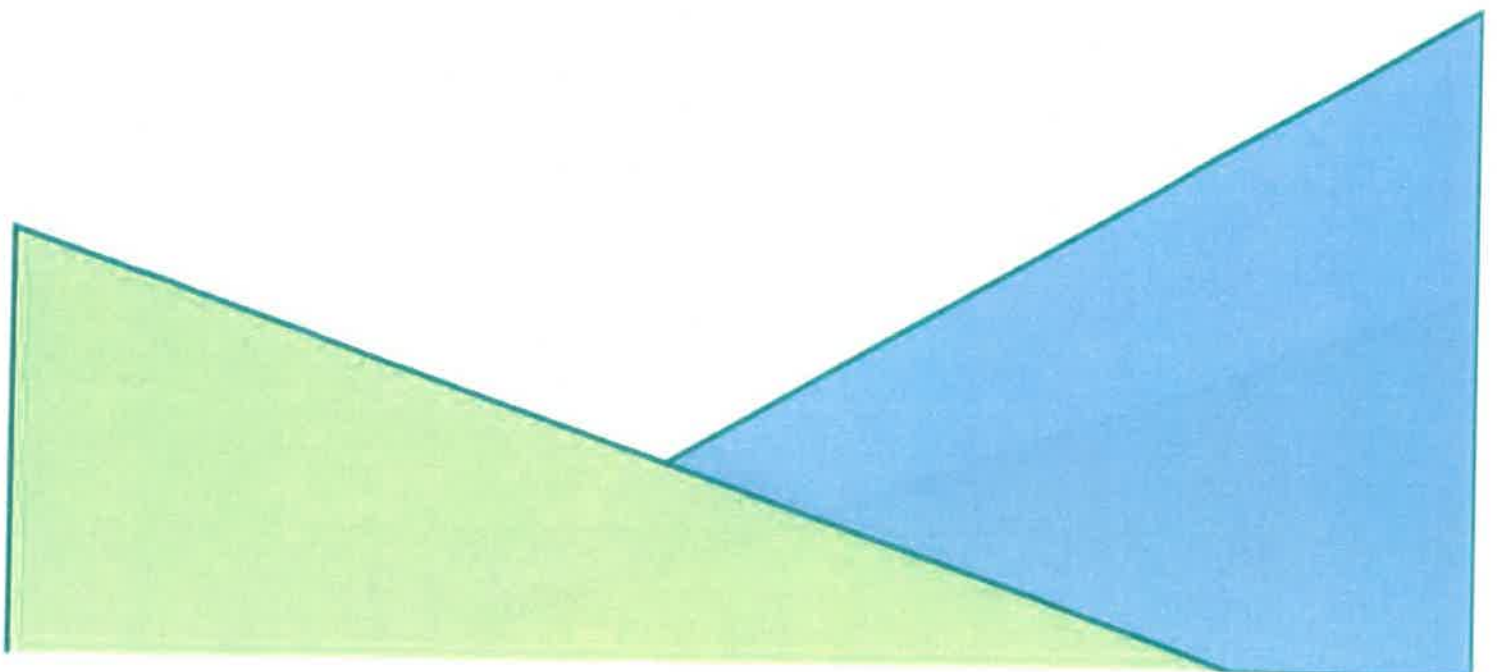
*Heart of the Stirling*



**SHIRE OF GNOWANGERUP**

**Quick Community Grant  
Application Pack  
2019/20**

*For Quick Community Grants up to \$500*

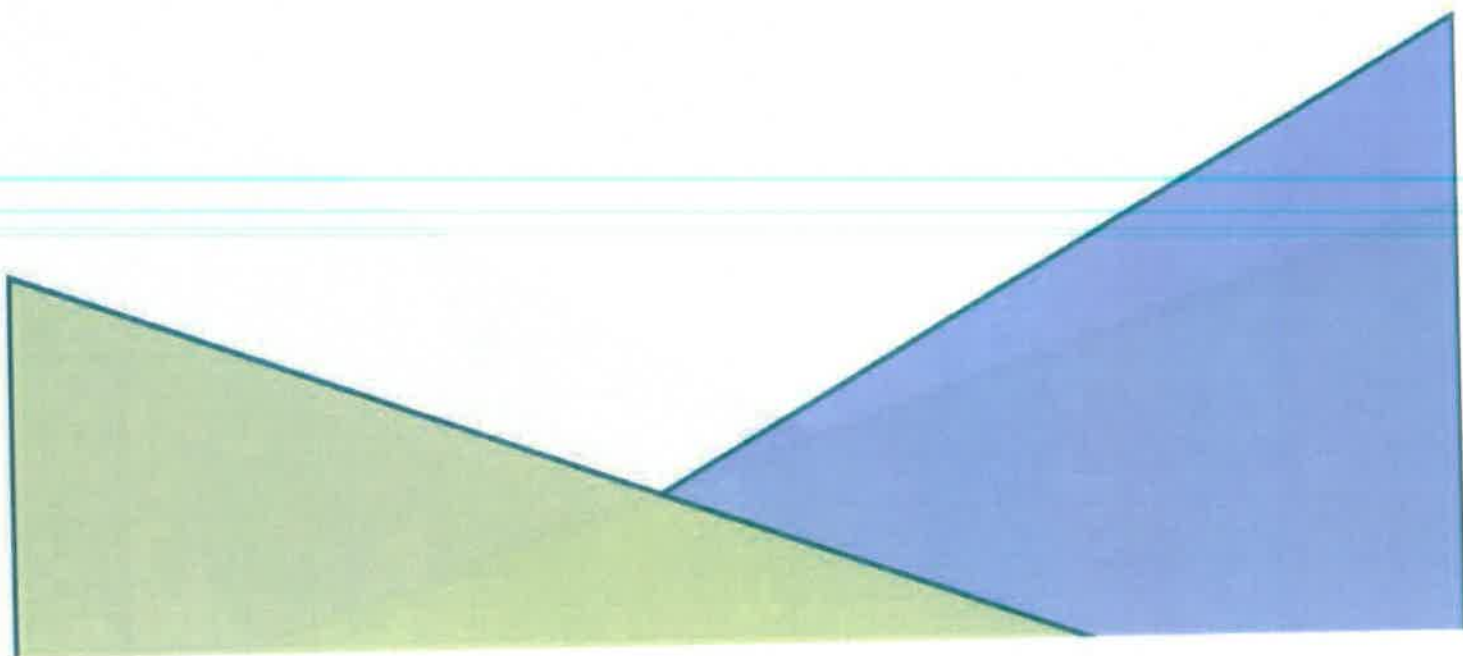


*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

## **GRANT GUIDELINES**



The Shire of Gnowangerup receives many requests for financial assistance from community groups. These guidelines outline the Quick Community Grants category of the Community Financial Assistance Grants (CFAG) Program.

Community Grants	Small scale grants. Applications for up to \$500 will be considered.
Examples of Community Grant purposes	<ul style="list-style-type: none"> <li>• Training – Coaching clinics, training for officials, guest speakers and community capacity building opportunities.</li> <li>• Establishment – Help new organisations get off the ground.</li> <li>• Shows, exhibitions, festivals and sporting events – Costs incurred.</li> <li>• Equipment – Used in cultural or other activities (includes consumables other than sporting equipment).</li> <li>• Professional Development – Provide learning opportunities for others such as volunteers and committee members.</li> </ul>

## 1. Eligibility

To be eligible for a grant an applicant must be:

- A local sporting group or association.
- An incorporated not-for-profit organisation.
- An unincorporated organisation seeking grant support through an incorporated, not-for profit organisation (known as auspicing).
- A cultural group/organisation.
- A voluntary service.
- Any other incorporated association based within the Shire of Gnowangerup.
- A commercial profit-based organisation supporting not for profit community events, programs and activities.

- 1.1. The organisation must be based within the Shire of Gnowangerup.
- 1.2. Events being held outside of the Shire that will include the involvement of Shire of Gnowangerup community members, and events which promote the Shire at a regional level may also be considered. Please be aware that locally held events will be given priority.
- 1.3. Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority.
- 1.4. Applications which can demonstrate the involvement of volunteers and community partnerships will be given priority.

- 1.5. All applicants must include their ABN on their application or complete a Statement by Supplier form (from <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>) if they do not have an ABN.
- 1.6. All grant applications must be submitted using the specified application form provided by the Shire of Gnowangerup.
- 1.7. The application must demonstrate clearly defined community outcomes.
- 1.8. Applicants must be able to demonstrate short and long term benefits to the community.

## 2. Non Eligible Applicants

**Applications will not be considered in the following circumstances:**

- 2.1 Community organisations or events where the grant funds are to promote political parties/causes, unethical activities or profit making.
- 2.2 Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- 2.3 Individuals (or sponsorship of cash prizes for individuals or teams).
- 2.4 Individual's personal living, education, medical or travel expenses.
- 2.5 Activities or events that are the responsibility of a State or Federal government.
- 2.6 Organisations whose main purpose is to fundraise.
- 2.7 Organisations that have not acquitted previous projects funded through the Shire of Gnowangerup.
- 2.8 Applicants that fail to address the criteria in their application.
- 2.9 Applications that are received after the closing date.
- 2.10 Community organisations or events that have outstanding debts with the Shire of Gnowangerup will not be funded until the debt is paid in full.
- 2.11 Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding.
- 2.12 Community organisations or events that are awarded funding through a Community Grant or Special Requests Community Grant are not eligible for Quick Community Grant Funding.
- 2.13 Community organisations or events are only eligible to receive one Community Financial Assistance Grant in any financial year and cannot use the grant to pay for an event or project held in the previous financial year (no retrospective payments).
- 2.14 Applications to fund operating costs.



### 3. Applying for a Grant

- 3.1 Grants will be promoted through advertisements in the local newspapers and via the Shire of Gnowangerup's website and Facebook page.
- 3.2 Quick Community Grant applications are invited once a year for submission and assessment. Please refer to the advertised opening and closing dates before completing your application form. A minimum of five weeks will be available from advertising to closing in order to complete the application.
- 3.3 The Shire may facilitate workshops to assist community groups to complete their applications, visit the Shire website for more information [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au).
- 3.4 Prior to submitting an application for a Community Grant, interested parties **must** contact the Shire of Gnowangerup to confirm the project/event is acceptable under the grant guidelines. Please call the shire on 08 9827 1007 or email [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au) with your project outline.
- 3.5 Grant Applicants are required to submit their application between March to May for the approaching financial year period. Should the applicants event but scheduled for the months June, July and/or August of the new financial year an Advance Approval Applicant is required. The Applicants classed as Advanced Approval Applicants would need to submit an invoice for Shire funds prior to June 30 in the year of their application and would also be required to acquit their grant within 6 weeks of the completion of the event or project. Advanced Approval Applicants would also be eligible to apply for funding prior to completion and acquittal of Shire funds on the condition that acquittal is completed prior to the Shire releasing fund in each new financial year.

### 4. Funding Criteria

- 4.1 Events, projects and services that provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.
- 4.2 Where possible the applicant should source additional funds (in-kind support, grants, organisation contribution) to match the Shire's contribution.
- 4.3 Services must be accessible to and affordable for the community.
- 4.4 Community cultural activities and services are encouraged to assist in building their identity within the Shire.

- 4.5 Grant money is distributed across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- 4.6 Projects and services must demonstrate the involvement of volunteers and community partnerships.
- 4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. Sporting equipment is not applicable to this grant funding if Council is the sole funding body. This is for reasons pertaining to several other state funded opportunities for sporting equipment. Please contact the Shire of Gnowangerup for more information if required.
- 4.8 Disadvantaged groups must enjoy equal access and special programs targeting their needs.
- 4.9 Community Development – the performance of the Community Funding Scheme will be assessed using community development principles and strategic planning.
- 4.10 Recipients must recognise and promote the Shire of Gnowangerup’s financial contribution to the event, project or services.
- 4.11 In circumstances when grants are auspiced by an incorporated organisation on behalf of an unincorporated organisation, the responsibility of managing finances and providing receipts for acquittal purposes will lie with the auspicing body.

## 5. Assessment of Applications

- 5.1 Initial recommendations about which applications should receive a Quick Community Grant are made by using a Multi-Criterion Analysis Tool. Results of this process are then presented to Council along with copies of each application.
- 5.2 Recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than is available in any one year. ‘In principle’ support will then be given to those projects which are considered to meet the Council’s priorities.
- 5.3 Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

## 6. Unsuccessful Applications

- 6.1** The Shire of Gnowangerup will provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

## 7. Grant Claim and Variation

- 7.1** If your grant application is successful, you will receive a letter of confirmation in August of the new financial year advising you of the grant amount and asking you to submit an invoice.
- 7.2** Council may also specify other grant conditions. If this applies the applicant will be required to sign acceptance of the conditions prior to the release of funds. No 'rolling over' of funds to the following financial year for unfinished projects will be permitted.
- 7.3** All grants must be claimed and expended within the allocated financial year. If grants are not utilised within the given time, all funds allocated will be forfeited.
- 7.4** Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

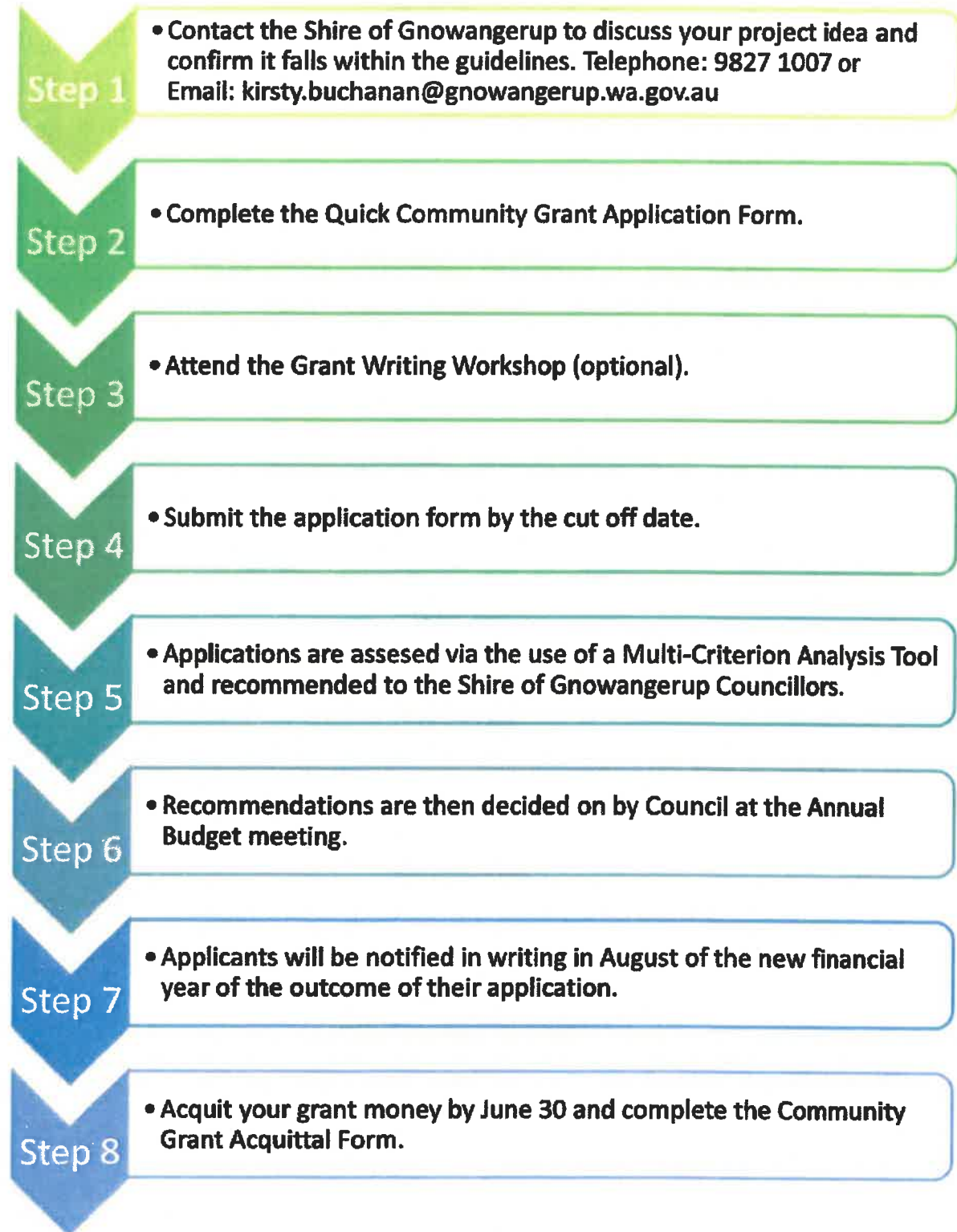
## 8. Grant Payment & Acquittal

- 8.1** All grant recipients are required to submit a funding acquittal by 30<sup>th</sup> June 2020 unless otherwise advised by the Shire of Gnowangerup.
- 8.2** Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form. Please use the acquittal form included in this package and provide:
- Financial summary or audited income and expenditure statement of the grant money
  - Reports and photographs
  - Evaluation including project outcomes
  - Evidence that demonstrates how the Shire of Gnowangerup's financial contribution was recognised.

## 9. Accessing and Submitting Grant Application Forms

- 9.1 Contact the Shire of Gnowangerup on (08) 9827 1007 to check that you are eligible to apply for a grant and discuss your application or obtain an application form.
- 9.2 Grant application forms, policy documents and guidelines can also be found on the Shire of Gnowangerup's website: [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)
- 9.3 Submit your application to (posted, emailed and hand delivered applications are accepted):  
Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road, Gnowangerup WA 6335  
Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

## Steps in the Community Grant Funding Process





## QUICK COMMUNITY GRANT APPLICATION FORM

**Closing date: 10/5/2019**

### Things to consider before you apply...

#### Who

Who is the project for? Who are the key stakeholders?

#### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

#### Where

Where will the project take place? Are there Local, State or National impacts?

#### When

When will it start and finish?

#### Why

Why is the project needed? Is there community support? Why is it important?

#### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?



## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: Gnowangerup Community Resource Centre

Name of Applicant and position: Tracey Clark

Name of Chairperson/Chief Executive Officer: Lola Hayward

Postal Address: 47 Yougenup Road Gnowangerup WA 6335

Telephone: 089827 1635

Email: [manager@gnowangerupcrc.com.au](mailto:manager@gnowangerupcrc.com.au)

Website: <http://www.gnowangerup.crc.net.au/>

### 2. Requested grant amount (up to \$500): **\$500.00**

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

Incorporated, not-for-profit

Individual or Community Group (non – incorporated but auspiced by an incorporated body)

Commercial / For Profit (undertaking a not for profit activity)

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

5. Organisation's ABN: 

6	1	5	1	4	0	5	1	1	8	2
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5.1. Is your organisation registered for GST?

YES

NO

*\*You must attach a copy of the Incorporation certificate (or that of the auspicing body)*

**6. Does your Organisation involve volunteers? How many and in what roles do they serve?**

Yes, our organisation's board of management is made up solely of volunteer committee members. We rely on these 8 volunteer members, as well as volunteers for the committee to assist in organising and hosting many of our Community events and programs.

**7. What is the main purpose and funding sources for your organisation?**

The main purpose of the Gnowangerup CRC is to provide events, programs and training opportunities in the area of need to the Community. We also offer a number of services and products to the Community such as internet and computer access, IT support, secretarial support and access to Government agencies; Department of Human Services - Centrelink, Medicare and Child Support. Venue hire and function equipment and services. We support other Community Groups in the area with services offered at reduced cost to assist these groups in meeting their goals within the Community. The CRC holds community events and provide a fortnight Newspaper to advertise the community news in both a printed and electronic form.

**8. Who are your main clients/service users?**

The entire community utilises the services, programs, workshops and training at the CRC. As the CRC we try to cater for the needs and wants of the community. Taking into consideration the demographics within our community, the CRC tries to provide activities that are inclusive and will reach and benefit all cultures. The CRC provides additional assistance to low income members of the area, children and seniors, however we try to reach out to the entire community in one or another.

**9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded
2018/2019	\$5500.00	Gnowangerup Summer Fair
2018/2019 2017/2018 2018/2017	\$500.00	Gnowangerup Art Exhibition Opening
2016/2017	\$5920.00	Gnowangerup Seniors Program

**9.1. Has this grant been reported on and acquitted?** YES  NO  N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

**PART B – DETAILS OF THE PROJECT/EVENT**

1. Name of the project/event: "ARTGN" - Gnowangerup Art Exhibition Opening Night

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

The Gnowangerup CRC host the annual Art Exhibition every year as apart of the Arts Trail during September october. This annual event showcases the broad variety of Art locally produced. In holding this event we are able to promote the local talent. People come from far and wide to follow the Arts Trail which can open up the opportunity for local artist to sell some of their fine work. The Grant money would be used to hold an opening night so all the Artist and admires can meet and greet discussing their lobe for the culture of Art. The Grant money would also be used to fund The shire of GNP's People's choice award.

3. When and where will your project/event be held?

GNOWANGERUP:       BORDEN:       ONGERUP:       AMELUP

OTHER:  Please specify \_\_\_\_\_

Start date: 21/09/2019      End Date: 13/10/2019      Venue: Gnowangerup CRC

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation		Art and Culture	<input checked="" type="checkbox"/>
Senior Citizens or Youth or Children		Education	<input type="checkbox"/>
Environment		Health and Welfare	<input type="checkbox"/>
Town Enhancement/Infrastructure		Tourism	<input type="checkbox"/>

5. What area of the Shire's Strategic Community Plan does your project align with? Please tick box(s)

**Health and Wellbeing**

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

**Built Environment**

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

**Natural Environment**

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

**Local Economy and Business**

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the Governance section of the current Strategic Community Plan is not applicable to CFAG.

6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?

Extensive research indicated that Arts and creative initiatives are significant for the development of rural and remote communities in the economic, environmental, social and cultural domains. Arts can foster strong appreciation of local culture, history and heritage while promoting enthusiastic local leadership, social inclusion, positive, education, local entrepreneurship and investment. Creative work acts as an emotional outlet and encourages community members to support the artists and organisers in a positive social environment, plus the recognition of their work is a great self esteem booster and we can all use a boost every now and then.

7. Is your project/event open and accessible to the wider community?

YES  NO  N/A

8. Does your project encourage participation from disadvantaged groups in the community?

YES  NO  N/A

9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access etc?

Satisfaction Survey from Artitsits

Attendance numbers monitored and recorded throughout the exhibition

Peoples choice Award votes

Number of Artists involved, some return regularly and some are new Artitsits

Sale of Artwork

10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If yes, please give details and whether funding approved includes in-kind contributions).

YES  NO  N/A

The Gnowangerup CRC is proud to deliver this event in partnership with Art South WA Group and Act Belong Commit. The CRC will contribute a large in-kind donation - Administration, Advertising, installation - Setting up of the Gallery is a large job and takes many members of our Committee and Staff.

11. Where required, have you applied for all relevant licences, permits and approvals? *i.e Road Closure approval, storefront stall permit, event insurance etc.*

YES  NO  N/A

Licence/permit/approval	Date approved/pending



## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered.
- People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered.
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it.
- People with disability have the same opportunities as other people to be a volunteer with your organization.

13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option (s).

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)  
Acknowledgement on Certificate provided to the Gnowing Art Shire of Gnowangerup People choice Award

14. Will your organisation promote the Act Belong Commit Campaign (optional)?

YES  NO  N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>

- Applicants are required to provide details of how the grant will be spent and



detail any other income or support the project will receive.

PROJECT INCOME	AMOUNT (\$)
Earned Income (E.g. ticket sales, merchandise etc)	
<b>Subtotal</b>	
Other Project income (E.g Other grant funding)	\$
<b>Subtotal</b>	
Your Organisation's Financial Contribution (please itemise)	\$ 5300.00
Staff wages	\$2600.00
Marketing & Venue	\$2120.00
Catering & Beverages	\$300.00
Art South Membership fee	\$280.00
<b>Subtotal</b>	<b>\$5300.00</b>
Fundraising, Sponsorship, Cash donations (please itemise)	\$
<b>Subtotal</b>	
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	<b>\$5300.00</b>
Requested Community Grant	\$500.00
<b>TOTAL INCOME</b>	<b>\$5800.00</b>

PROJECT EXPENDITURE	AMOUNT (\$)
Professional Fees (E.g on costs, travel, accommodation)	
People Choice Award	\$200.00
<b>Subtotal</b>	<b>\$200.00</b>
Production Costs (E.g materials, venue hire, equipment)	\$ 2150.00
Venue and equipment	\$1850.00
Catering & Beverages	\$300.00
<b>Subtotal</b>	<b>\$2150.00</b>
Administration Costs (Wages, fees, licences, stationary)	\$ 2930.00
Staff wages	\$2600.00
Printing - Invites/posters	\$50.00
Art South Membership fee	\$280.00
<b>Subtotal</b>	<b>\$2930.00</b>
Marketing, Promotion and Documentation (please itemise)	\$ 520.00
Advertisement (In the Grow) & Social Media	520.00
<b>Subtotal</b>	<b>\$520.00</b>

NOTE: The total INCOME and EXPENDITURE columns should total the same.

<b>TOTAL EXPENDITURE</b>	<b>\$5800.00</b>
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## PART D – CHECKLIST AND DECLARATION

✓	<b>Please attach any additional information about your organisation or project that would support your application. Please read, tick ALL boxes and sign where indicated.</b>
✓	<b>I have contacted the Shire of Gnowangerup to discuss my application prior to submission.</b>
✓	<b>I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.</b>
✓	<b>I acknowledge that I am authorised to make this application on behalf of the organisation.</b>
✓	<b>I acknowledge that the information in this application is true and correct.</b>
✓	<b>I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.</b>
✓	<b>I acknowledge that I will complete the acquittal report and submit it by June 30 2020.</b>
✓	<b>I give the Shire of Gnowangerup permission to promote this Quick Community Grant as part of any communications and public relations activities.</b>
✓	<b>I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).</b>
✓	<b>I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.</b>

### 1. Declaration

On behalf of Gnowangerup CRC (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

*T Clark*  
 Signature

27 / 03 / 2019  
 Date

Tracey Clark

**Print Name**

**Please post, email or deliver your completed application form to:**

Chief Executive Officer  
 Shire of Gnowangerup  
 28 Yougenup Road, Gnowangerup WA 6335  
 Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

**SHIRE OF GNOWANGERUP  
COMMUNITY GRANT ACQUITTAL**

**1. Applicant's Details:**

Name of Organisation:	
Name of Applicant (position):	
Name of Chairperson/Chief Executive Officer	
Postal Address:	
Phone Number:	Email:
Grant amount received: \$	Date:

**2. Declaration**

I declare that the grant of \$ \_\_\_\_\_ provided by the Shire of Gnowangerup has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the transactions for this project/event.

**3. Expenditure Report**

Please outline how the Shire of Gnowangerup Community Grant funds were spent:

Expenditure Items (basic description below)	\$
<b>TOTAL</b>	<b>\$</b>
<b>Surplus (unused funds)</b> <i>*Any unused Community Grant funds should be returned with this acquittal report</i>	<b>\$</b>

**4. Did your project/event go ahead as stated in your Community Grant application with all original aims being met? If not, explain why this is the case.**

.....

.....

.....

.....

.....

**5. Please outline the project outcomes or key achievements of this project/event:**

.....

.....

.....

.....

.....

**6. Was your project/event open and accessible to the wider community?**

YES       NO       N/A

**7. Did your project encourage participation from disadvantaged groups in the community?**

YES       NO       N/A

**8. Did your event/project/activity incorporate disability access and inclusion principles? Tick applicable option(s).**

- Did people with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- Did people with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- Did people with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- Did people with disability have the same opportunities as other people to be a volunteer with your organisation?



**9. Please provide a brief description of how the Shire of Gnowangerup's grant contribution was recognised and promoted (Tick applicable option(s)):**

- Event/Project details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify).....

**10. Did your organisation promote the Act Belong Commit Campaign?**

YES       NO       N/A

**If Yes, please provide details of how you promoted the Act Belong Commit message.**

.....  
.....

**Please attach copies of any media releases, documentation produced, news articles, reports, statistics or photographs in support of the project/event.**

\_\_\_\_\_

**Signed (Authorised Signatory Only)**

\_\_\_\_/\_\_\_\_/\_\_\_\_

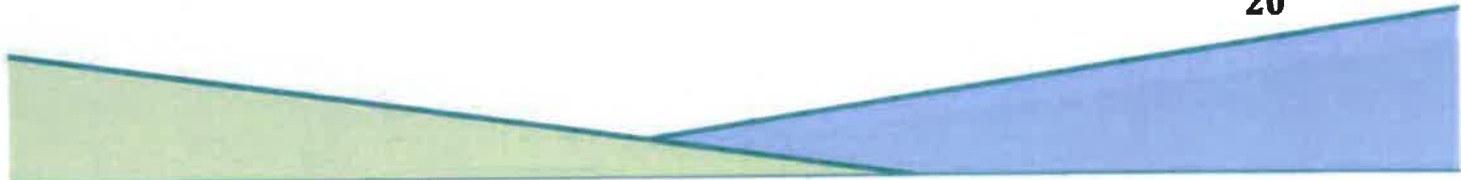
**Date**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Position in Organisation**





Government of Western Australia  
Department of Commerce

**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 18(6))

Registered No: A1009093A

**Certificate of Incorporation  
on Change of Name**

This is to certify that

**GNOWANGERUP TELECENTRE INCORPORATED**

which was on the twelfth day of July 2000  
incorporated under the *Associations Incorporation Act 1987*  
changed its name on the twenty-sixth day of May 2010 to:

**GNOWANGERUP COMMUNITY RESOURCE CENTRE (INC.)**

Dated this twenty-sixth day of May 2010

Commissioner for Consumer Protection

CERTIFICATE

## YONGERGNOW MALLEEFOWL CENTRE – Outdoor Play Area - \$5000

**SCORE: 60.5**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	2	15%	3
	2. Community Benefit	4	5%	2
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	6	15%	9
	2. Community expectation	6	5%	3
<b>Resourcing</b>	1. Financial capability	5	15%	7.5
	2. Recurrent costs	10	5%	5
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	6	15%	9
	2. Measure of risk to the community	8	15%	12
<b>TOTAL SCORE (out of 100)</b>				<b>60.5</b>



# Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage</p> <p>2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan</p> <p>4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)</p> <p>6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)</p> <p>8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)</p> <p>10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit</p> <p>2 = Minimal - Project has minimal benefit for the wider community</p> <p>4 = Minor contribution (minor benefit for the wider community)</p> <p>6 = Intermediate contribution (contributes to the benefit for the wider community)</p> <p>8 = Major contribution (project is identified as a major strategy to benefit the wider community)</p> <p>10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.</p> <p>Does the project reach hard to reach groups?</p> <p>Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>

3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding                      1 = 10% external funding                      2 = 20% external funding                      3 = 30% external funding                      4 = 40% external funding                      5 = 50% external funding                      6 = 60% external funding                      7 = 70% external funding                      8 = 80% external funding                      9 = 90% external funding                      10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding                      8 = less than 5% recurrent funding                      6 = less than 25% recurrent funding                      4 = less than 50% recurrent funding                      2 = less than 75% recurrent funding                      0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)                      8 = Minor - small number of shire staff involved across the Shire                      6 = Intermediate - significant number of Shire staff involved across the Shire                      4 = Major - substantial involvement of shire staff across the Shire.                      2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required                      8 = Minor – requires minor use of facilities or equipment                      6 = Intermediate – significant use of facilities or equipment                      4 = Major - substantial use of facilities or equipment                      2 = Total new facilities required                      0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		
Weighting = 30%		
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>

Yongergnow  
Play Park \$5000

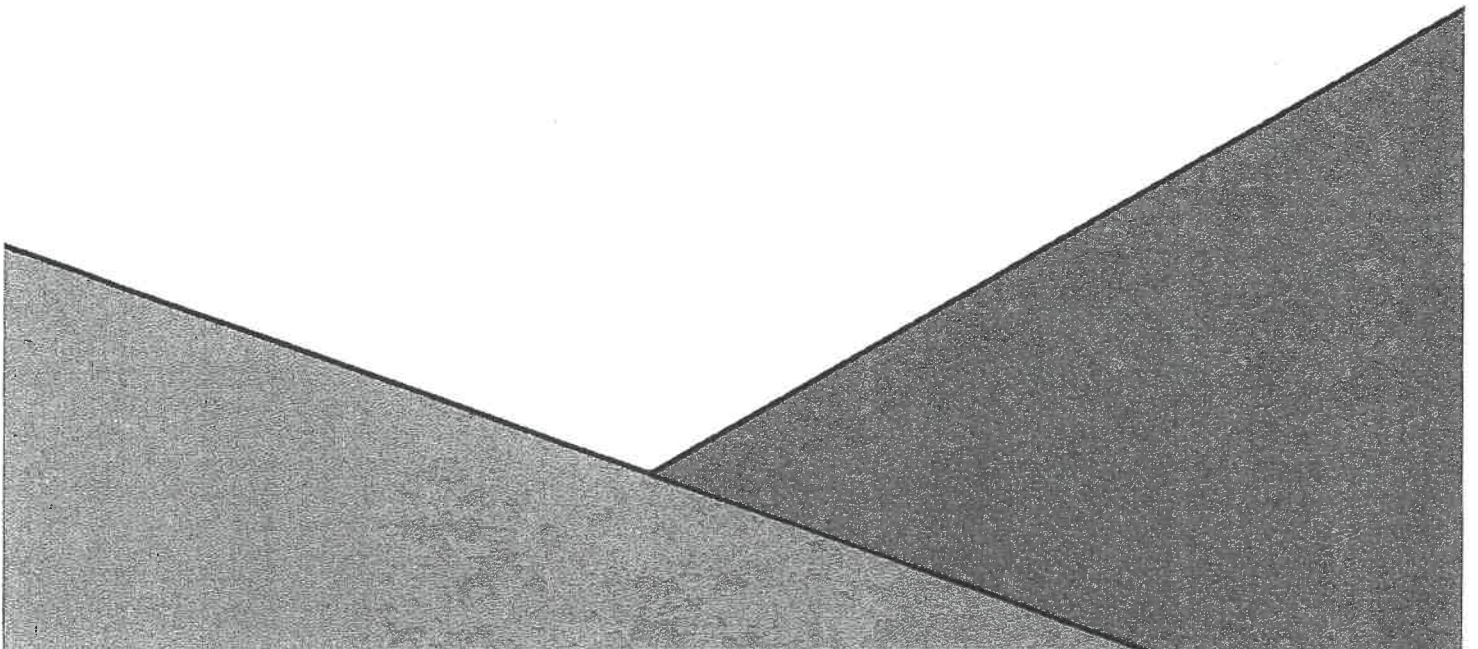
*Heart of the Sterlings*



**SHIRE OF GNOWANGERUP**

**Community  
Grant Application Pack  
2019/20**

*For Community Grants from \$501 to \$5,000*



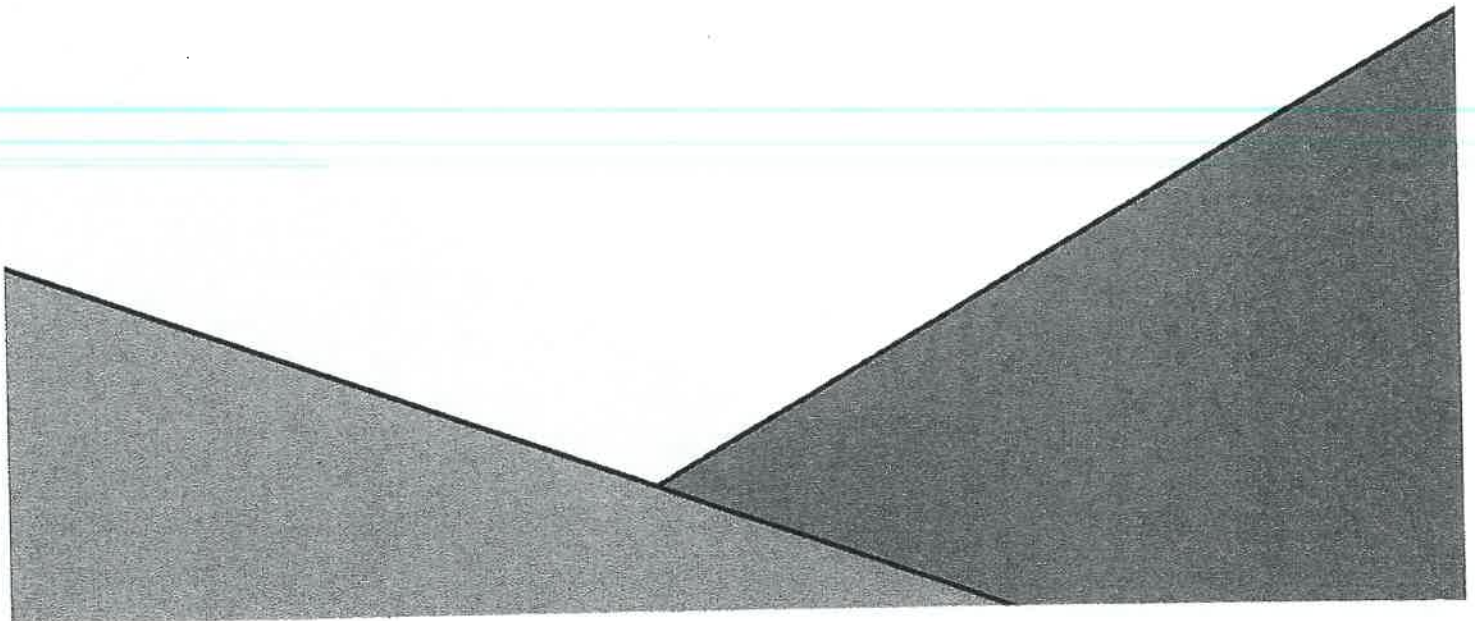


*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

# **GRANT GUIDELINES**





The Shire of Gnowangerup receives many requests for financial assistance from community groups. These guidelines outline the Community Grants category of the Community Financial Assistance Grants (CFAG) Program.

Community Grants	Medium scale grants. Applications from \$501 up to \$5,000 will be considered.
Examples of Community Grant purposes	<ul style="list-style-type: none"> <li>• Medium/Large Community Event</li> <li>• Large Scale Project</li> <li>• Environmental Programs</li> <li>• Capital Infrastructure Improvement</li> <li>• Council contribution towards an externally funded project that requires Local Government contribution i.e. Community Sporting and Recreational Facilities Fund (CSRFF)</li> </ul>

## 1. Eligibility

To be eligible for a grant an applicant must be:

- A local sporting group or association.
  - An incorporated not-for-profit organisation.
  - An unincorporated organisation seeking grant support through an incorporated, not-for profit organisation (auspicing).
  - A cultural group/organisation.
  - A voluntary service.
  - Any other incorporated association based within the Shire of Gnowangerup.
  - A Commercial /For Profit Organisation, supporting not for profit community events/programs and activities.
- 1.1. The organisation must be based within the Shire of Gnowangerup.
  - 1.2. Events being held outside of the Shire which will include the involvement of Shire of Gnowangerup community members, and events which promote the Shire at a regional level may also be considered. Please be aware that locally held events will be given priority.
  - 1.3. Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority.
  - 1.4. Applications which can demonstrate the involvement of volunteers and community partnerships will be given priority.

- 1.5. All applicants must include their ABN on their application or complete a Statement by Supplier form (from <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>) if they do not have an ABN.
- 1.6. All grant applications must be submitted using the specified application form provided by the Shire of Gnowangerup.
- 1.7. The application must demonstrate clearly defined community outcomes.
- 1.8. Applicants must be able to demonstrate short and long term benefits to the community.

## **2. Non Eligible Applicants**

**Applications will not be considered in the following circumstances:**

- 2.1 Community organisations or events where the grant funds are to promote political parties/causes, unethical activities or profit making.
- 2.2 Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- 2.3 Individuals (or sponsorship of cash prizes for individuals or teams).
- 2.4 Individual's personal living, education, medical or travel expenses.
- 2.5 Activities or events that are the responsibility of State or Federal government.
- 2.6 Organisations whose main purpose is to fundraise.
- 2.7 Organisations that have not acquitted previous projects funded through the Shire of Gnowangerup.
- 2.8 Applicants that fail to address the criteria in their application.
- 2.9 Applications that are received after the closing date.
- 2.10 Community organisations or events that have outstanding debts with the Shire of Gnowangerup will not be funded until the debt is paid in full.
- 2.11 Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding.
- 2.12 Community organisations or events that are awarded funding through a Quick Grant or Special Grants are not eligible for Community Grant Funding.
- 2.13 Community organisations or events are only eligible to receive one Community Financial Assistance Grant in any financial year and cannot use the grant to pay for an event or project held in the previous financial year (no retrospective payments).
- 2.14 Applications to fund operating costs.

### **3. Applying for a Grant**

- 3.1** Grants will be promoted through advertisements in the local newspapers and via the Shire of Gnowangerup's website and Facebook page.
- 3.2** Community Grant applications are invited once a year for submission and assessment. Please refer to the advertised opening and closing dates before completing your application form. A minimum of five weeks will be available from advertising to closing in order to complete the application.
- 3.3** The Shire may facilitate workshops to assist community groups to complete their applications, visit the Shire website for more information [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au).
- 3.4** Prior to submitting an application for a Community Grant, interested parties **must** contact the Shire to confirm the project/event is acceptable under the grant guidelines. Please call the Shire on 08 9827 1007 or email [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au) with your project outline.
- 3.5** Grant Applicants are required to submit their application between March to May for the approaching financial year period. Should the applicants event but scheduled for the months June, July and/or August of the new financial year an Advance Approval Applicant is required. The Applicants classed as Advanced Approval Applicants would need to submit an invoice for Shire funds prior to June 30 in the year of their application and would also be required to acquit their grant within 6 weeks of the completion of the event or project. Advanced Approval Applicants would also be eligible to apply for funding prior to completion and acquittal of Shire funds on the condition that acquittal is completed prior to the Shire releasing fund in each new financial year.

### **4. Funding Criteria**

- 4.1** Events, projects and services must provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.
- 4.2** Where possible the applicant should source additional funds (in-kind support, grants, organisation contribution) to match the Shire's contribution.
- 4.3** Services must be accessible to and affordable for the community.
- 4.4** Community cultural activities and services are encouraged to assist in building their identity within the Shire.

- 4.5 Grant money is distributed across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- 4.6 Projects and services must demonstrate the involvement of volunteers and community partnerships.
- 4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. Sporting equipment is not applicable to this grant funding if Council is the sole funding body. This is for reasons pertaining to several other state funded opportunities for sporting equipment. Please contact the Shire of Gnowangerup for more information if required.
- 4.8 Disadvantaged groups enjoy equal access and special programs targeting their needs.
- 4.9 Community Development – the performance of the Community Funding Scheme will be assessed using community development principles and strategic planning.
- 4.10 Recipients must recognise and promote the Shire of Gnowangerup's financial contribution to the event, project or services.
- 4.11 In circumstances when grants are auspiced by an incorporated organisation on behalf of an unincorporated organisation, the responsibility of managing finances and providing receipts for acquittal purposes will lie with the auspicing body.

## **5. Assessment of Applications**

- 5.1 Initial recommendations about which applications should receive a Community Grant are made by using a Multi-Criterion Analysis Tool. Results of this process are then presented to Council along with copies of each application.
- 5.2 Recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than is available in any one year. 'In principle' support will then be given to those projects which are considered to meet the Council's priorities.
- 5.3 Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

## **6. Unsuccessful Applications**

- 6.1** The Shire of Gnowangerup will provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

## **7. Grant Claim and Variation**

- 7.1** If your grant application is successful, you will receive a letter of confirmation in August of the new financial year advising you of the grant amount and asking you to submit an invoice.
- 7.2** Council may also specify other grant conditions. If this applies the applicant will be required to sign acceptance of the conditions prior to the release of funds. No 'rolling over' of funds to the following financial year for unfinished projects will be permitted.
- 7.3** All grants must be claimed and expended within the allocated financial year. If grants are not utilised within the given time, all funds allocated will be forfeited.
- 7.4** Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

## **8. Grant Payment & Acquittal**

- 8.1** All grant recipients are required to submit a funding acquittal by 30<sup>th</sup> June 2020 unless otherwise advised by the Shire of Gnowangerup.
- 8.2** Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form. Please use the acquittal form included in this package and provide:
- Financial summary or audited income and expenditure statement of the grant money
  - Reports and photographs
  - Evaluation including project outcomes
  - Evidence that demonstrates how the Shire of Gnowangerup's financial contribution was recognised.

## 9. Accessing and Submitting Grant Application Forms

- 9.1 Contact the Shire of Gnowangerup on (08) 9827 1007 to check that you are eligible to apply for a grant and discuss your application or obtain an application form.
- 9.2 Grant application forms, policy documents and guidelines can also be found on the Shire of Gnowangerup's website: [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)
- 9.3 Submit your application to (posted, emailed and hand delivered applications are accepted):

Chief Executive Officer

Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335

Email:

[gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)



# Steps in the Community Grant Funding Process

## Step 1

- Contact the Shire of Gnowangerup to discuss your project idea and confirm it falls within the guidelines. Telephone: 9827 1007 or Email: [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)

## Step 2

- Complete the Community Grant Application Form.

## Step 3

- Attend the Grant Writing Workshop (optional).

## Step 4

- Submit the application form by the cut off date.

## Step 5

- Applications are assessed via the use of a Multi-Criterion Analysis Tool and recommended to the Shire of Gnowangerup Councillors.

## Step 6

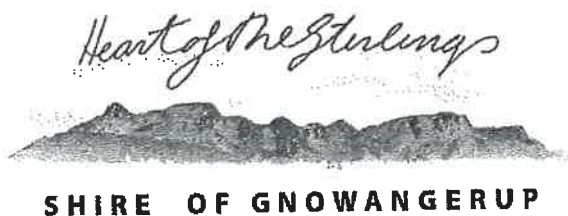
- Recommendations are then decided on by Council at the Annual Budget meeting.

## Step 7

- Applicants will be notified in writing in August of the new financial year of the outcome of their application.

## Step 8

- Acquit your grant money by June 30 and complete the Community Grant Acquittal Form.



# COMMUNITY GRANT APPLICATION FORM

**Closing date: 10/5/2019**

## Things to consider before you apply...

### Who

Who is the project for? Who are the key stakeholders?

### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

### Where

Where will the project take place? Are there Local, State or National impacts?

### When

When will it start and finish?

### Why

Why is the project needed? Is there community support? Why is it important?

### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?

**PART A – APPLICANT AND ORGANISATION INFORMATION**

**1. Applicant's Details:**

Name of Organisation: Yongergnow Australian Malleefowl Centre

Name of Applicant and position: Dimity McMorrان/Kitchen Manager

Name of Chairperson/Chief Executive Officer: Jan Savage

Postal Address: PO Box 20, Ongerup WA 6336

Telephone: 9828 2325

Email: [accounts@yongergnow.com.au](mailto:accounts@yongergnow.com.au)

Website: [www.yongergnow.com.au](http://www.yongergnow.com.au)

**2. Requested grant amount (\$501 - \$5,000): \$5000**

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

**3. Tick the box which best describes the organisation:**

Incorporated not-for-profit

Individual or Community Group (unincorporated but Auspiced by an incorporated body)

Commercial / For Profit (undertaking a not for profit activity)

**4. Auspice Body (IF APPLICABLE)**

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Organisation's ABN: 49 489 859 404**

**5.1. Is your organisation registered for GST?**

YES

NO

**\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)**

**6. Does your Organisation involve volunteers? How many and what roles do they serve?**

Our organisation has roughly 10 volunteers who fill roles on the Board as well as maintaining the gardens and keeping the surrounding bush tidy. Volunteers regularly help out at community breakfasts and can be called upon when extra jobs around the place need to be done. There are a number of once off volunteers who help out at different times as well.

**7. What is the main purpose and funding sources for your organisation?**

Yongergnow's main purpose is to provide education and raise awareness for the Gnowangerup Shire's endangered emblem bird, the magnificent Malleefowl, and to work towards conservation of this unique bird species and its habitat.

The only funding we receive is a quarterly pledge from the Ongerup Community Development group. Income is generated by people walking through the door and memberships paid. The centre provides our community and the wider community with a café as a place to meet in a central location and is often used for business lunches, parents from neighbouring towns meeting for coffee and many people visiting our area.

**8. Who are your main clients / service users?**

Yongergnow is a popular eco-tourism venue, which attracts a range of visitors from inter- and intra-state as well as overseas to Ongerup and the Gnowangerup Shire. The majority of our visitors are in the Grey Nomad age range, but we also attract school groups and bus tours. The café is utilised by many visitors looking for something to eat during long journeys and locals wanting to meet up for coffee or lunch. The CRC regularly uses the café to hold events such as (IGA Taste Great Southern, Bendigo Bank Southern Art and Craft Trail, South Coast Festival of Birds, Green Skills Festival of Sustainable Living) and many people attending CRC events choose to stay to have lunch or arrive early for a coffee.

**9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded
2016	5000	Yongergnow Australian Malleefowl Centre 10 Year Anniversary

9.1. Has this grant been reported on and acquitted? YES  NO  N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

**PART B – DETAILS OF THE PROJECT/EVENT**

1. Name of the project/event: **Yongergnow Outdoor Play Area**

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

The Yongergnow Board would like to build a kid friendly nature play area alongside the patio outside the café. At present, there is only a small area in the interpretative display for children to play. This area impacts on other visitors peacefully enjoying the display and makes it hard for parents to keep an eye on their little ones. The community grant will be used to build a fence around the proposed area and buy a wooden cubby structure, as well as some lawn, sand and a kids picnic bench. At a later date we intend to purchase a shade sail to go over the top of the area for sun protection.

3. When and where will your project/event be held?

GNOWANGERUP:       BORDEN:       ONGERUP:       AMELUP

OTHER:  Please specify \_\_\_\_\_

Start date: **1/9/2019**      End Date: **30/6/2020**      Venue: **Yongergnow Australian Malleefowl Centre**

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation		Art and Culture	
Senior Citizens or Youth or Children	x	Education	
Environment		Health and Welfare	
Town Enhancement/Infrastructure	x	Tourism	x

5. What area of the Shire’s Strategic Community Plan does your project align with? Please tick box(s)

**Health and Wellbeing**

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- X Supportive Community
- X Safe Community

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

**Built Environment**

- X Planning and Development
- Safe and Reliable Transport
- X Attractive Townscapes and Streetscapes

**Natural Environment**

- Service Related Assets that Support Community Needs
- X Sustainable Asset and Infrastructure Base

**Local Economy and Business**

- Vibrant and Growing Economic Base
- Providing Local Employment
- X Growing Tourism Industry

Note: the **Governance** section of the current Strategic Community Plan is not applicable to CFAG.



6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?

Through building this playground we hope to encourage more parenting meet ups to occur where parents can get together for a chat while children have a safe, enclosed play area in the outdoors. In the future there may be the capacity for these parents to hold their weekly playgroup at the centre. Many CRC children's events can be held in this enclosed area which would also provide more options for these events. Travellers passing through would be encouraged to stop and rest for longer if there is somewhere for the children to occupy themselves and if the centre is advertised to be child friendly then more people would be encouraged to visit. This outdoor play area would encourage parents and children from all towns within the Shire of Gnowangerup to get out and interact together.

7. Is your project/event open and accessible to the wider community?

YES  NO  N/A

8. Does your project encourage participation from disadvantaged groups in the community?

YES  NO  N/A

9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access, etc.?

The centre will keep a tally of the amount of children attending the centre/playground each day to evaluate the success of the project. Parents will be given questionnaires to identify the overall happiness in having the playground installed.

10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions.

Not at present but at a later date funding will be sourced to provide a shade sail to provide sun protection. In-kind contributions will consist of volunteer building time and a donation of sand for the sand pit.

11. Where required, have you applied for all relevant licences, permits and approvals? *i.e Road Closure approval, storefront stall permit, event insurance, etc.*

YES  NO  N/A

Licence/permit/approval	Date approved/pending

12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.

- X People with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- X People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- X People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- X People with disability have the same opportunities as other people to be a volunteer with your organization.

This area will be accessible for people in wheelchairs and with other disabilities.

13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option (s)

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- X Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
- X Display Shire Banner
- X Shire Logo on all promotional material
- X Announcement by MC / Event Host
- X Acknowledgement in media (Radio, TV and Print)
- X Acknowledgment on Social Media (if applicable)
- X Acknowledgement Plaque
- X Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)  
.....

14. Will your organisation promote the Act Belong Commit Campaign (optional)?

YES  NO  N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free



merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>

## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.

- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	AMOUNT (\$)
<b>Earned Income</b> (E.g ticket sales, merchandise etc)	
<b>Subtotal</b>	
<b>Other Project Income</b> (E.g Other grant funding)	\$
<b>Applying for Healthways Grant</b>	
<b>Subtotal</b>	
<b>Your Organisation's Financial Contribution</b> (please itemise)	\$
<b>In-kind labour for 6 people at \$30 per hour for 10 hours</b>	\$1,800
<b>Subtotal</b>	\$1,800
<b>Subtotal</b>	
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	\$1,800
<b>Requested Community Grant</b>	\$5,000
<b>TOTAL INCOME</b>	\$6,800

PROJECT EXPENDITURE	AMOUNT (\$)
<b>Professional Fees</b> (E.g on costs, travel, accommodation)	
<b>Catering for grand opening</b>	\$300
<b>Advertising for grand opening</b>	\$105
<b>Subtotal</b>	\$405
<b>Production Costs</b> (E.g materials, venue hire, equipment)	\$
<b>Cubby House</b>	\$2,500
<b>Lawn + Sand</b>	\$1055
<b>Fence</b>	\$2,440
<b>Picnic Table + Outdoor Toys</b>	\$400
<b>Subtotal</b>	\$6,395
<b>Administration Costs</b> (Wages, fees, licences, stationery)	\$
<b>Subtotal</b>	
<b>Subtotal</b>	

NOTE: The total INCOME and EXPENDITURE column

<b>TOTAL EXPENDITURE</b>	<b>\$6800</b>
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should total the same.

**PART D – CHECKLIST AND DECLARATION**

✓	Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.
✓	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
✓	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
✓	I acknowledge that I am authorised to make this application on behalf of the organisation.
✓	I acknowledge that the information in this application is true and correct.
✓	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
✓	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
✓	I give the Shire of Gnowangerup permission to promote this Community Grant as part of any communications and public relations activities.
✓	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
N/A	I have attached two (2) quotes for single item expenditure over \$3,000.
✓	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

**15. Declaration**

On behalf of Yongergnow Australian Malleefowl Centre, I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

  
\_\_\_\_\_

**Signature**

9, 5, 19

**Date**

Dimity McMorran

**Print Name**

**Please post, email or deliver your completed application form to:**

Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road, Gnowangerup WA 6335

**SHIRE OF GNOWANGERUP  
COMMUNITY GRANT ACQUITTAL**

**1. Applicant's Details:**

Name of Organisation:	
Name of Applicant (position):	
Name of Chairperson/Chief Executive Officer	
Postal Address:	
Phone Number:	Email:
Grant amount received: \$	Date:

**2. Declaration**

I declare that the grant of \$\_\_\_\_\_ provided by the Shire of Gnowangerup has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the transactions for this project/event.

**3. Expenditure Report**

Please outline how the Shire of Gnowangerup Community Grant funds were spent:

Expenditure Items (basic description below)	\$
<b>TOTAL</b>	<b>\$</b>
<b>Surplus (unused funds)</b> <i>*Any unused Community Grant funds should be returned with this acquittal report</i>	<b>\$</b>



4. Did your project/event go ahead as stated in your Community Grant application with all original aims being met? If not, explain why this is the case.

.....  
.....  
.....  
.....  
.....

5. Please outline the project outcomes or key achievements of this project/event:

.....  
.....  
.....  
.....  
.....

6. Was your project/event open and accessible to the wider community?

YES       NO       N/A

7. Did your project encourage participation from disadvantaged groups in the community?

YES       NO       N/A

8. Did your event/project/activity incorporate disability access and inclusion principles? Tick applicable option(s).

- Did people with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- Did people with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- Did people with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- Did people with disability have the same opportunities as other people to be a volunteer with your organisation?

9. Please provide a brief description of how the Shire of Gnowangerup's grant contribution was recognised and promoted (Tick applicable option(s)):

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend opening/ event
- Other (please specify).....

10. Did your organisation promote the Act Belong Commit Campaign?

YES       NO       N/A

If Yes, please provide details of how you promoted the Act Belong Commit message.

.....

.....

Please attach copies of any media releases, documentation produced, news articles, reports, statistics or photographs in support of the project/event.

\_\_\_\_\_  
Signed (Authorised Signatory Only)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position in Organisation



Department of Consumer & Employment Protection

Government of Western Australia

**WESTERN AUSTRALIA**  
*Associations Incorporation Act 1987*  
(Section 9(1))

Registered No: A1011081U

## Certificate of Incorporation

This is to certify that

**YONGERGNOW INCORPORATED**

was on the seventeenth day of July 2003  
incorporated under the  
*Associations Incorporation Act 1987.*

Dated this seventeenth day of July 2003

Commissioner for Fair Trading

CERTIFICATE

**GNP HERITAGE GROUP – Ram Pavilion Signage - \$1069.20****SCORE: 62****Community Financial Assistance Grants****Multi Criterion Analysis**

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	6	15%	9
	2. Community Benefit	6	5%	3
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	8	15%	12
	2. Community expectation	4	5%	2
<b>Resourcing</b>	1. Financial capability	0	15%	0
	2. Recurrent costs	10	5%	5
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	6	15%	9
	2. Measure of risk to the community	8	15%	12
<b>TOTAL SCORE (out of 100)</b>				<b>62</b>

## Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage</p> <p>2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan</p> <p>4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)</p> <p>6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)</p> <p>8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)</p> <p>10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit</p> <p>2 = Minimal - Project has minimal benefit for the wider community</p> <p>4 = Minor contribution (minor benefit for the wider community)</p> <p>6 = Intermediate contribution (contributes to the benefit for the wider community)</p> <p>8 = Major contribution (project is identified as a major strategy to benefit the wider community)</p> <p>10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.</p> <p>Does the project reach hard to reach groups?</p> <p>Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>



3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor - requires minor use of facilities or equipment            6 = Intermediate - significant use of facilities or equipment            4 = Major - substantial use of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		
Weighting = 30%		
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>

GNP Heritage Group  
\$1069-20 Signage.

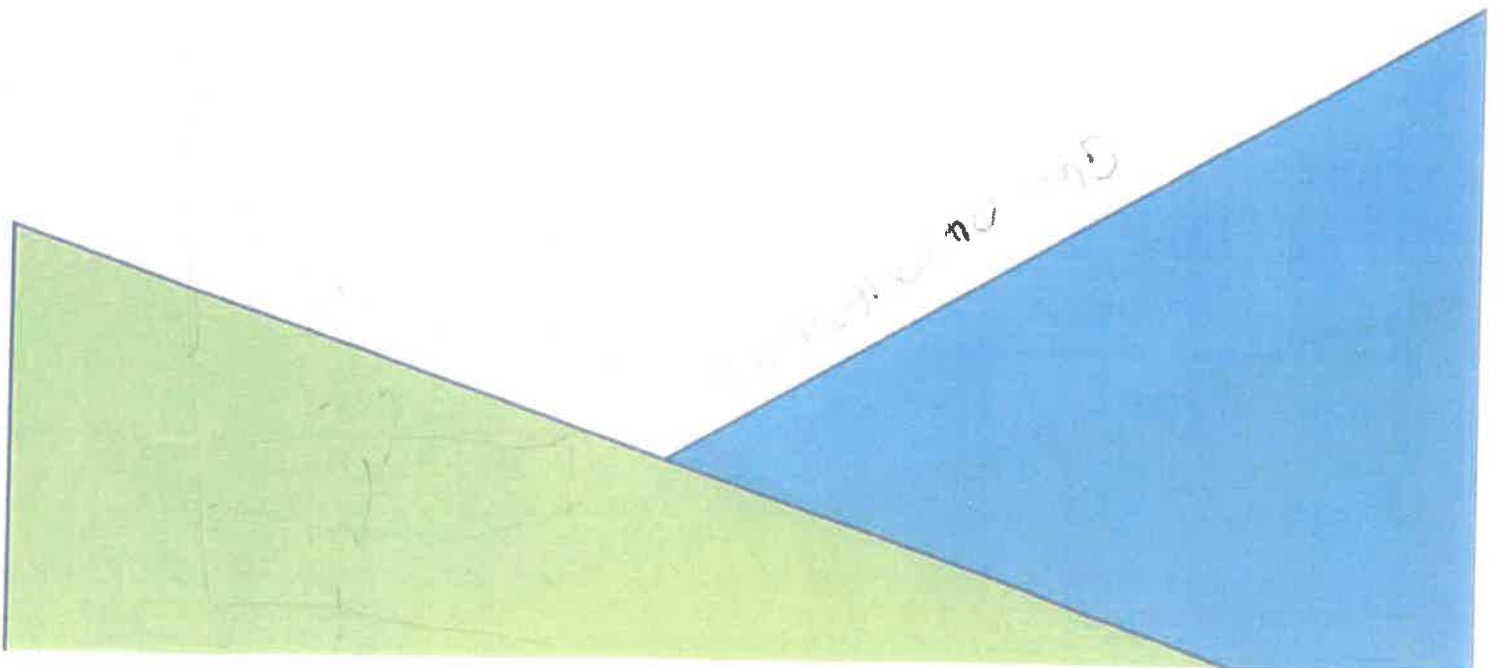
*Heart of the Stirling*



**SHIRE OF GNOWANGERUP**

**Community  
Grant Application Pack  
2019/20**

*For Community Grants from \$501 to \$5,000*

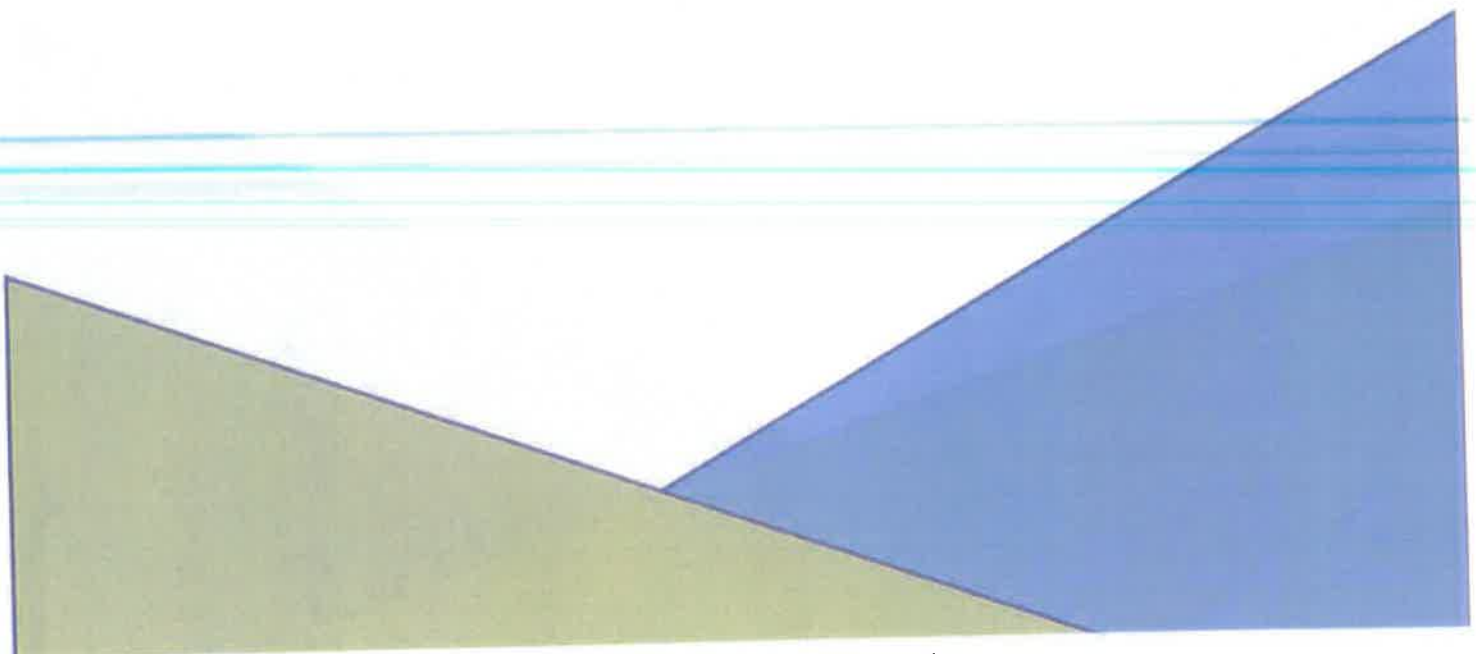


*Heart of the Sterlings*



**SHIRE OF GNOWANGERUP**

## **GRANT GUIDELINES**



The Shire of Gnowangerup receives many requests for financial assistance from community groups. These guidelines outline the Community Grants category of the Community Financial Assistance Grants (CFAG) Program.

Community Grants	Medium scale grants. Applications from \$501 up to \$5,000 will be considered.
Examples of Community Grant purposes	<ul style="list-style-type: none"> <li>• Medium/Large Community Event</li> <li>• Large Scale Project</li> <li>• Environmental Programs</li> <li>• Capital Infrastructure Improvement</li> <li>• Council contribution towards an externally funded project that requires Local Government contribution i.e. Community Sporting and Recreational Facilities Fund (CSRFF)</li> </ul>

## 1. Eligibility

To be eligible for a grant an applicant must be:

- A local sporting group or association.
- An incorporated not-for-profit organisation.
- An unincorporated organisation seeking grant support through an incorporated, not-for profit organisation (auspicing).
- A cultural group/organisation.
- A voluntary service.
- Any other incorporated association based within the Shire of Gnowangerup.
- A Commercial /For Profit Organisation, supporting not for profit community events/programs and activities.

- 1.1. The organisation must be based within the Shire of Gnowangerup.
- 1.2. Events being held outside of the Shire which will include the involvement of Shire of Gnowangerup community members, and events which promote the Shire at a regional level may also be considered. Please be aware that locally held events will be given priority.
- 1.3. Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority.
- 1.4. Applications which can demonstrate the involvement of volunteers and community partnerships will be given priority.

- 1.5. All applicants must include their ABN on their application or complete a Statement by Supplier form (from <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>) if they do not have an ABN.
- 1.6. All grant applications must be submitted using the specified application form provided by the Shire of Gnowangerup.
- 1.7. The application must demonstrate clearly defined community outcomes.
- 1.8. Applicants must be able to demonstrate short and long term benefits to the community.

## 2. Non Eligible Applicants

Applications will not be considered in the following circumstances:

- 2.1 Community organisations or events where the grant funds are to promote political parties/causes, unethical activities or profit making.
- 2.2 Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- 2.3 Individuals (or sponsorship of cash prizes for individuals or teams).
- 2.4 Individual's personal living, education, medical or travel expenses.
- 2.5 Activities or events that are the responsibility of State or Federal government.
- 2.6 Organisations whose main purpose is to fundraise.
- 2.7 Organisations that have not acquitted previous projects funded through the Shire of Gnowangerup.
- 2.8 Applicants that fail to address the criteria in their application.
- 2.9 Applications that are received after the closing date.
- 2.10 Community organisations or events that have outstanding debts with the Shire of Gnowangerup will not be funded until the debt is paid in full.
- 2.11 Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding.
- 2.12 Community organisations or events that are awarded funding through a Quick Grant or Special Grants are not eligible for Community Grant Funding.
- 2.13 Community organisations or events are only eligible to receive one Community Financial Assistance Grant in any financial year and cannot use the grant to pay for an event or project held in the previous financial year (no retrospective payments).
- 2.14 Applications to fund operating costs.



### **3. Applying for a Grant**

- 3.1** Grants will be promoted through advertisements in the local newspapers and via the Shire of Gnowangerup's website and Facebook page.
- 3.2** Community Grant applications are invited once a year for submission and assessment. Please refer to the advertised opening and closing dates before completing your application form. A minimum of five weeks will be available from advertising to closing in order to complete the application.
- 3.3** The Shire may facilitate workshops to assist community groups to complete their applications, visit the Shire website for more information [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au).
- 3.4** Prior to submitting an application for a Community Grant, interested parties **must** contact the Shire to confirm the project/event is acceptable under the grant guidelines. Please call the Shire on 08 9827 1007 or email [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au) with your project outline.
- 3.5** Grant Applicants are required to submit their application between March to May for the approaching financial year period. Should the applicants event but scheduled for the months June, July and/or August of the new financial year an Advance Approval Applicant is required. The Applicants classed as Advanced Approval Applicants would need to submit an invoice for Shire funds prior to June 30 in the year of their application and would also be required to acquit their grant within 6 weeks of the completion of the event or project. Advanced Approval Applicants would also be eligible to apply for funding prior to completion and acquittal of Shire funds on the condition that acquittal is completed prior to the Shire releasing fund in each new financial year.

### **4. Funding Criteria**

- 4.1** Events, projects and services must provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.
- 4.2** Where possible the applicant should source additional funds (in-kind support, grants, organisation contribution) to match the Shire's contribution.
- 4.3** Services must be accessible to and affordable for the community.
- 4.4** Community cultural activities and services are encouraged to assist in building their identity within the Shire.

- 4.5 Grant money is distributed across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- 4.6 Projects and services must demonstrate the involvement of volunteers and community partnerships.
- 4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. Sporting equipment is not applicable to this grant funding if Council is the sole funding body. This is for reasons pertaining to several other state funded opportunities for sporting equipment. Please contact the Shire of Gnowangerup for more information if required.
- 4.8 Disadvantaged groups enjoy equal access and special programs targeting their needs.
- 4.9 Community Development – the performance of the Community Funding Scheme will be assessed using community development principles and strategic planning.
- 4.10 Recipients must recognise and promote the Shire of Gnowangerup's financial contribution to the event, project or services.
- 4.11 In circumstances when grants are auspiced by an incorporated organisation on behalf of an unincorporated organisation, the responsibility of managing finances and providing receipts for acquittal purposes will lie with the auspicing body.

## **5. Assessment of Applications**

- 5.1 Initial recommendations about which applications should receive a Community Grant are made by using a Multi-Criterion Analysis Tool. Results of this process are then presented to Council along with copies of each application.
- 5.2 Recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than is available in any one year. 'In principle' support will then be given to those projects which are considered to meet the Council's priorities.
- 5.3 Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

## **6. Unsuccessful Applications**

- 6.1** The Shire of Gnowangerup will provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

## **7. Grant Claim and Variation**

- 7.1** If your grant application is successful, you will receive a letter of confirmation in August of the new financial year advising you of the grant amount and asking you to submit an invoice.
- 7.2** Council may also specify other grant conditions. If this applies the applicant will be required to sign acceptance of the conditions prior to the release of funds. No 'rolling over' of funds to the following financial year for unfinished projects will be permitted.
- 7.3** All grants must be claimed and expended within the allocated financial year. If grants are not utilised within the given time, all funds allocated will be forfeited.
- 7.4** Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

## **8. Grant Payment & Acquittal**

- 8.1** All grant recipients are required to submit a funding acquittal by **30<sup>th</sup> June 2020** unless otherwise advised by the Shire of Gnowangerup.
- 8.2** Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form. Please use the acquittal form included in this package and provide:
- Financial summary or audited income and expenditure statement of the grant money
  - Reports and photographs
  - Evaluation including project outcomes
  - Evidence that demonstrates how the Shire of Gnowangerup's financial contribution was recognised.

## **9. Accessing and Submitting Grant Application Forms**

- 9.1** Contact the Shire of Gnowangerup on (08) 9827 1007 to check that you are eligible to apply for a grant and discuss your application or obtain an application form.
- 9.2** Grant application forms, policy documents and guidelines can also be found on the Shire of Gnowangerup's website: [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)
- 9.3** Submit your application to (posted, emailed and hand delivered applications are accepted):

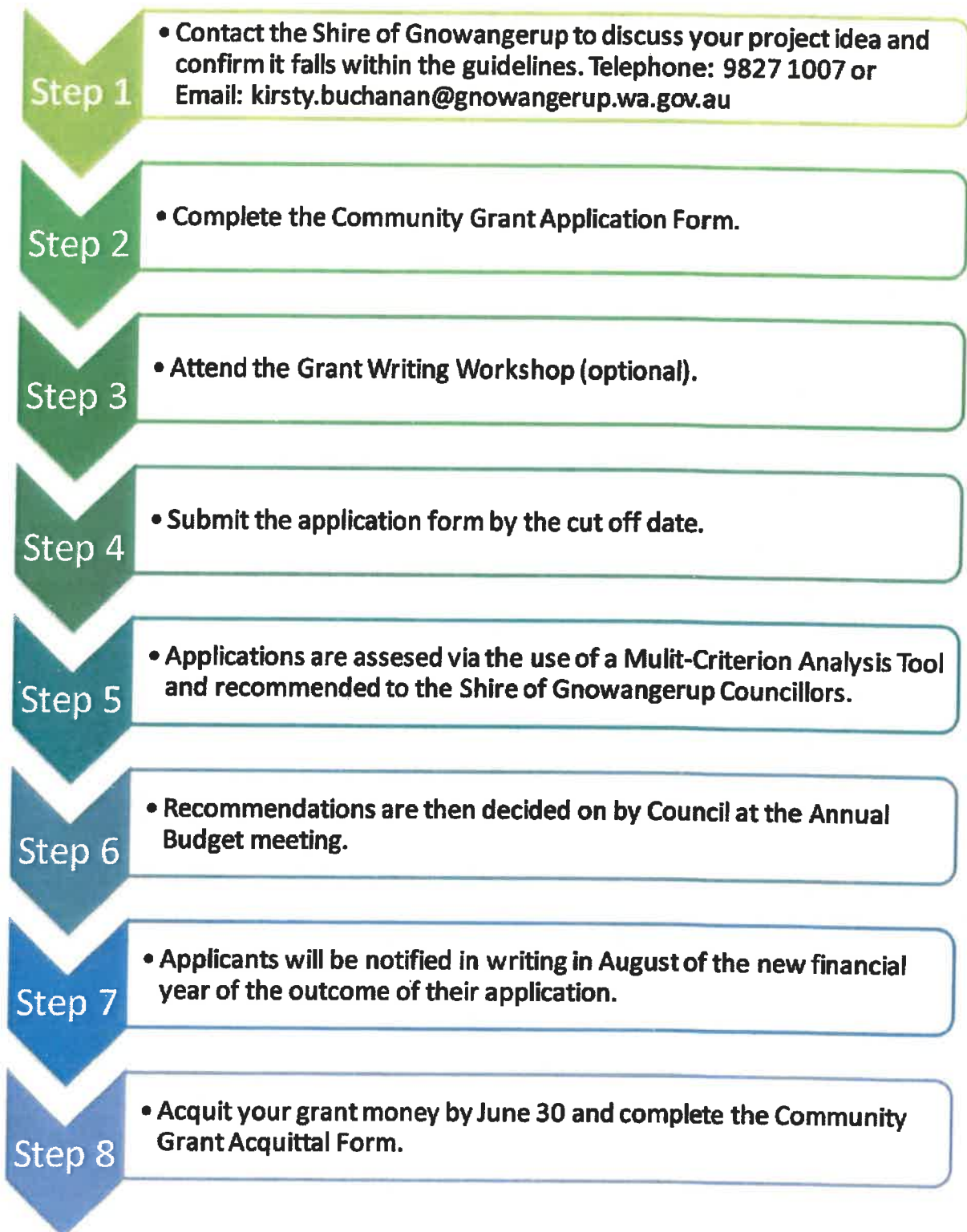
Chief Executive Officer

Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335

Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

## Steps in the Community Grant Funding Process





# COMMUNITY GRANT APPLICATION FORM

**Closing date: 10/5/2019**

## Things to consider before you apply...

### Who

Who is the project for? Who are the key stakeholders?

### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

### Where

Where will the project take place? Are there Local, State or National impacts?

### When

When will it start and finish?

### Why

Why is the project needed? Is there community support? Why is it important?

### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?



## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: Gnowangerup Heritage Group.

Name of Applicant and position: Arthur Thornton - President

Name of Chairperson/Chief Executive Officer: \_\_\_\_\_

Postal Address: P.O. Box Gnowangerup

Telephone: 98271272

Email: N/A

Website: N/A

### 2. Requested grant amount (\$501 - \$5,000): \$1069.20

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

Incorporated, not-for-profit

Individual or Community Group (unincorporated but Auspiced by an incorporated body)

Commercial / For Profit (undertaking a not for profit activity)

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. Organisation's ABN: 90600693081

5.1. Is your organisation registered for GST?

YES

NO

\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)

6. Does your Organisation involve volunteers? How many and what roles do they serve?

All members are volunteers we have  
12 members. Everything.

7. What is the main purpose and funding sources for your organisation?

Our main and only purpose is to  
preserve the history and heritage of the  
district.

Funding sources come <sup>from</sup> donations, wood  
supply to town residents.

8. Who are your main clients / service users?

Tourists

Former residents.

People ~~was~~ interested in old machinery.

9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.

Year	Amount	Project Funded
2017	\$4034.75	Heritage surveyor report.
2017	\$6965.25	Renovation work done on local first jail.

9.1. Has this grant been reported on and acquitted? YES  NO  N/A

Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.

**PART B – DETAILS OF THE PROJECT/EVENT**

1. Name of the project/event: Main signage for Ram Pavilion

2. Brief summary of the project/event (include details of what the Community Grant will be used for):  
The making + erection of signage with information on built in date, by whom and for what purpose

3. When and where will your project/event be held?

GNOWANGERUP:       BORDEN:       ONGERUP:       AMELUP

OTHER:  Please specify \_\_\_\_\_

Start date: N/A      End Date: \_\_\_\_\_      Venue: \_\_\_\_\_

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation		Art and Culture	<input checked="" type="checkbox"/>
Senior Citizens or Youth or Children		Education	<input checked="" type="checkbox"/>
Environment		Health and Welfare	
Town Enhancement/Infrastructure	<input checked="" type="checkbox"/>	Tourism	<input checked="" type="checkbox"/>

5. What area of the Shire's Strategic Community Plan does your project align with? Please tick box(s)

**Health and Wellbeing**

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

**Built Environment**

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

**Natural Environment**

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

**Local Economy and Business**

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the Governance section of the current Strategic Community Plan is not applicable to CFAG.

6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?

To inform people of the heritage of the local district.

Preserve history.

7. Is your project/event open and accessible to the wider community?

YES  NO  N/A

8. Does your project encourage participation from disadvantaged groups in the community?

YES  NO  N/A

9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access, etc.?

Word of mouth / internet comments / facebook  
Return visits from tourists and former locals and siblings.

10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions.

No fundraising and grant seeking done by members within.

11. Where required, have you applied for all relevant licences, permits and approvals? i.e Road Closure approval, storefront stall permit, event insurance, etc.

YES  NO  N/A

Licence/permit/approval	Date approved/pending

12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- People with disability have the same opportunities as other people to be a volunteer with your organization.

13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option (s)

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)  
*acknowledgement of funding grant and shire logo on sign*

14. Will your organisation promote the Act Belong Commit Campaign (optional)?

YES  NO  N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.



For more information visit <http://www.actbelongcommit.org.au/>



## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.

- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	K/A	AMOUNT (\$)
Earned income (E.g ticket sales, merchandise etc)		
<i>(This row is crossed out with a diagonal line)</i>		
<b>Subtotal</b>		
Other Project Income (E.g Other grant funding)	N/A	\$
<i>(This row is crossed out with a diagonal line)</i>		
<b>Subtotal</b>		
Your Organisation's Contribution (please itemise)	N/A	\$
<i>(This row is crossed out with a diagonal line)</i>		
<b>Subtotal</b>		
Fundraising donations (please itemise)	Sponsorship, N/A	Cash \$
<i>(This row is crossed out with a diagonal line)</i>		
<b>Subtotal</b>		
<b>TOTAL INCOME</b> (Exclusive of Community Grant)		
Requested Community Grant		\$1069.20
<b>TOTAL INCOME</b>		\$1069.20

PROJECT EXPENDITURE	N/A	AMOUNT (\$)
Professional Fees (E.g on costs, travel, accommodation)		
<i>(This row is crossed out with a diagonal line)</i>		
<b>Subtotal</b>		
Production Costs (E.g materials, venue hire, equipment)		\$1069.20
<i>(This row is crossed out with a diagonal line)</i>		
<b>Subtotal</b>		
Administration Costs (Wages, fees, licences, stationery)	N/A	\$
<i>(This row is crossed out with a diagonal line)</i>		
<b>Subtotal</b>		
Marketing Documentation (please itemise)	N/A	Promotion and \$
<i>(This row is crossed out with a diagonal line)</i>		
<b>Subtotal</b>		

**NOTE: The total INCOME and EXPENDITURE column should total the same.**

<b>TOTAL EXPENDITURE</b>	\$1069.20
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## PART D – CHECKLIST AND DECLARATION

✓	Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.
✓	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
✓	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
✓	I acknowledge that I am authorised to make this application on behalf of the organisation.
✓	I acknowledge that the information in this application is true and correct.
✓	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
✓	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
✓	I give the Shire of Gnowangerup permission to promote this Community Grant as part of any communications and public relations activities.
✓	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
N/A	I have attached two (2) quotes for single item expenditure over \$3,000.
✓	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 15. Declaration

On behalf of Gnowangerup Heritage Group (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

A J Thornton

Signature

25/11/19

Date

A J THORNTON

Print Name

Please post, email or deliver your completed application form to:

Chief Executive Officer

Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335

Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

**SHIRE OF GNOWANGERUP  
COMMUNITY GRANT ACQUITTAL**

**1. Applicant's Details:**

Name of Organisation:	
Name of Applicant (position):	
Name of Chairperson/Chief Executive Officer	
Postal Address:	
Phone Number:	Email:
Grant amount received: \$	Date:

**2. Declaration**

I declare that the grant of \$\_\_\_\_\_ provided by the Shire of Gnowangerup has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the transactions for this project/event.

**3. Expenditure Report**

Please outline how the Shire of Gnowangerup Community Grant funds were spent:

Expenditure Items (basic description below)	\$
<b>TOTAL</b>	<b>\$</b>
<b>Surplus (unused funds)</b> <i>*Any unused Community Grant funds should be returned with this acquittal report</i>	<b>\$</b>

**4. Did your project/event go ahead as stated in your Community Grant application with all original aims being met? If not, explain why this is the case.**

.....  
.....  
.....  
.....  
.....

**5. Please outline the project outcomes or key achievements of this project/event:**

.....  
.....  
.....  
.....  
.....

**6. Was your project/event open and accessible to the wider community?**

YES       NO       N/A

**7. Did your project encourage participation from disadvantaged groups in the community?**

YES       NO       N/A

**8. Did your event/project/activity incorporate disability access and inclusion principles? Tick applicable option(s).**

- Did people with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- Did people with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- Did people with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- Did people with disability have the same opportunities as other people to be a volunteer with your organisation?

**9. Please provide a brief description of how the Shire of Gnowangerup's grant contribution was recognised and promoted (Tick applicable option(s)):**

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend opening/ event
- Other (please specify).....

**10. Did your organisation promote the Act Belong Commit Campaign?**

YES       NO       N/A

**If Yes, please provide details of how you promoted the Act Belong Commit message.**

.....  
.....

**Please attach copies of any media releases, documentation produced, news articles, reports, statistics or photographs in support of the project/event.**

\_\_\_\_\_  
**Signed (Authorised Signatory Only)**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Position in Organisation**

ASSOCIATIONS INCORPORATION ACT 1987  
SECTION 9 (1)

Registered No. **1004915**

## Certificate of Incorporation

This is to certify that

**GNOWANGERUP HERITAGE GROUP (INC.)**

has this day been incorporated under the  
Associations Incorporation Act 1987

Dated this **3rd** day of **October** 1995

FOR THE COMPANIES DIVISION OF CORPORATE AFFAIRS

## Ray Ford

---

To: Gnp. Historical Group Signage  
Subject: Historical Quote



**"The Powerhouse"**  
Albion Street Katanning WA 6317

**Fax: 9821 2387**  
**Email: rfsigns@katel.net.au**

### Quotation

Thank you for the opportunity to provide a quote for your signage.  
This quote has been prepared using only the best possible materials  
and the latest technology to ensure longevity of your signage.

**Client:** Gnowangerup Historical Group  
**Address:** Gnowangerup  
**Contact Person:** Edith Robertson  
**Telephone:** 0417 929 461  
**Date:** 16/4/2019

#### Details:

Price to supply, print, uv laminate and fit to aluminium composite panel 2 x 2400x1200mm sign panels with information, logos and photographs to be supplied by the G.H.G.  
@\$ 486.00 each + gst

Regards Ray

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**Please Note:** Due to fluctuating prices for materials this  
QUOTE is valid for thirty days from time of issue



# GNOWANGERUP HERITAGE GROUP INC

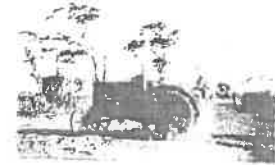
ABN: 90600693081

PO Box 344 Gnowangerup WA 6335

President: Arthur Thornton  
Ph: 08 98271272

Secretary: Helen Harris  
PH: 98271371

Treasurer: Edith Robertson  
Ph: 041 7929461



18 March 2019

Trio Park  
Amelup/Borden . . . . 6338  
Email: [mt.triopark@bigpond.com](mailto:mt.triopark@bigpond.com)

Hello John,

We would be pleased if you can supply us with the following quotes at the site on the corner of Richardson Street and Strathavon Road, Gnowangerup.

We require 2 quotes ie; 1 by 100 metre boundary fence, and 1 by 219.4 metre of security fencing to be erected including 6 by 2 metre gates and 4 walkway entrances.

Security Fencing construction: Capped galvanized steel posts to be cemented in, with 2.3 above ground height with 1.8 metre chainmesh secured, with 3 barbed wires above. Gates to be of the same material. We are open to alternative construction materials per your suggestion.

Please be advised that the Gnowangerup Caravan Park is located close by this site if you have need to stay overnight. Unfortunately there are no on site vans for hire.

Please contact any of the above office bearers for further information or Glen Oliver on 0429963423.

Helen Harris (Hon Sec)

**ST JOHN AMBULANCE – First Class First Aid - \$5000****SCORE: 66.5****Community Financial Assistance Grants****Multi Criterion Analysis**

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	6	15%	9
	2. Community Benefit	6	5%	3
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	10	15%	15
	2. Community expectation	4	5%	2
<b>Resourcing</b>	1. Financial capability	1	15%	1.5
	2. Recurrent costs	10	5%	5
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	6	15%	9
	2. Measure of risk to the community	8	15%	12
<b>TOTAL SCORE (out of 100)</b>				<b>66.5</b>

# Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage</p> <p>2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan</p> <p>4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)</p> <p>6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)</p> <p>8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)</p> <p>10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit</p> <p>2 = Minimal - Project has minimal benefit for the wider community</p> <p>4 = Minor contribution (minor benefit for the wider community)</p> <p>6 = Intermediate contribution (contributes to the benefit for the wider community)</p> <p>8 = Major contribution (project is identified as a major strategy to benefit the wider community)</p> <p>10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.</p> <p>Does the project reach hard to reach groups?</p> <p>Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>

3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor - requires minor use of facilities or equipment            6 = Intermediate - significant use of facilities or equipment            4 = Major - substantial use of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>



St John Ambulance  
First Class First Aid  
\$5000.



## COMMUNITY GRANT APPLICATION FORM

**Closing date: 10/5/2019**

### Things to consider before you apply...

#### Who

Who is the project for? Who are the key stakeholders?

#### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

#### Where

Where will the project take place? Are there Local, State or National impacts?

#### When

When will it start and finish?

#### Why

Why is the project needed? Is there community support? Why is it important?

#### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?

## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: St John Ambulance Gnowangerup Sub Centre

Name of Applicant and position: Robyn Crabbe

Name of Chairperson/Chief Executive Officer: Robyn Crabbe

Postal Address: PO Box 36, Gnowangerup WA 6335

Telephone: 0487 569 673

Email: gnowangerupsjachair@gmail.com

Website:

### 2. Requested grant amount (\$501 - \$5,000): \$ 5000.00

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

Incorporated, not-for-profit

Individual or Community Group (unincorporated but Auspiced by an incorporated body)

Commercial / For Profit (undertaking a not for profit activity)

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 5. Organisation's ABN: 55 028 468 715

5.1. Is your organisation registered for GST?

YES

NO

*\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)*

**6. Does your Organisation involve volunteers? How many and what roles do they serve?**

Yes, our organisation is 100% run by volunteers. Currently we have 20 volunteers throughout Gnowangerup, Borden and Ongerup. We have 12 committee members who also do ambulance work and we have 8 volunteers who do ambulance work only. Included in our 20 volunteers we have 3 qualified first aid trainers who can run accredited courses.

**7. What is the main purpose and funding sources for your organisation?**

The main purpose of St John Ambulance in Gnowangerup is to provide a functioning emergency response service throughout the Shire of Gnowangerup. We also provide accredited First Aid training and First Aid sessions to schools and the general public. The funding sources we have are purely through Ambulance transport fees, memberships and sales of first aid kits.

**8. Who are your main clients / service users?**

Sick people through the Shire who need an Ambulance. Also to businesses, schools and general public who wish to do an accredited or non-accredited first aid course.

**9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

No.

Year	Amount	Project Funded

**9.1. Has this grant been reported on and acquitted?** YES      NO      N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

## PART B – DETAILS OF THE PROJECT/EVENT

1. Name of the project/event: **First Class, First Aid in Gnowangerup**

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

St John Ambulance Gnowangerup are currently undertaking a building upgrade. Part of this upgrade will be an extension to the Sub Centre to house 3 Ambulances, the old shed will be turned into an additional training room to facilitate more first aid training. With the additional training room the grant funding will be used for tables, chairs and a whiteboard. This will enable the Sub Centre to facilitate more First Aid courses that will help build a resilient Shire.

3. When and where will your project/event be held?

GNOWANGERUP:

BORDEN:

ONGERUP:

AMELUP:

OTHER:  The training room will be used by the whole shire.

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_ Venue: \_\_\_\_\_

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation	<input type="checkbox"/>	Art and Culture	<input type="checkbox"/>
Senior Citizens or Youth or Children	<input type="checkbox"/>	Education	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>	Health and Welfare	<input checked="" type="checkbox"/>
Town Enhancement/Infrastructure	<input type="checkbox"/>	Tourism	<input type="checkbox"/>

5. What area of the Shire's Strategic Community Plan does your project align with? Please tick box(s)

### Health and Wellbeing

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

### Built Environment

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

### Natural Environment

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

### Local Economy and Business

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the Governance section of the current Strategic Community Plan is not applicable to CFAG.

**6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?**

Having a better environment to teach first aid classes will benefit the whole community. The extra room will enable us to hold bigger and more classes. The aim of St John Ambulance is to provide as many first aid courses as we can. Resilience in small communities is paramount.

The Ambulance volunteers will also have use of this room to do their ambulance training. Having the best training facilities will strengthen our volunteers who provide an excellent service to our community.

**7. Is your project/event open and accessible to the wider community?**

YES                       NO                      N/A

**8. Does your project encourage participation from disadvantaged groups in the community?**

YES                       NO                      N/A

**9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access, etc.?**

Each first aid class is provided with a satisfaction survey, we will use this to measure satisfaction. We will also be able to check numbers to see if we are facilitating more first aid training than previous years.

**10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions.**

No. The only other funding we have is our own money in our account. This money is being used to complete the building upgrade works.

**11. Where required, have you applied for all relevant licences, permits and approvals? i.e Road Closure approval, storefront stall permit, event insurance, etc.**

YES                      NO                      N/A

Licence/permit/approval	Date approved/pending

**12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.**

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- People with disability have the same opportunities as other people to be a volunteer with your organization.

**13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option (s)**

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
  - Display Shire Banner
  - Shire Logo on all promotional material
  - Announcement by MC / Event Host
  - Acknowledgement in media (Radio, TV and Print)
  - Acknowledgment on Social Media (if applicable)
  - Acknowledgement Plaque
  - Invitation for a staff member or Councillor to attend the opening/event
  - Other (please specify)
- .....

**14. Will your organisation promote the Act Belong Commit Campaign (optional)?**

YES       NO      N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>





## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.

- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	AMOUNT (\$)
<b>Earned Income</b> (E.g ticket sales, merchandise etc)	
<b>Subtotal</b>	
<b>Other Project Income</b> (E.g Other grant funding)	\$
<b>Subtotal</b>	
<b>Your Organisation's Financial Contribution</b> (please itemise)	\$
<b>Cash Contribution</b>	<b>\$556.00</b>
<b>Subtotal</b>	
<b>Fundraising, Sponsorship, Cash donations</b> (please itemise)	\$
<b>Subtotal</b>	
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	<b>\$556.00</b>
<b>Requested Community Grant</b>	<b>\$5000.00</b>
<b>TOTAL INCOME</b>	<b>\$5556.00</b>

PROJECT EXPENDITURE	AMOUNT (\$)
<b>Professional Fees</b> (E.g on costs, travel, accommodation)	
<b>Subtotal</b>	
<b>Production Costs</b> (E.g materials, venue hire, equipment)	\$
<b>Folding Tables (\$300 x5)</b>	<b>\$1500.00</b>
<b>Chairs (\$79 x40)</b>	<b>\$3160.00</b>
<b>Whiteboard</b>	<b>\$396.00</b>
<b>Lounge</b>	<b>\$500.00</b>
<b>Subtotal</b>	<b>\$5556.00</b>
<b>Administration Costs</b> (Wages, fees, licences, stationery)	\$
<b>Subtotal</b>	
<b>Marketing, Promotion and Documentation</b> (please itemise)	\$
<b>Subtotal</b>	
<b>TOTAL EXPENDITURE</b>	<b>\$5556.00</b>

**NOTE: The total INCOME and EXPENDITURE column should total the same.**

## PART D – CHECKLIST AND DECLARATION

✓	Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.
✓	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
✓	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
✓	I acknowledge that I am authorised to make this application on behalf of the organisation.
✓	I acknowledge that the information in this application is true and correct.
✓	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
✓	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
✓	I give the Shire of Gnowangerup permission to promote this Community Grant as part of any communications and public relations activities.
✓	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
	I have attached two (2) quotes for single item expenditure over \$3,000.
	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 15. Declaration

On behalf of St John Ambulance Gnowangerup Sub Centre, I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

  
\_\_\_\_\_

**Signature**

10/5/2019

**Date**

Robyn Crabbe \_\_\_\_\_

**Print Name**

**Please post, email or deliver your completed application form to:**

Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road, Gnowangerup WA 6335  
Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

**ONGERUP CRC – Oktoberfest - \$5000****SCORE: 71****Community Financial Assistance Grants****Multi Criterion Analysis**

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	8	15%	12
	2. Community Benefit	6	5%	3
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	6	15%	9
	2. Community expectation	8	5%	4
<b>Resourcing</b>	1. Financial capability	6	15%	9
	2. Recurrent costs	6	5%	3
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	6	15%	9
	2. Measure of risk to the community	8	15%	12
<b>TOTAL SCORE (out of 100)</b>				<b>71</b>

## Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage</p> <p>2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan</p> <p>4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)</p> <p>6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)</p> <p>8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)</p> <p>10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit</p> <p>2 = Minimal - Project has minimal benefit for the wider community</p> <p>4 = Minor contribution (minor benefit for the wider community)</p> <p>6 = Intermediate contribution (contributes to the benefit for the wider community)</p> <p>8 = Major contribution (project is identified as a major strategy to benefit the wider community)</p> <p>10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.</p> <p>Does the project reach hard to reach groups?</p> <p>Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>



3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor – requires minor use of facilities or equipment            6 = Intermediate – significant use of facilities or equipment            4 = Major - substantial <b>USE</b> of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>



4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>

Ongerup CRC  
Oktoberfest \$5000

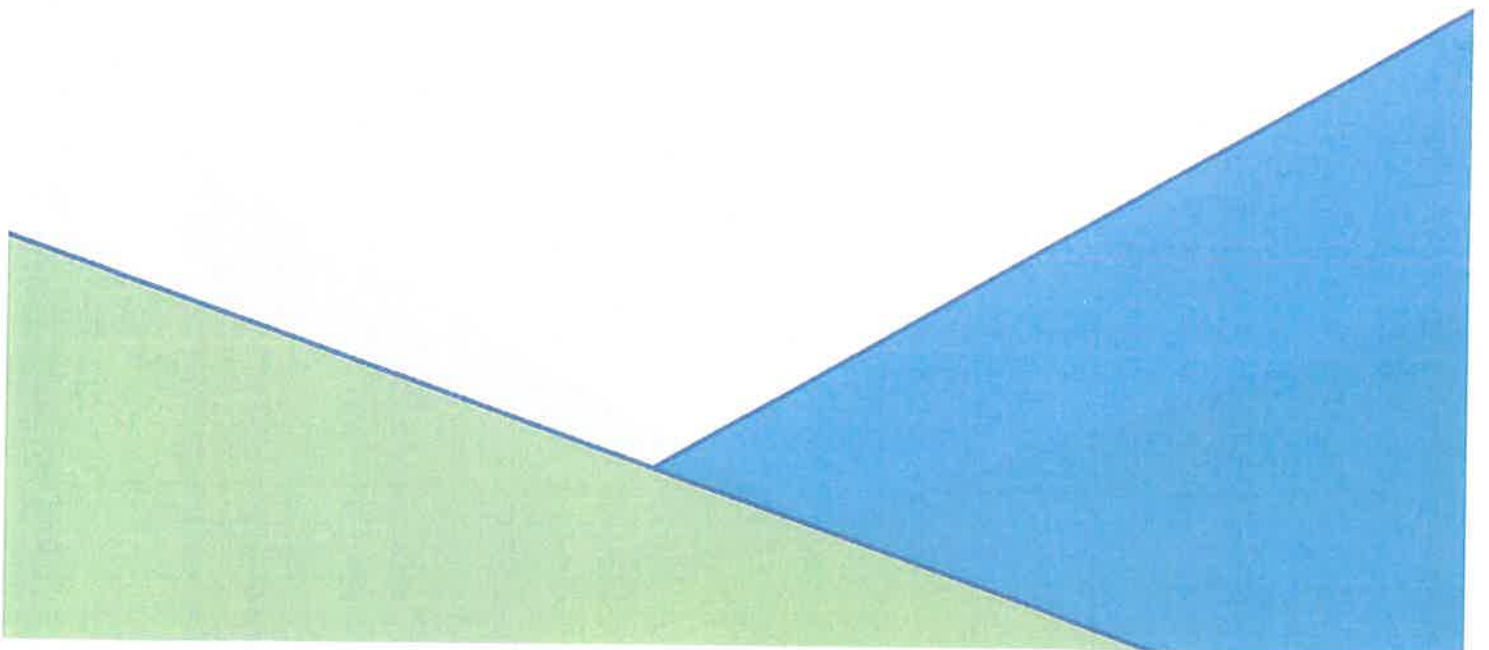
*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

**Community  
Grant Application Pack  
2019/20**

*For Community Grants from \$501 to \$5,000*

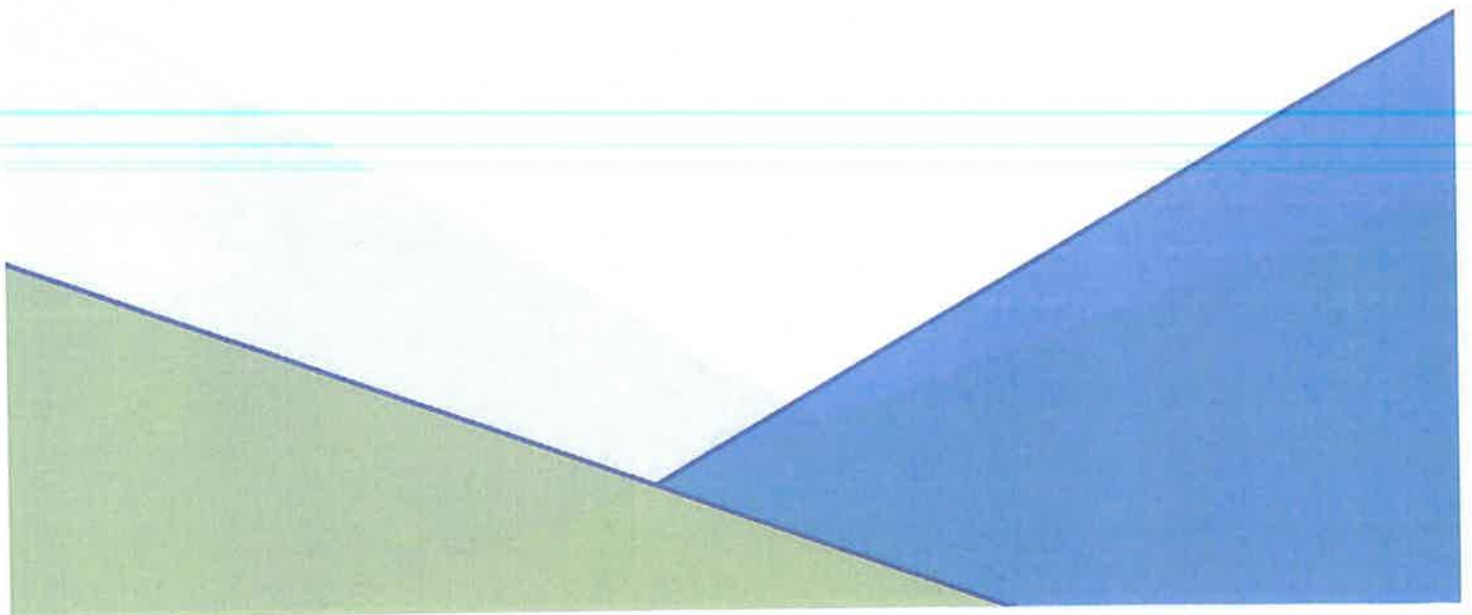


*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

## **GRANT GUIDELINES**



The Shire of Gnowangerup receives many requests for financial assistance from community groups. These guidelines outline the Community Grants category of the Community Financial Assistance Grants (CFAG) Program.

Community Grants	Medium scale grants. Applications from \$501 up to \$5,000 will be considered.
Examples of Community Grant purposes	<ul style="list-style-type: none"> <li>• Medium/Large Community Event</li> <li>• Large Scale Project</li> <li>• Environmental Programs</li> <li>• Capital Infrastructure Improvement</li> <li>• Council contribution towards an externally funded project that requires Local Government contribution i.e. Community Sporting and Recreational Facilities Fund (CSRFF)</li> </ul>

## 1. Eligibility

To be eligible for a grant an applicant must be:

- A local sporting group or association.
- An incorporated not-for-profit organisation.
- An unincorporated organisation seeking grant support through an incorporated, not-for profit organisation (auspicing).
- A cultural group/organisation.
- A voluntary service.
- Any other incorporated association based within the Shire of Gnowangerup.
- A Commercial /For Profit Organisation, supporting not for profit community events/programs and activities.

- 1.1. The organisation must be based within the Shire of Gnowangerup.
- 1.2. Events being held outside of the Shire which will include the involvement of Shire of Gnowangerup community members, and events which promote the Shire at a regional level may also be considered. Please be aware that locally held events will be given priority.
- 1.3. Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority.
- 1.4. Applications which can demonstrate the involvement of volunteers and community partnerships will be given priority.

- 1.5. All applicants must include their ABN on their application or complete a Statement by Supplier form (from <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>) if they do not have an ABN.
- 1.6. All grant applications must be submitted using the specified application form provided by the Shire of Gnowangerup.
- 1.7. The application must demonstrate clearly defined community outcomes.
- 1.8. Applicants must be able to demonstrate short and long term benefits to the community.

## **2. Non Eligible Applicants**

**Applications will not be considered in the following circumstances:**

- 2.1 Community organisations or events where the grant funds are to promote political parties/causes, unethical activities or profit making.
- 2.2 Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- 2.3 Individuals (or sponsorship of cash prizes for individuals or teams).
- 2.4 Individual's personal living, education, medical or travel expenses.
- 2.5 Activities or events that are the responsibility of State or Federal government.
- 2.6 Organisations whose main purpose is to fundraise.
- 2.7 Organisations that have not acquitted previous projects funded through the Shire of Gnowangerup.
- 2.8 Applicants that fail to address the criteria in their application.
- 2.9 Applications that are received after the closing date.
- 2.10 Community organisations or events that have outstanding debts with the Shire of Gnowangerup will not be funded until the debt is paid in full.
- 2.11 Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding.
- 2.12 Community organisations or events that are awarded funding through a Quick Grant or Special Grants are not eligible for Community Grant Funding.
- 2.13 Community organisations or events are only eligible to receive one Community Financial Assistance Grant in any financial year and cannot use the grant to pay for an event or project held in the previous financial year (no retrospective payments).
- 2.14 Applications to fund operating costs.

### 3. Applying for a Grant

- 3.1 Grants will be promoted through advertisements in the local newspapers and via the Shire of Gnowangerup's website and Facebook page.
- 3.2 Community Grant applications are invited once a year for submission and assessment. Please refer to the advertised opening and closing dates before completing your application form. A minimum of five weeks will be available from advertising to closing in order to complete the application.
- 3.3 The Shire may facilitate workshops to assist community groups to complete their applications, visit the Shire website for more information [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au).
- 3.4 Prior to submitting an application for a Community Grant, interested parties **must** contact the Shire to confirm the project/event is acceptable under the grant guidelines. Please call the Shire on 08 9827 1007 or email [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au) with your project outline.
- 3.5 Grant Applicants are required to submit their application between March to May for the approaching financial year period. Should the applicants event but scheduled for the months June, July and/or August of the new financial year an Advance Approval Applicant is required. The Applicants classed as Advanced Approval Applicants would need to submit an invoice for Shire funds prior to June 30 in the year of their application and would also be required to acquit their grant within 6 weeks of the completion of the event or project. Advanced Approval Applicants would also be eligible to apply for funding prior to completion and acquittal of Shire funds on the condition that acquittal is completed prior to the Shire releasing fund in each new financial year.

### 4. Funding Criteria

- 4.1 Events, projects and services must provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.
- 4.2 Where possible the applicant should source additional funds (in-kind support, grants, organisation contribution) to match the Shire's contribution.
- 4.3 Services must be accessible to and affordable for the community.
- 4.4 Community cultural activities and services are encouraged to assist in building their identity within the Shire.



- 4.5 Grant money is distributed across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- 4.6 Projects and services must demonstrate the involvement of volunteers and community partnerships.
- 4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. Sporting equipment is not applicable to this grant funding if Council is the sole funding body. This is for reasons pertaining to several other state funded opportunities for sporting equipment. Please contact the Shire of Gnowangerup for more information if required.
- 4.8 Disadvantaged groups enjoy equal access and special programs targeting their needs.
- 4.9 Community Development – the performance of the Community Funding Scheme will be assessed using community development principles and strategic planning.
- 4.10 Recipients must recognise and promote the Shire of Gnowangerup's financial contribution to the event, project or services.
- 4.11 In circumstances when grants are auspiced by an incorporated organisation on behalf of an unincorporated organisation, the responsibility of managing finances and providing receipts for acquittal purposes will lie with the auspicings body.

## **5. Assessment of Applications**

- 5.1 Initial recommendations about which applications should receive a Community Grant are made by using a Multi-Criterion Analysis Tool. Results of this process are then presented to Council along with copies of each application.
- 5.2 Recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than is available in any one year. 'In principle' support will then be given to those projects which are considered to meet the Council's priorities.
- 5.3 Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

## 6. Unsuccessful Applications

- 6.1 The Shire of Gnowangerup will provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

## 7. Grant Claim and Variation

- 7.1 If your grant application is successful, you will receive a letter of confirmation in August of the new financial year advising you of the grant amount and asking you to submit an invoice.
- 7.2 Council may also specify other grant conditions. If this applies the applicant will be required to sign acceptance of the conditions prior to the release of funds. No 'rolling over' of funds to the following financial year for unfinished projects will be permitted.
- 7.3 All grants must be claimed and expended within the allocated financial year. If grants are not utilised within the given time, all funds allocated will be forfeited.
- 7.4 Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

## 8. Grant Payment & Acquittal

- 8.1 All grant recipients are required to submit a funding acquittal by **30<sup>th</sup> June 2020** unless otherwise advised by the Shire of Gnowangerup.
- 8.2 Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form. Please use the acquittal form included in this package and provide:
- Financial summary or audited income and expenditure statement of the grant money
  - Reports and photographs
  - Evaluation including project outcomes
  - Evidence that demonstrates how the Shire of Gnowangerup's financial contribution was recognised.

## 9. Accessing and Submitting Grant Application Forms

- 9.1 Contact the Shire of Gnowangerup on (08) 9827 1007 to check that you are eligible to apply for a grant and discuss your application or obtain an application form.
- 9.2 Grant application forms, policy documents and guidelines can also be found on the Shire of Gnowangerup's website: [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)
- 9.3 Submit your application to (posted, emailed and hand delivered applications are accepted):

Chief Executive Officer

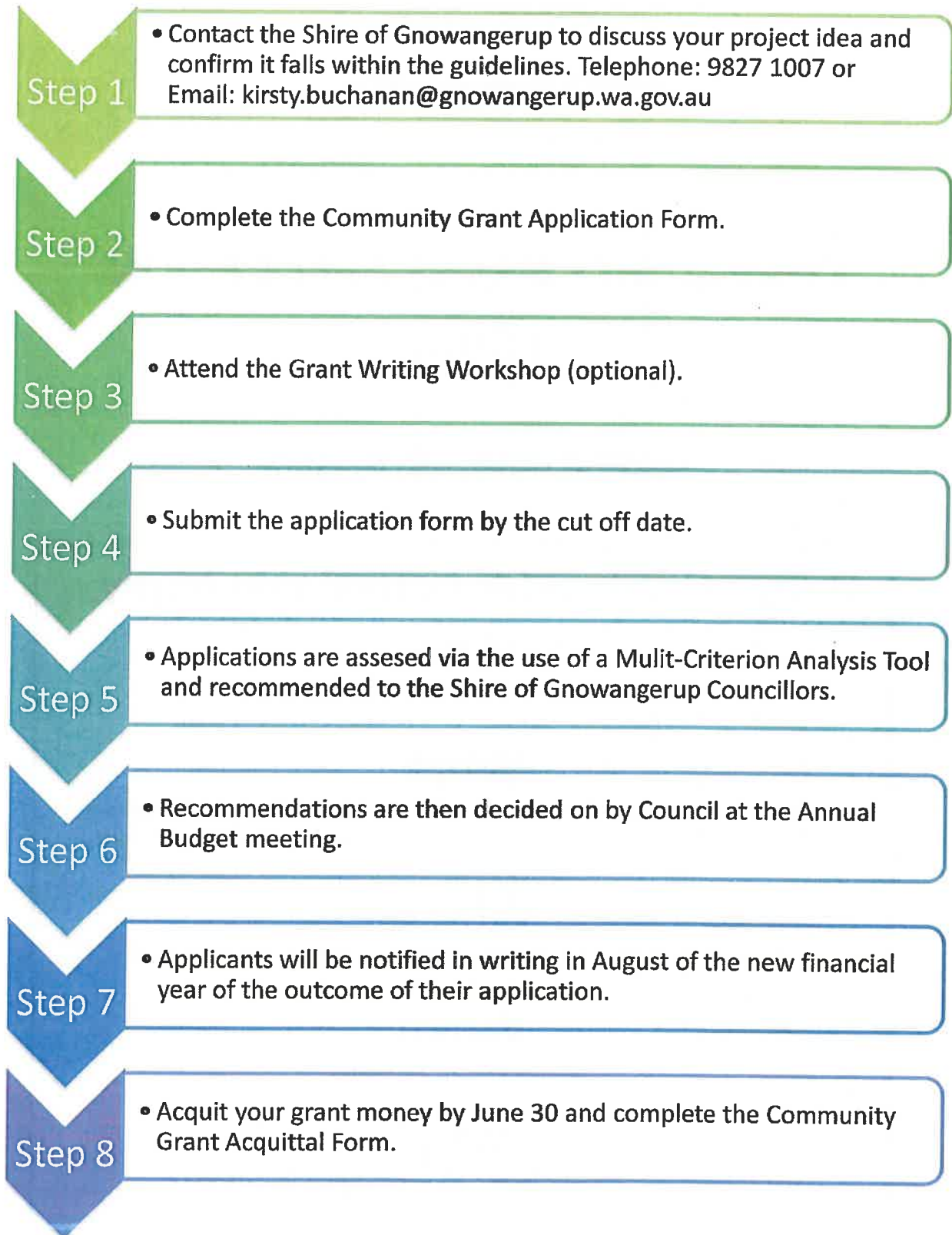
Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335

Email:

[gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

## Steps in the Community Grant Funding Process





SHIRE OF GNOWANGERUP

# COMMUNITY GRANT APPLICATION FORM

**Closing date: 10/5/2019**

## Things to consider before you apply...

### Who

Who is the project for? Who are the key stakeholders?

### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

### Where

Where will the project take place? Are there Local, State or National impacts?

### When

When will it start and finish?

### Why

Why is the project needed? Is there community support? Why is it important?

### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?

## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: Yongergnow – Ongerup Community Resource Centre

Name of Applicant and position: Rebecca Brady – Manager/Finance Officer

Name of Chairperson/Chief Executive Officer: Nancy Dewar

Postal Address: PO Box 20, Ongerup WA 6336

Telephone: 08 9828 2325

Email: ongerup@crc.net.au

Website: www.ongerupcrc.net.au

### 2. Requested grant amount (\$501 -\$5,000): \$ 5000

If your organisation is incorporated –Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:



Incorporated, not-for-profit

Individual or Community Group (unincorporated but Auspiced by an incorporated body)

Commercial / For Profit (undertaking a not for profit activity)

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 5. Organisation's ABN: 54 068 534 394

5.1. Is your organisation registered for GST?

YES

NO

*\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)*



**6. Does your Organisation involve volunteers? How many and what roles do they serve?**

Yes volunteers play a vital role in our organization. Being a Community-run organization means CRC's are operated BY their community FOR their community. It also means that volunteers are a lifeblood, contributing countless hours and value without adding to the Centre's operational costs. We have over 10 volunteers and 4 of who are actively involved in the day to day running of the Centre. Tasks in which they complete and have been involved in include, producing our weekly newsletter, producing the new Shire Phone Directory, producing updated welcome packs for new members of the community, helping coordinate and run events and much more. They are always on hand for when we have busy events booked in and or are short of staff they are the first to lend a helping hand. Our organisation could not function so efficiently without our dedicated team of volunteer.

**7. What is the main purpose and funding sources for your organisation?**

Our CRC provides a place for people to connect. This reduces isolation, brings communities together, and alleviates some of the challenges of rural & remote living. We also provide training & education, access to government services, training and support to local businesses, access to health information & education, local tourism information, social events, access to the internet, room hire, printing services and much more.

Our CRC is funded by the Department of Primary Industries Regional Development. However we actively try to source other sources of funding through admission fees for any events we hold, grants, catering opportunities and services we provide.

**8. Who are your main clients / service users?**

Isolated community members ranging from all ages. We hold an array of courses from ones for new mums to senior's lunches. We hold thank a volunteer dinners, Pre-Harvest Breakfasts & Quiz Nights. We also help local businesses have access to activities and initiatives that improve skills and capacity to foster economic growth in the local community.

**9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded
2018	\$5000	Paperless Office Workshop facilitated by Partners In Grain

9.1. Has this grant been reported on and acquitted? YES  NO  N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

## PART B – DETAILS OF THE PROJECT/EVENT

1. Name of the project/event: Oktoberfest comes to Ongerup

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

We plan to use the Shire Grant funding to hold an Oktoberfest Festival Day for the whole Shire of Gnowangerup and all other surrounding towns. We will use the money to hire a band to come along and play music for the day, we will hire food vans to come along allowing people to experience their food, we will hire lawn games for people to participate in along with bouncing castles for the children to play on. We will have prizes for Best Dressed competitions we will purchase materials to help spread knowledge about the culture behind Oktoberfest & Germany. It will be open to people of all ages. We will coordinate this event from the Ongerup CRC and we will host the event on Saturday 26<sup>th</sup> October 2019 on the Ongerup Complex Oval.

3. When and where will your project/event be held?

GNOWANGERUP:

BORDEN:

ONGERUP:

AMELUP

OTHER:  This event will be open to all surrounding towns for example; Jerramungup, Bremer

Bay, Boxwood, Wellstead etc.

Start date: 26<sup>th</sup> October 2019

End Date: 26<sup>th</sup> October 2019

Venue:

Ongerup

Sporting

Complex/Oval

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation	<input checked="" type="checkbox"/>	Art and Culture	<input checked="" type="checkbox"/>
Senior Citizens or Youth or Children	<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>
Environment	<input checked="" type="checkbox"/>	Health and Welfare	<input checked="" type="checkbox"/>
Town Enhancement/Infrastructure		Tourism	<input checked="" type="checkbox"/>

5. What area of the Shire's Strategic Community Plan does your project align with? Please tick box(s)

### Health and Wellbeing

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

### Natural Environment

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

### Built Environment

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

**Note:** the **Governance** section of the current Strategic Community Plan is not applicable to CFAG.

### **Local Economy and Business**

**6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?**

As social isolation is a big issue in small farming communities the main aim of the Festival Day is encouraging all community members from all towns within the Shire to come together for the day to mix amongst other people and build relationships. By holding a family friendly day like this we hope it will bring people together from all ages and all walks of life and therefore from a young age helping to prevent against isolation in the future. By inviting community members from numerous towns our aim is to promote and encourage capacity building amongst all towns.

Mental Health can be a big issue in small regional towns and so running events like this to promote building relationships and giving people the chance to check up each other helps in reducing social isolation and can therefore be extremely beneficial.

This will have not only a short term but a long term effects on community members as it encourages new relationships, promotes inclusion and works towards reducing social isolation.

**7. Is your project/event open and accessible to the wider community?**

YES  NO  N/A

**8. Does your project encourage participation from disadvantaged groups in the community?**

YES  NO  N/A

**9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access, etc.?**

This event will be open to all community members from near and far, old and young and will have disability access. One way of evaluating the success of the event will be the amount of people that come along on the day. We will also be asking people to complete an evaluation form at the end of the event. Questions will include – Would you attend a similar event again? What was the highlight of the event? What recommendations would you make for future events?

**10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions.**

The Ongerup CRC will be the main organizers behind the event however we will partner with a number of businesses including, Yongergnow Malleefowl Centre for water bottles etc., Ongerup Sporting Complex for venue hire, WIFE – Women in Farming Enterprise for advertising, Ongerup General Store for catering. We will also be hiring tables, chairs etc. which we will utilize from all local businesses. We may also seek sponsorship from local businesses to give them the chance to advertise their businesses. This opportunity will be given to all business within the Gnowangerup Shire.

**11. Where required, have you applied for all relevant licences, permits and approvals? i.e Road Closure approval, storefront stall permit, event insurance, etc.**

YES

NO

N/A

Licence/permit/approval	Date approved/pending

12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered?
  - People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
  - People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
  - People with disability have the same opportunities as other people to be a volunteer with your organization.
- The event will take place outside and so will be accessible to people with disabilities as will all music, games and dressing up opportunities.

13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option (s)

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- (N/A) Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)

14. Will your organisation promote the Act Belong Commit Campaign (optional)?

YES

NO

N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of



merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>



## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.

- Please attach a copy of two (2) quotes

PROJECT INCOME	AMOUNT (\$)
Earned income (E.g ticket sales, merchandise etc)	
Adult tickets \$40 x 50	2000
Kids Tickets \$10 x 30	300
<b>Subtotal</b>	<b>2300</b>
Other Project income (E.g Other grant funding)	\$
<b>Subtotal</b>	
Your Organisation's Financial Contribution (please itemise)	\$
In kind – advertising	
In kind – printing flyers	
In kind – wages for organising	
<b>Subtotal</b>	
Fundraising, Sponsorship, Cash donations (please itemise)	\$
Sponsorship/Donations	550
<b>Subtotal</b>	
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	2850
Requested Community Grant	5000
<b>TOTAL INCOME</b>	7850

should total the same.

PROJECT EXPENDITURE	AMOUNT (\$)
Professional Fees (E.g on costs, travel, accommodation)	
Band	2500
Food Vans	1000
Venue Hire	150
<b>Subtotal</b>	<b>3650</b>
Production Costs (E.g materials, venue hire, equipment)	\$
Marquee	1200
Furniture – (tables, chairs ect)	1000
Oktoberfest materials	1000
<b>Subtotal</b>	<b>3200</b>
Administration Costs (Wages, fees, licences, stationery)	\$
Wages for staff on the day coordinating games etc.	1000
<b>Subtotal</b>	<b>1000</b>
Marketing, Promotion and Documentation (please itemise)	\$
<b>Subtotal</b>	

for single expenditure items over \$3,000.

NOTE: The total INCOME and EXPENDITURE column

<b>TOTAL EXPENDITURE</b>	<b>7850</b>
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## PART D – CHECKLIST AND DECLARATION

✓	Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.
<input checked="" type="checkbox"/>	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
<input checked="" type="checkbox"/>	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
<input checked="" type="checkbox"/>	I acknowledge that I am authorised to make this application on behalf of the organisation.
<input checked="" type="checkbox"/>	I acknowledge that the information in this application is true and correct.
<input checked="" type="checkbox"/>	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
<input checked="" type="checkbox"/>	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
<input checked="" type="checkbox"/>	I give the Shire of Gnowangerup permission to promote this Community Grant as part of any communications and public relations activities.
<input checked="" type="checkbox"/>	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
<input checked="" type="checkbox"/>	I have attached two (2) quotes for single item expenditure over \$3,000.
<input checked="" type="checkbox"/>	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 15. Declaration

On behalf of Yongergnow-Ongerup CRC (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

  
\_\_\_\_\_

Signature

30 / 4 / 2019

Date

Rebecca Brady

Print Name

Please post, email or deliver your completed application form to:

Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road, Gnowangerup WA 6335



Government of Western Australia  
Department of Commerce

**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 18(6))

Registered No: A1007428V

**Certificate of Incorporation  
on Change of Name**

This is to certify that

**ONGERUP DISTRICT TELECENTRE (INC.)**

which was on the thirtieth day of December 1998  
incorporated under the *Associations Incorporation Act 1987*  
changed its name on the twenty-sixth day of May 2010 to:

**YONGERGNOW – ONGERUP COMMUNITY RESOURCE CENTRE INC**

Dated this twenty-sixth day of May 2010

Commissioner for Consumer Protection

WESTERN AUSTRALIA  
CERTIFICATE  
OF INCORPORATION  
ON CHANGE OF NAME

## GNP COMMUNITY OP SHOP – Give a Small Place ‘Space’ - \$2506.60

**SCORE: 77**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	8	15%	12
	2. Community Benefit	8	5%	4
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	10	15%	15
	2. Community expectation	8	5%	4
<b>Resourcing</b>	1. Financial capability	6	15%	9
	2. Recurrent costs	10	5%	5
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	6	15%	9
	2. Measure of risk to the community	6	15%	9
<b>TOTAL SCORE (out of 100)</b>				<b>77</b>

## Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan  <b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage            2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan            4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)            6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)            8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)            10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?  <b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit            2 = Minimal - Project has minimal benefit for the wider community            4 = Minor contribution (minor benefit for the wider community)            6 = Intermediate contribution (contributes to the benefit for the wider community)            8 = Major contribution (project is identified as a major strategy to benefit the wider community)            10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.            Does the project reach hard to reach groups?            Will the project benefit multiple demographics?</p>



2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>



3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor - requires minor use of facilities or equipment            6 = Intermediate - significant use of facilities or equipment            4 = Major - substantial use of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>



OP SHOP.  
Give a Small <sup>Place</sup> ~~Space~~ Space  
\$2506-60.

# COMMUNITY GRANT APPLICATION FORM

**Closing date: 10/5/2019**

## Things to consider before you apply...

### Who

Who is the project for? Who are the key stakeholders?

### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

### Where

Where will the project take place? Are there Local, State or National impacts?

### When

When will it start and finish?

### Why

Why is the project needed? Is there community support? Why is it important?

### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?

## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: Gnowangerup Community Op Shop  
Name of Applicant and position: Gnowangerup Community Op Shop Volunteers collectively  
Name of Chairperson/Chief Executive Officer: Jan House  
Postal Address:  
Telephone: 0427 710 376  
Email: janhouse@bigpond.com  
Website: n/a  
fb: Gnowangerup op shop

### 2. Requested grant amount (\$501 - \$5,000): \$2506.60

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

- Incorporated, not-for-profit  
 Individual or Community Group (unincorporated but Auspiced by an incorporated body)  
 Commercial / For Profit (undertaking a not for profit activity)

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: Southern Agcare Inc.

Contact Person: Co-ordinator – Ms Shannon Cooper

Address: PO Box 105, Gnowangerup, 6335, WA or,

c/- Gnowangerup Community Resource Centre, Yougenup Road, Gnowangerup, 6335, WA

Phone: 9827 1552

Email: [admin@southernagcare.org.au](mailto:admin@southernagcare.org.au)

### 5. Organisation's ABN: 49546709383

5.1. Is your organisation registered for GST?

YES

NO

*\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)*

incomes and whom struggle to meet their most basic daily needs. In particular, we have parents regularly looking for children’s clothing and it is not uncommon that volunteers open its doors out of hours for people attending a funeral in town. The Gnowangerup op shop proudly partners with local services like Southern Agcare Inc. to assist people in need or crisis (i.e. domestic violence, illness, homelessness) with free access to donated household and clothing items to assist them in their time of need. Our volunteer’s commitment to our community is considerable.

9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.

No

Year	Amount	Project Funded

9.1. Has this grant been reported on and acquitted? YES  NO  N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

**PART B – DETAILS OF THE PROJECT/EVENT**

1. Name of the project/event: “Give a Small Place, Space”

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

The op shop is looking forward to our community needs and has identified the limits on our capacity to meet the growing demands. However, as our op shop has grown, we have reached a critical point of insufficient storage for the continuous operations of the op shop. We are currently seeking storage solutions that would place a burden on our limited income stream.

The community grant will give the op shop the opportunity to meet this community need, by increasing and improving its storage capacity with the purchase of plastic tubs to store seasonal and excess stock, new larger and stronger shelving that will better house the storage of the plastic tubs and new clothes racks to replace old damaged racks.

3. When and where will your project/event be held?

GNOWANGERUP: x      BORDEN:       ONGERUP:       AMELUP

OTHER:  Please specify \_\_\_\_\_



**6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?**

Gnowangerup op shop is operating from a crowded hall with restricted access and storage capacity which impacts the friendship area and operating abilities. The main aim of this project is to introduce future proofing our storage capacity and maintaining our ability to receive the numerous donations, our community so kindly donate.

The storage solutions of plastic containers, shelves and racks will enable us to better manage the storage of our many donations, rotate our stock, allow for seasonal items such as Christmas to be stored and the new clothes racks will also allow us to make the floor space a more attractive and accessible layout for everyone, including enhancing our friendship area.

The benefit to our community will enable a more vibrant and inclusive environment which will in addition increase our accessibility for customers and volunteers. This investment will enable us to increase our operating ability and build on the community "Shop Local" with the aim of providing basic personal and household items to our community both now and into the future.

**7. Is your project/event open and accessible to the wider community?**

YES  NO  N/A

**8. Does your project encourage participation from disadvantaged groups in the community?**

YES  NO  N/A

**9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access, etc.?**

The progress of the storage solution project will be overseen by the op shop volunteers and lead by Jan House. Volunteers will organize the ordering and purchasing of the storage solutions and undertake the installation of them. This will be followed by reconfiguring the floor space to better utilize the op shop for everyone. The grant will then be acquitted by Southern AgCare Inc. to the Shire.

If the Gnowangerup Op Shop is successful with our application, we anticipate having an open day, once the reconfiguration of the floor space has been achieved by the purchase of the new storage solutions. The op shop volunteers will monitor and evaluate the effectiveness of the new and improved storage options and will allow us to better manage our current stock and consider our future customer needs

The local community should benefit from this project by seeing a more seasonal or event specific stock, an improved floor layout and where a more amenable friendship space should be realized. Photographs are attached with this grant application and post project photographs can be supplied at acquittal.

**10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions.**

This is the first grant (ad)venture for the Gnowangerup op shop since it opened its doors some years ago. We can proudly say that we have been able to meet all our daily operational costs independently and have



- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
  - Acknowledgment on Social Media (if applicable)
- X Acknowledgement Plaque
- X Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)

14. Will your organisation promote the Act Belong Commit Campaign (optional)?

YES  NO  N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>

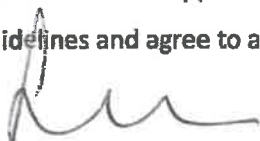


## PART D – CHECKLIST AND DECLARATION

✓	<b>Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.</b>
x	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
x	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
x	I acknowledge that I am authorised to make this application on behalf of the organisation.
x	I acknowledge that the information in this application is true and correct.
x	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
x	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
x	I give the Shire of Gnowangerup permission to promote this Community Grant as part of any communications and public relations activities.
x	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
n/a	I have attached two (2) quotes for single item expenditure over \$3,000.
x	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 15. Declaration

On behalf of Gnowangerup Op Shop, I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.



\_\_\_\_\_  
Signature

09/05/2019

Date

**MRS JAN HOUSE**

Print Name

**Please post, email or deliver your completed application form to:**

Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road, Gnowangerup WA 6335  
Email: gnpshire@gnowangerup.wa.gov.au

Part C Financial

<b>Op Shop "Give a small place, space" project expenditure</b>		
<b>Storage solutions</b>		
Plastic boxes – clear sealed containers	\$23.99 each x 40	\$959.60
Shelving 1800mm x 1060mm x 540mm	\$199.00 each x 4	\$796
Clothing racks 6ft	\$132.00+\$69.25 ph = \$201.25 x 4	\$805
<b>TOTAL</b>	<b>\$2506.60</b>	
<b>In Kind</b>		
Consultation with Shire by volunteer	1 hr	\$25
<b>In Kind labour</b>		
Volunteer grant preparation	20 hrs x \$25	\$500
Storage solutions research	1hr	\$30
Volunteer church hall and storage solutions preparation	4 vol x 5hrs pd = 20 hrs x 10 days= 200hrs x \$25ph	\$5000
<b>In Kind contributions SUB TOTAL</b>	<b>\$5555</b>	



# SOUTHERN AGCARE

Southern Agcare Inc  
PO BOX 105  
Gnowangerup WA 6335

7<sup>th</sup> May 2019

Dear Gnowangerup Op Shop

On behalf of Southern Agcare Inc I would like to thank you for your absolutely wonderful contribution and support over the past two years. Your financial support helps us continue in our mission & to assist those in our community.

The generous support of community groups like the Gnowangerup Op Shop makes it possible for our organisation to exist & to make the community a great place to live.

Thanks, you once again for your support!

Sincerely,

*Shannon Cooper*

Shannon Cooper

Coordinator



Southern Agcare Inc  
PO Box 105 Gnowangerup WA 6335  
Phone 0898 271 552 Fax 0898 271 636  
email [admin@southernagcare.org.au](mailto:admin@southernagcare.org.au)  
Proudly Supported by



Government of Western Australia  
Department for Child Protection  
and Family Support



Australian Government  
Department of Social Services



West Arthur  
Newly Renewed



Broomehill  
Tambellup

lotterywest  
supported

SHIRE OF GNOWANGERUP



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## News from Gnowangerup and Borden

Gnowangerup's Anglican Community Pre-loved Op Shop sells pre-loved clothes, shoes, jewellery, bric a brac and all sorts of exciting goods at very low prices, so you can pop in & source kitch collectables, fashion, retro homewares and all manner of pre-loved goodness from around the globe or around the corner! Inside our unassuming Parish Hall you'll find intriguing curios and costume jewellery, a huge range of shoes, seriously pretty dresses and more accessories than you can poke a second-hand stick at. There's also a fabulous book exchange, so come & discover your next read!

The Op Shop also offers coffee and tea so why not make a date with a friend or just drop in for a chat, and join the many others who make a weekly visit to enjoy the friendship and atmosphere.\*

We see the main purpose of our Op Shop ministry as a strategic outreach into our local community. We aim to be a warm,

welcoming and an unassuming place where all folks can come enjoy a chat with friendly, caring people over a cuppa and make a connection with the church.

We have also found opportunities to provide clothing to many needy people overseas through our Philippine community.

Our friendly volunteers run this as a service to our local community. Funds raised in the Op Shop go towards operational costs, local community groups & community driven activities.

When: Open every Wednesday 10am - 12:00pm

Where: Anglican Parish Hall, (behind St Margaret's Church) 9 Yougenup Road.

See You there!!!

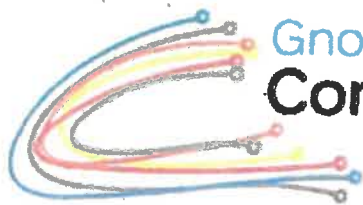
Jan House Church Warden

## BORDEN'S 100TH CELEBRATION

The weekend of the 9<sup>th</sup> and 10<sup>th</sup> April showcased the township







Gnowangerup

**Community Resource Centre**

*Your local connection*

**Gnowangerup Op Shop  
Gnowangerup WA 6335**

**20 February 2018**

**Re: Sponsorship Gnowangerup Summer Fair**

**Dear the Gnowangerup Op Shop**

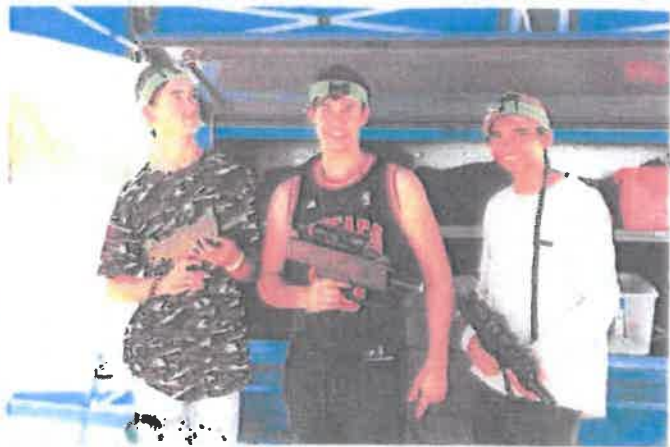
**On behalf of everyone at the Gnowangerup CRC we would like to thank you for your very generous sponsorship of the Gnowangerup Summer Fair on Saturday 17<sup>th</sup> February 2018. With your support the day was a great success and we feel it was an improvement on last year's efforts. Without kind donations such as yours this event would not be possible. I have enclosed some photos of the day and a Certificate of Appreciation.**

**This was the Summer Fair's second year running and has quickly become an important event on our community calendar. It is a great day out for families and we received very positive feedback regarding Reptile Haven, Laser Tag and the Climbing Wall, which were all a huge success with the children.**

**Thank you again for your generosity and please feel free to give us any feedback so we can make this event even better next year.**

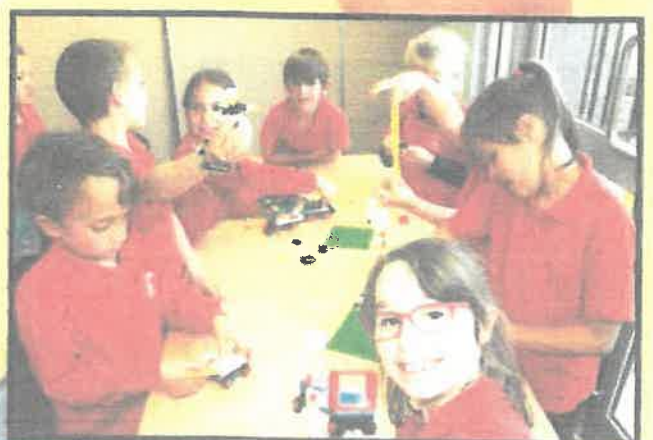
**Yours Sincerely**

**The Gnowangerup Community Resource Centre Team**





# LEGO CLUB AT THE LIBRARY



# GNOWANGERUP ROUNDUP

*Your Community Newsletter*

**COST \$2.00**  
**EDITION 12**  
**ISSUE 18**  
**7TH APRIL**  
**2016**

## NEIL COYNE INSPIRES COMMUNITY



**Neil Coyne pictured above with GDHS students during his visit to Gnowangerup last Thursday**

**ALSO FEATURED IN THIS ISSUE:**  
Hawaiian Ride for Youth Article  
Swimming Pool Farewell  
Basketball Finals  
GNP Market Day- SATURDAY  
Shire & Library News  
AND MUCH MORE



*our local connection*

Proudly supported by:



Government of Western Australia  
Department of Regional Development

Gnowangerup Printed and Produced by the Gnowangerup  
Community Resource Centre

47 Yougenup Road, Gnowangerup WA 6335

Ph: (08)98271635 Fax: (08)98271636

Email: [gnowangerup@crc.net.au](mailto:gnowangerup@crc.net.au)

Website: [www.gnowangerup.crc.net.au](http://www.gnowangerup.crc.net.au)

**ROUNDUP SUBMISSIONS DUE: TUESDAY 19TH APRIL, 4PM**



# NEIL COYNE VISITS GNOWANGERUP

Neil Coyne, Western Australia's first Indigenous Pro Wrestler, visited Gnowangerup last Thursday the 31st March. Neil delivered a community talk, held at the Memorial Hall, which was attended by local community members and GDHS students from years 3-10.

Neil was born in Gnowangerup and spoke about his life experiences which included being part of the Stolen Generation, living on a Mission and living in foster homes. Neil spoke of his personal struggles and the importance of accepting yourself. He explained that this enabled him to fulfil his potential, which resulted in Neil becoming WA's first Indigenous Pro-Wrestler- NC Viper. Neil has also worked on Noongar Radio for numerous years and hosts Noongar Dandjoo. Noongar Dandjoo is an award winning television series produced by Curtin University media students which focuses on gathering stories and information on Noongar Culture.

Neil answered many questions during his talk and entertained all with a wrestling demonstration. Wanslea generously provided a sausage sizzle which was thoroughly enjoyed. The day was proudly sponsored by the Gnowangerup Anglican Community Church Vintage and Pre-Loved Op-Shop. Thankyou to the Op-Shop, Wanslea, the Shire of Gnowangerup and the Gnowangerup CRC for the contributions that made the day possible. Most importantly, a huge thankyou to Neil for travelling to Gnowangerup to provide such a beneficial experience for our community.





  
**Wanslea**  
 with families, for children since 1943

  
 Gnowangerup  
**Community  
 Resource  
 Centre**  
*Your local connection*



*Thankyou to the  
 Anglican  
 Community  
 Church Op-Shop  
 for the generous  
 sponsorship of  
 the event*







Australian Government



Australian  
Charities and  
Not-for-profits  
Commission



THIS CERTIFIES THAT

**Southern Agcare Inc**

ABN: 49546709383

IS A REGISTERED CHARITY  
AND HAS BEEN TRANSFERRED FROM THE

**Australian Taxation Office**

TO THE

**Australian Charities and Not-for-profits Commission**

ON THE DATE OF

**03/12/2012**

CERTIFIED BY

**Hon. Dr Gary Johns**

**Commissioner**

Australian Charities and Not-for-profits Commission

Copy only. Original available on request





**fair trading**

Ministry of Fair Trading

remove this top section if desired before framing



**WESTERN AUSTRALIA**  
Associations Incorporation Act 1987  
Section 18(6)

Registered No: A1000070U

## **Certificate of Incorporation on Change of Name**

This is to certify that

**SOUTHERN AG-CARE INC.**

which was on the fifth day of December 1989  
incorporated under the Associations Incorporation Act 1987  
change its name to:

**SOUTHERN AGCARE INC.**

Dated this thirty-first day of January 2000

Commissioner for Fair Trading

**CERTIFICATE**

## GNOWANGERUP CRC – Summer Fair - \$5000

**SCORE: 79.5**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the	8	15%	12
	2. Community Benefit	8	5%	4
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	8	15%	12
	2. Community expectation	10	5%	5
<b>Resourcing</b>	1. Financial capability	5	15%	7.5
	2. Recurrent costs	4	5%	2
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	8	15%	12
	2. Measure of risk to the community	10	15%	15
<b>TOTAL SCORE (out of 100)</b>				<b>79.5</b>

## Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan  <b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage            2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan            4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)            6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)            8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)            10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?  <b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit            2 = Minimal - Project has minimal benefit for the wider community            4 = Minor contribution (minor benefit for the wider community)            6 = Intermediate contribution (contributes to the benefit for the wider community)            8 = Major contribution (project is identified as a major strategy to benefit the wider community)            10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.            Does the project reach hard to reach groups?            Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>



3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor - requires minor use of facilities or equipment            6 = Intermediate - significant use of facilities or equipment            4 = Major - substantial use of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>

Gnowangerup CRC  
Summer Fair \$5000.

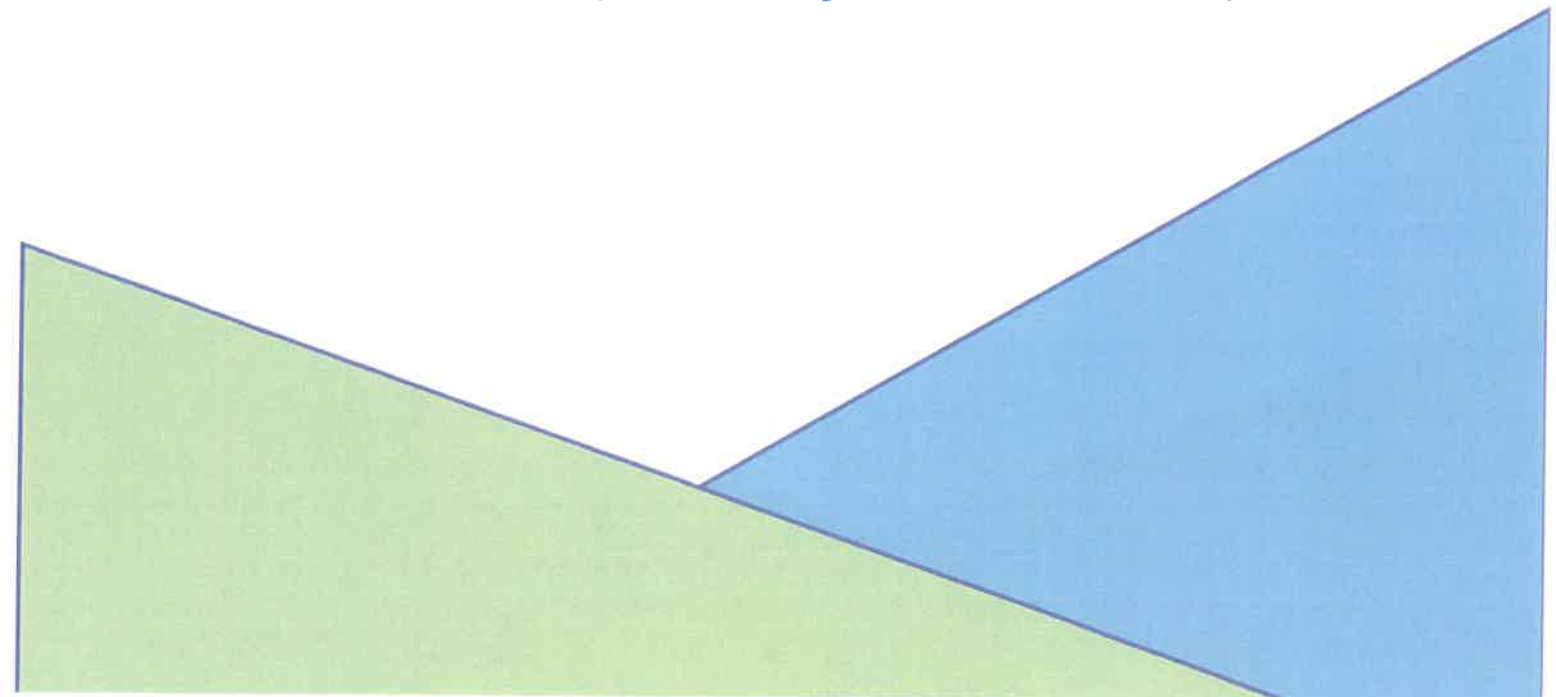
*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

**Community  
Grant Application Pack  
2019/20**

*For Community Grants from \$501 to \$5,000*

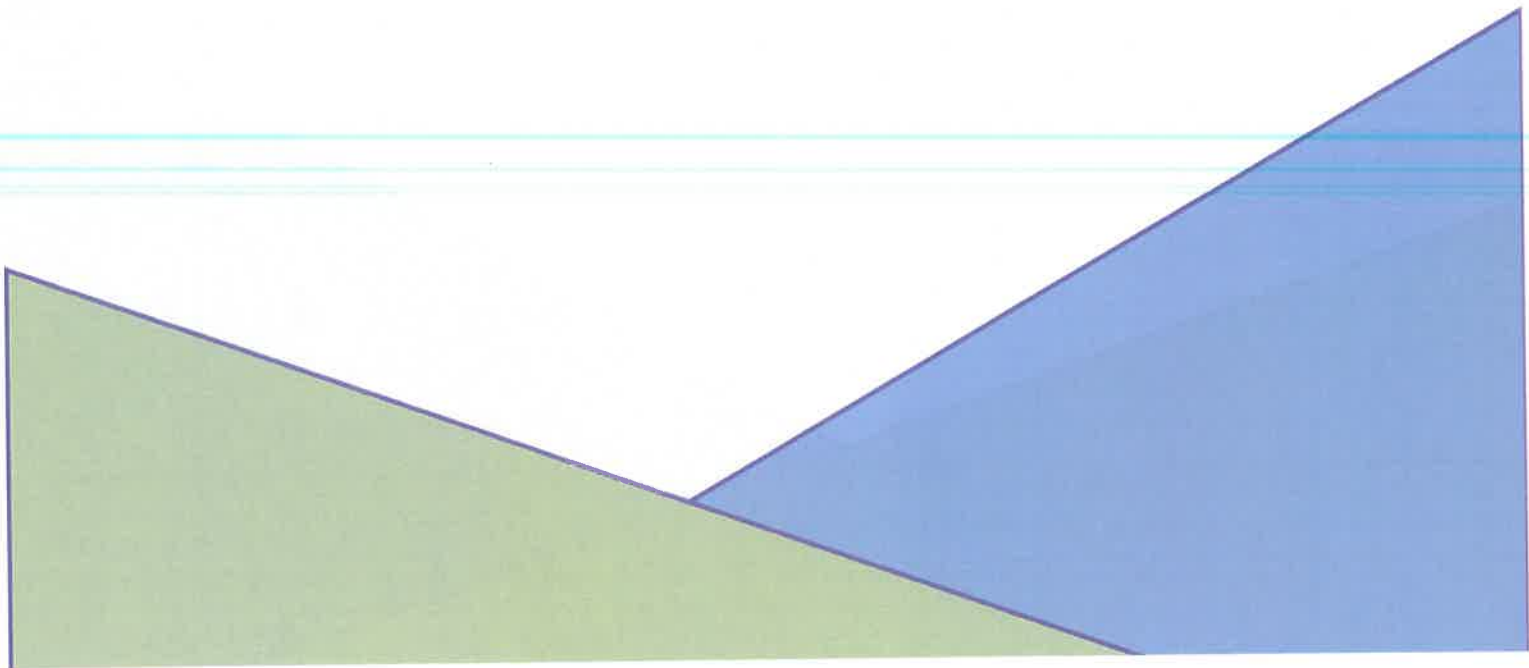


*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

## **GRANT GUIDELINES**



The Shire of Gnowangerup receives many requests for financial assistance from community groups. These guidelines outline the Community Grants category of the Community Financial Assistance Grants (CFAG) Program.

Community Grants	Medium scale grants. Applications from \$501 up to \$5,000 will be considered.
Examples of Community Grant purposes	<ul style="list-style-type: none"> <li>• Medium/Large Community Event</li> <li>• Large Scale Project</li> <li>• Environmental Programs</li> <li>• Capital Infrastructure Improvement</li> <li>• Council contribution towards an externally funded project that requires Local Government contribution i.e. Community Sporting and Recreational Facilities Fund (CSRFF)</li> </ul>

## 1. Eligibility

To be eligible for a grant an applicant must be:

- A local sporting group or association.
- An incorporated not-for-profit organisation.
- An unincorporated organisation seeking grant support through an incorporated, not-for profit organisation (auspicing).
- A cultural group/organisation.
- A voluntary service.
- Any other incorporated association based within the Shire of Gnowangerup.
- A Commercial /For Profit Organisation, supporting not for profit community events/programs and activities.

- 1.1. The organisation must be based within the Shire of Gnowangerup.
- 1.2. Events being held outside of the Shire which will include the involvement of Shire of Gnowangerup community members, and events which promote the Shire at a regional level may also be considered. Please be aware that locally held events will be given priority.
- 1.3. Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority.
- 1.4. Applications which can demonstrate the involvement of volunteers and community partnerships will be given priority.

- 1.5. All applicants must include their ABN on their application or complete a Statement by Supplier form (from <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>) if they do not have an ABN.
- 1.6. All grant applications must be submitted using the specified application form provided by the Shire of Gnowangerup.
- 1.7. The application must demonstrate clearly defined community outcomes.
- 1.8. Applicants must be able to demonstrate short and long term benefits to the community.

## **2. Non Eligible Applicants**

**Applications will not be considered in the following circumstances:**

- 2.1 Community organisations or events where the grant funds are to promote political parties/causes, unethical activities or profit making.
- 2.2 Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- 2.3 Individuals (or sponsorship of cash prizes for individuals or teams).
- 2.4 Individual's personal living, education, medical or travel expenses.
- 2.5 Activities or events that are the responsibility of State or Federal government.
- 2.6 Organisations whose main purpose is to fundraise.
- 2.7 Organisations that have not acquitted previous projects funded through the Shire of Gnowangerup.
- 2.8 Applicants that fail to address the criteria in their application.
- 2.9 Applications that are received after the closing date.
- 2.10 Community organisations or events that have outstanding debts with the Shire of Gnowangerup will not be funded until the debt is paid in full.
- 2.11 Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding.
- 2.12 Community organisations or events that are awarded funding through a Quick Grant or Special Grants are not eligible for Community Grant Funding.
- 2.13 Community organisations or events are only eligible to receive one Community Financial Assistance Grant in any financial year and cannot use the grant to pay for an event or project held in the previous financial year (no retrospective payments).
- 2.14 Applications to fund operating costs.



### 3. Applying for a Grant

- 3.1 Grants will be promoted through advertisements in the local newspapers and via the Shire of Gnowangerup's website and Facebook page.
- 3.2 Community Grant applications are invited once a year for submission and assessment. Please refer to the advertised opening and closing dates before completing your application form. A minimum of five weeks will be available from advertising to closing in order to complete the application.
- 3.3 The Shire may facilitate workshops to assist community groups to complete their applications, visit the Shire website for more information [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au).
- 3.4 Prior to submitting an application for a Community Grant, interested parties **must** contact the Shire to confirm the project/event is acceptable under the grant guidelines. Please call the Shire on 08 9827 1007 or email [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au) with your project outline.
- 3.5 Grant Applicants are required to submit their application between March to May for the approaching financial year period. Should the applicants event but scheduled for the months June, July and/or August of the new financial year an Advance Approval Applicant is required. The Applicants classed as Advanced Approval Applicants would need to submit an invoice for Shire funds prior to June 30 in the year of their application and would also be required to acquit their grant within 6 weeks of the completion of the event or project. Advanced Approval Applicants would also be eligible to apply for funding prior to completion and acquittal of Shire funds on the condition that acquittal is completed prior to the Shire releasing fund in each new financial year.

### 4. Funding Criteria

- 4.1 Events, projects and services must provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.
- 4.2 Where possible the applicant should source additional funds (in-kind support, grants, organisation contribution) to match the Shire's contribution.
- 4.3 Services must be accessible to and affordable for the community.
- 4.4 Community cultural activities and services are encouraged to assist in building their identity within the Shire.

- 4.5 Grant money is distributed across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- 4.6 Projects and services must demonstrate the involvement of volunteers and community partnerships.
- 4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. Sporting equipment is not applicable to this grant funding if Council is the sole funding body. This is for reasons pertaining to several other state funded opportunities for sporting equipment. Please contact the Shire of Gnowangerup for more information if required.
- 4.8 Disadvantaged groups enjoy equal access and special programs targeting their needs.
- 4.9 Community Development – the performance of the Community Funding Scheme will be assessed using community development principles and strategic planning.
- 4.10 Recipients must recognise and promote the Shire of Gnowangerup’s financial contribution to the event, project or services.
- 4.11 In circumstances when grants are auspiced by an incorporated organisation on behalf of an unincorporated organisation, the responsibility of managing finances and providing receipts for acquittal purposes will lie with the auspicing body.

## 5. Assessment of Applications

- 5.1 Initial recommendations about which applications should receive a Community Grant are made by using a Multi-Criterion Analysis Tool. Results of this process are then presented to Council along with copies of each application.
- 5.2 Recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than is available in any one year. ‘In principle’ support will then be given to those projects which are considered to meet the Council’s priorities.
- 5.3 Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

## 6. Unsuccessful Applications

- 6.1** The Shire of Gnowangerup will provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

## 7. Grant Claim and Variation

- 7.1** If your grant application is successful, you will receive a letter of confirmation in August of the new financial year advising you of the grant amount and asking you to submit an invoice.
- 7.2** Council may also specify other grant conditions. If this applies the applicant will be required to sign acceptance of the conditions prior to the release of funds. No 'rolling over' of funds to the following financial year for unfinished projects will be permitted.
- 7.3** All grants must be claimed and expended within the allocated financial year. If grants are not utilised within the given time, all funds allocated will be forfeited.
- 7.4** Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

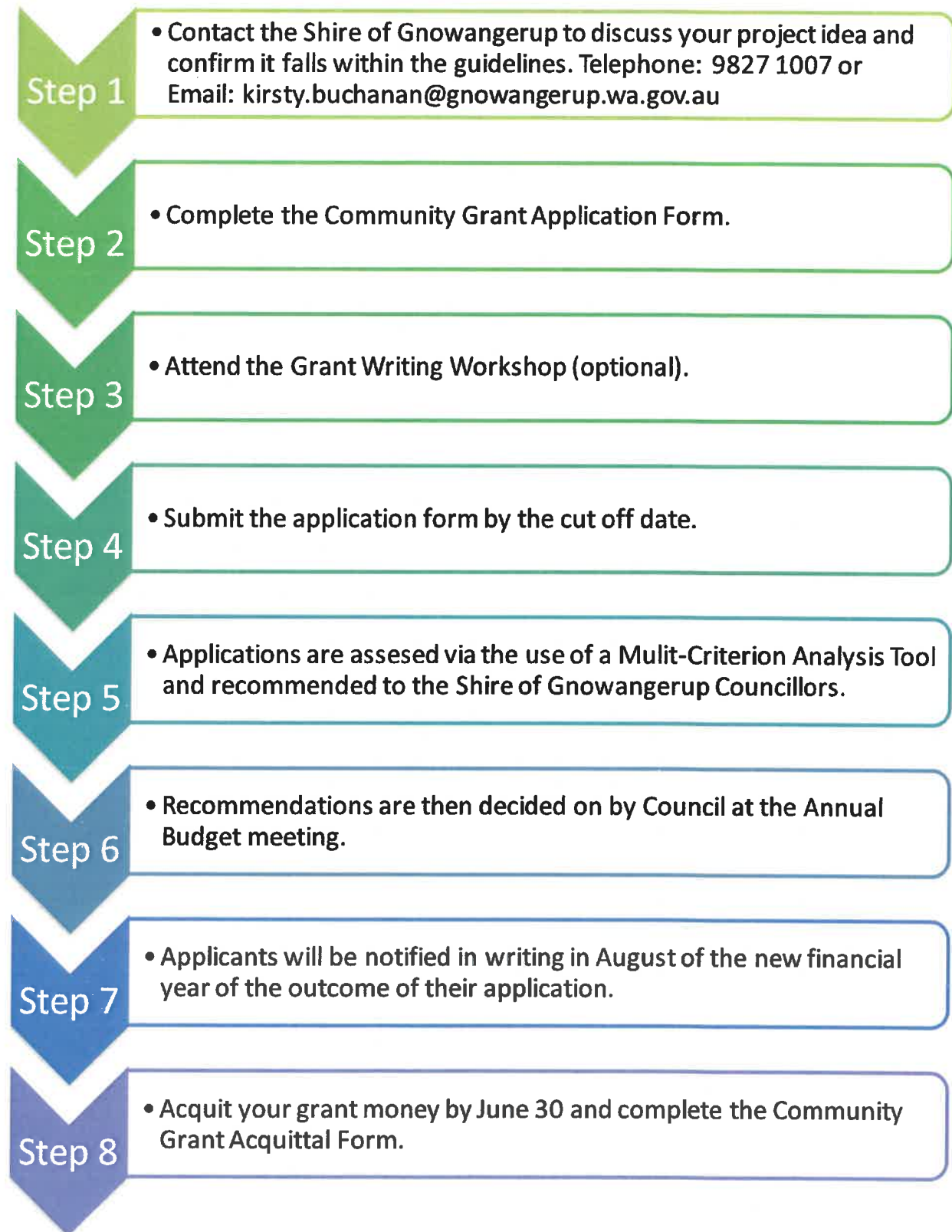
## 8. Grant Payment & Acquittal

- 8.1** All grant recipients are required to submit a funding acquittal by **30<sup>th</sup> June 2020** unless otherwise advised by the Shire of Gnowangerup.
- 8.2** Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form. Please use the acquittal form included in this package and provide:
- Financial summary or audited income and expenditure statement of the grant money
  - Reports and photographs
  - Evaluation including project outcomes
  - Evidence that demonstrates how the Shire of Gnowangerup's financial contribution was recognised.

## 9. Accessing and Submitting Grant Application Forms

- 9.1 Contact the Shire of Gnowangerup on (08) 9827 1007 to check that you are eligible to apply for a grant and discuss your application or obtain an application form.
- 9.2 Grant application forms, policy documents and guidelines can also be found on the Shire of Gnowangerup's website: [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)
- 9.3 Submit your application to (posted, emailed and hand delivered applications are accepted):  
Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road, Gnowangerup WA 6335  
Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

## Steps in the Community Grant Funding Process





# COMMUNITY GRANT APPLICATION FORM

**Closing date: 10/5/2019**

## Things to consider before you apply...

### Who

Who is the project for? Who are the key stakeholders?

### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

### Where

Where will the project take place? Are there Local, State or National impacts?

### When

When will it start and finish?

### Why

Why is the project needed? Is there community support? Why is it important?

### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?



## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: Gnowangerup Community Resource Centre

Name of Applicant and position: Tracey Clark - Manager

Name of Chairperson/Chief Executive Officer: Lola Hayward

Postal Address: PO Box 51 Gnowangerup WA 6335

Telephone: (08) 98 271 635

Email: manager@gnowangerupcrc.com.au

Website: www.gnowangerup.crc.net.au

2. Requested grant amount (\$501 - \$5,000): \$ <sup>5000.00</sup> \_\_\_\_\_

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

- Incorporated, not-for-profit
- Individual or Community Group (unincorporated but Auspiced by an incorporated body)
- Commercial / For Profit (undertaking a not for profit activity)

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. Organisation's ABN: 

6	1	5	1	4	0	5	1	1	8	2
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5.1. Is your organisation registered for GST? YES  NO

**\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)**

**6. Does your Organisation involve volunteers? How many and what roles do they serve?**

The Gnowangerup CRC committee is 100% volunteer based with 8 active committee members. The committee is required to

help the CRC staff organize and run community events on a regular basis.

**7. What is the main purpose and funding sources for your organisation?**

The Gnowangerup CRC is a not-for-profit organization that serves as an information and technology access point. Funded through the Department of Primary Industries & Regional Development, our main focus is to promote and facilitate economic, social and business development.

**8. Who are your main clients / service users?**

The Gnowangerup CRC has a wide range of clients and service users to target the whole community. One of our main goals is to target all groups of the community in some way to promote development and growth and provide an inclusive environment.

**9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded
2018-2019	\$5500.00	2019 Summer Fair
2016-2017	\$4715.00	Gnowangerup Community Summer Fair
2016-2018	\$5920.00	Gnowangerup Senior Program

9.1. Has this grant been reported on and acquitted? YES  NO  N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

## PART B – DETAILS OF THE PROJECT/EVENT

1. Name of the project/event: Gnowangerup Summer Fair ("Sheep - Our Livelihood")

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

The Gnowangerup Summer Fair has become an annual event on the community calendar. We are currently organizing what will be our 4th consecutive fair, February 2020. This is an event aimed at celebrating and including the town and its people, encouraging participation and healthy living. This year our theme will focus on our heritage and livelihood, sheep. We will have a range of entertainment for young and old, and also encourage the local businesses and residents to promote their goods and services. The grant funding will be used for a variety of items, not the least of which would be rides for the children, entertainment for everyone, shearing demonstrations and live sheep available for viewing. These activities are not readily available to our community residents and would encourage participation and excitement for all.

If we could keep the event affordable to all the community, more of the community would attend and support the event, thus supporting the community of Gnowangerup.

3. When and where will your project/event be held?

GNOWANGERUP:       BORDEN:       ONGERUP:       AMELUP

OTHER:  Please specify

Start date: 15th February 2020      End Date: 15th February 2020      Venue: Gnowangerup Sporting Complex

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation	✓	Art and Culture	✓
Senior Citizens or Youth or Children	✓	Education	✓
Environment	✓	Health and Welfare	✓
Town Enhancement/Infrastructure		Tourism	✓

5. What area of the Shire's Strategic Community Plan does your project align with? Please tick box(s)

#### Health and Wellbeing

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

#### Natural Environment

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

#### Built Environment

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

#### Local Economy and Business

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the Governance section of the current Strategic Community Plan is not applicable to CFAG.

**6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?**

- Provide an event that includes the whole community with their involvement and participation
- Community spirit, sense of pride and belonging to an inclusive community
- Opportunity for local businesses to promote their business and build rapport in the community
- Opportunity for locals in general to promote their services and projects
- Service partnerships promoting an active, healthy, inclusive community.

**7. Is your project/event open and accessible to the wider community?**

YES       NO       N/A

**8. Does your project encourage participation from disadvantaged groups in the community?**

YES       NO       N/A

**9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access, etc.?**

Ticket sales, general feedback from stall holders and the general public on the day with surveys to all volunteers and attendees after the event.

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**10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions.**

The CRC will actively be seeking funding from local businesses and residents, Lotterywest, Act-Belong-Commit and Road Safety Commission over the next few months along with asking for volunteers outside of the CRC committee and staff.

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**11. Where required, have you applied for all relevant licences, permits and approvals? i.e Road Closure approval, storefront stall permit, event insurance, etc.**

YES       NO       N/A

Licence/permit/approval	Date approved/pending
Event insurance is covered under our current policy with WFI.	1st April 2019
All activities have their own insurance, the CRC requires a copy upon application for space at event.	

**12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.**

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- People with disability have the same opportunities as other people to be a volunteer with your organization.

**13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option (s)**

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)

We will have a sponsors table at the event with sponsors promotional material available to the public.

**14. Will your organisation promote the Act Belong Commit Campaign (optional)?**

YES       NO       N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.



For more information visit <http://www.actbelongcommit.org.au/>



## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.

- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	AMOUNT (\$)
<b>Earned Income</b> (E.g ticket sales, merchandise etc)	
Gold coin gate entry	\$600.00
Food vans	\$2000.00
Stall holder rentals	\$300.00
<b>Subtotal</b>	<b>\$2900.00</b>
<b>Other Project income</b> (E.g Other grant funding)	<b>\$ 4000.00</b>
Lotterywest grant - pending	\$3000.00
Road Safety Commission	\$1000.00
<b>Subtotal</b>	<b>\$6900.00</b>
<b>Your Organisation's Financial Contribution</b> (please itemise)	<b>\$ 1950.00</b>
Staff time	\$700.00
Advertising	\$500.00
Administration	\$550.00
Postage	\$200.00
<b>Subtotal</b>	<b>\$8850.00</b>
<b>Fundraising, Sponsorship, Cash donations</b> (please itemise)	<b>\$ 2000.00</b>
Local Business Sponsorships	\$2000.00
<b>Subtotal</b>	<b>\$10850.00</b>
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	<b>\$10850.00</b>
Requested Community Grant	\$5000.00
<b>TOTAL INCOME</b>	<b>\$15850.00</b>

PROJECT EXPENDITURE	AMOUNT (\$)
<b>Professional Fees</b> (E.g on costs, travel, accommodation)	
<b>Subtotal</b>	
<b>Production Costs</b> (E.g materials, venue hire, equipment)	<b>\$ 12050.00</b>
Food	\$3000.00
Entertainment - inflatables/Laser Tag	\$2250.00
Entertainment - Climbing Wall	\$3300.00
Entertainment - Reptile Haven	\$3500.00
<b>Subtotal</b>	<b>\$12050.00</b>
<b>Administration Costs</b> (Wages, fees, licences, stationery)	<b>\$ 3150.00</b>
Wages/Administration	\$1250.00
Insurance	\$1200.00
Postage	\$200.00
Stationary	\$500.00
<b>Subtotal</b>	<b>\$15200.00</b>
<b>Marketing, Promotion and Documentation</b> (please itemise)	<b>\$ 650.00</b>
Advertising	\$500.00
Tickets/wristbands	\$150.00
<b>Subtotal</b>	<b>\$15850.00</b>

**NOTE: The total INCOME and EXPENDITURE column should total the same.**

<b>TOTAL EXPENDITURE</b>	<b>\$15850.00</b>
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## PART D – CHECKLIST AND DECLARATION

✓	<b>Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.</b>
✓	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
✓	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
✓	I acknowledge that I am authorised to make this application on behalf of the organisation.
✓	I acknowledge that the information in this application is true and correct.
✓	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
✓	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
✓	I give the Shire of Gnowangerup permission to promote this Community Grant as part of any communications and public relations activities.
✓	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
	I have attached two (2) quotes for single item expenditure over \$3,000.
	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 15. Declaration

On behalf of Gnowangerup Community Resource Centre (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

Tracey Clark  
Signature

09 / 05 / 2019  
Date

Tracey Clark

### Print Name

**Please post, email or deliver your completed application form to:**

Chief Executive Officer  
Shire of Gnowangerup  
28 Yougenup Road, Gnowangerup WA 6335  
Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

**SHIRE OF GNOWANGERUP  
COMMUNITY GRANT ACQUITTAL**

**1. Applicant's Details:**

Name of Organisation:	
Name of Applicant (position):	
Name of Chairperson/Chief Executive Officer	
Postal Address:	
Phone Number:	Email:
Grant amount received: \$	Date:

**2. Declaration**

I declare that the grant of \$\_\_\_\_\_ provided by the Shire of Gnowangerup has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the transactions for this project/event.

**3. Expenditure Report**

Please outline how the Shire of Gnowangerup Community Grant funds were spent:

Expenditure Items (basic description below)	\$
<b>TOTAL</b>	<b>\$</b>
<b>Surplus (unused funds)</b> <i>*Any unused Community Grant funds should be returned with this acquittal report</i>	<b>\$</b>

**4. Did your project/event go ahead as stated in your Community Grant application with all original aims being met? If not, explain why this is the case.**

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.....  
.....  
.....

**5. Please outline the project outcomes or key achievements of this project/event:**

.....  
.....  
.....  
.....  
.....

**6. Was your project/event open and accessible to the wider community?**

YES       NO       N/A

**7. Did your project encourage participation from disadvantaged groups in the community?**

YES       NO       N/A

**8. Did your event/project/activity incorporate disability access and inclusion principles? Tick applicable option(s).**

- Did people with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- Did people with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- Did people with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- Did people with disability have the same opportunities as other people to be a volunteer with your organisation?

**9. Please provide a brief description of how the Shire of Gnowangerup's grant contribution was recognised and promoted (Tick applicable option(s)):**

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend opening/ event
- Other (please specify).....

**10. Did your organisation promote the Act Belong Commit Campaign?**

YES       NO       N/A

**If Yes, please provide details of how you promoted the Act Belong Commit message.**

.....  
.....

**Please attach copies of any media releases, documentation produced, news articles, reports, statistics or photographs in support of the project/event.**

\_\_\_\_\_  
**Signed (Authorised Signatory Only)**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Position in Organisation**

## BORDEN PAVILLION COMMITTEE – Borden X Games - \$5000

**SCORE: 82**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	8	15%	12
	2. Community Benefit	8	5%	4
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	6	15%	9
	2. Community expectation	10	5%	5
<b>Resourcing</b>	1. Financial capability	8	15%	12
	2. Recurrent costs	6	5%	3
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	8	15%	12
	2. Measure of risk to the community	10	15%	15
<b>TOTAL SCORE (out of 100)</b>				<b>82</b>

## Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan  <b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage            2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan            4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)            6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)            8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)            10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?  <b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit            2 = Minimal - Project has minimal benefit for the wider community            4 = Minor contribution (minor benefit for the wider community)            6 = Intermediate contribution (contributes to the benefit for the wider community)            8 = Major contribution (project is identified as a major strategy to benefit the wider community)            10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.            Does the project reach hard to reach groups?            Will the project benefit multiple demographics?</p>



2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community</p> <p>2 = Minimal - improvements to a neighbourhood or group</p> <p>4 = Minor - improvements to locality or small number of groups</p> <p>6 = Intermediate - improvements across a number of groups or district</p> <p>8 = Major - improvements across a large number of groups or a whole district</p> <p>10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed</p> <p>2 = Minimal - limited expectation within the community</p> <p>4 = Minor - expectation by local groups within the locality</p> <p>6 = Intermediate - expectation across a number of groups within the locality</p> <p>8 = Major - expectation across a large number of groups within the shire</p> <p>10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>

3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor – requires minor use of facilities or equipment            6 = Intermediate – significant use of facilities or equipment            4 = Major - substantial use of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>

**PART A – APPLICANT AND ORGANISATION INFORMATION**

**1. Applicant's Details:**

Name of Organisation: Borden Pavilion Committee Incorporated  
Name of Applicant and position: Pip Moir, Borden Pavilion Coordinator  
Name of Chairperson/Chief Executive Officer: David Bungey  
Postal Address: Stone Street, Borden, WA 6338  
Telephone: 0401 915 016  
Email: admin@bordenpavilion.com.au  
Website: n/a

**2. Requested grant amount (\$501 - \$5,000): \$5000**

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

**3. Tick the box which best describes the organisation:**

- Incorporated, not-for-profit  
 Individual or Community Group (unincorporated but Auspiced by an incorporated body)  
 Commercial / For Profit (undertaking a not for profit activity)

**4. Auspice Body (IF APPLICABLE)**

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Organisation's ABN: 74 358 230 293**

**5.1. Is your organisation registered for GST? YES**

**\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)**

**6. Does your Organisation involve volunteers? How many and what roles do they serve?**

The Borden Pavilion is managed year round by a small, voluntary committee currently consisting of eight community members. The members include President, Vice President, Secretary, Treasurer, Grounds Manager, Catering Coordinator, Catering Assistant and Shire Representative. The wider community is called upon to volunteer their time when an event is being held.

**7. What is the main purpose and funding sources for your organisation?**

The Borden Pavilion primarily exists to serve as a regular meeting place for the people of the Borden community. It is also one of the region's premier function venues, with several spaces available for hire. The primary funding sources are Gnowangerup Shire, donations and fundraising.

**8. Who are your main clients / service users?**

- The Borden community
- Borden Cricket Club
- Borden Bowling Club
- Borden Tennis Club
- Gnowangerup Family Support Association

**9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded

**9.1. Has this grant been reported on and acquitted?** Borden Pavilion has not received a grant however we do receive funding from the Gnowangerup Shire on an annual basis, as the building is owned by the Shire.

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

**PART B – DETAILS OF THE PROJECT/EVENT**

1. Name of the project/event: **Borden X Cup 2020**

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

The Borden X Cup is a one-day carnival, featuring two separate tournaments of AFLX and FAST5 netball, which are both shortened versions of football and netball with fewer players a side. In 2019 we hosted 12 football teams and 8 netball teams from as far as Esperance, Narrogin and Albany. As the number of teams competing cannot increase at this stage, our main goal for 2020 is to increase the number of spectators at this event. Therefore this Community Grant would go towards securing a spectator bus to and from Borden to entice sports fans from Albany to get involved. The grant would also go towards advertising this bus service and general advertising for the event. Entry to the carnival is free for all spectators.

3. When and where will your project/event be held?

GNOWANGERUP:

BORDEN:

ONGERUP:

AMELUP

OTHER:  Please specify \_\_\_\_\_

Start date: TBA (One day event in late March or early April 2020)

End Date: TBA

Venue: Borden Pavilion

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation	X	Art and Culture	
Senior Citizens or Youth or Children		Education	
Environment		Health and Welfare	
Town Enhancement/Infrastructure		Tourism	X



5. What area of the Shire's Strategic Community Plan does your project align with? Please tick box(s)

**Health and Wellbeing**

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

**Built Environment**

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

**Natural Environment**

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

**Local Economy and Business**

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the Governance section of the current Strategic Community Plan is not applicable to CFAG

6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?

The projects primary objectives are as follows:

1. See the return of winter sport in Borden, following the closure of Borden football, netball and hockey clubs in 2016 due to a lack of numbers.
2. Pave the way for country football and netball, by instigating new initiatives to combat falling numbers.
3. To generate good feeling among the Borden community and host an event the town can be proud of.

Sadly Borden's winter sports clubs now cease to exist due to the very common problem of falling numbers in regional areas. This initiative allows the Borden community to come together once again, albeit only for one day, to proudly host a well organised and well attended football/netball tournament.

In the short term this project gives Borden a fantastic annual event to put on the calendar, in which everyone in the community is invited to attend and be a part of. Our wonderful facility Borden Pavilion gets used and is shown off to teams from across the region.

In the long term we hope to spark further interest in the shortened version of AFL and netball across the region. With falling numbers a common issue in many regional areas, AFLX and FAST5 netball could - in some form - be the answer to the survival longevity of country sport in our region. With sport being such an important part of any small community, we hope this initiative will continue to generate conversations about the future of country sport and what it might look like in decades to come.

7. Is your project/event open and accessible to the wider community?

YES  NO  N/A

8. Does your project encourage participation from disadvantaged groups in the community?

YES  NO  N/A

9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access, etc.?

The effectiveness of the project will be evaluated by asking for feedback from within the community, but probably more importantly from the teams that travel to Borden to participate on the day. A digital satisfaction survey will be sent to competing teams following the event to assess the tournament's success and whether we can put processes in place to improve future events.

10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions.

We have not yet sought sponsorship for the 2020 Borden X Cup, having just wound up this year's event in April. However we do intend to approach the same (or similar) businesses we approached this year for sponsorship in 2020. The total sponsorship contribution for the 2019 Borden X Cup was \$5000.

11. Where required, have you applied for all relevant licences, permits and approvals? i.e Road Closure approval, storefront stall permit, event insurance, etc.

YES  NO  N/A

Licence/permit/approval	Date approved/pending
JLT Insurance	Have not yet applied. Will do in late 2019
WAFC approval	Have not yet applied. Will do in late 2019
NetballWA approval	Have not yet applied. Will do in late 2019

12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- People with disability have the same opportunities as other people to be a volunteer with your organization.

13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option (s)

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
  - Display Shire Banner
  - Shire Logo on all promotional material
  - Announcement by MC / Event Host
  - Acknowledgement in media (Radio, TV and Print)
  - Acknowledgment on Social Media (if applicable)
  - Acknowledgement Plaque
  - Invitation for a staff member or Councillor to attend the opening/event
  - Other (please specify)
- .....

14. Will your organisation promote the Act Belong Commit Campaign (optional)?

YES       NO       N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>



## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.

- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	AMOUNT (\$)
Earned Income (E.g ticket sales, merchandise etc)	
Team registration	4800
Merchandise sales	600
Bar	2000
Canteen	2000
Subtotal	9400
Other Project Income (E.g Other grant funding)	\$
n/a	
Subtotal	0
Your Organisation's Financial Contribution (please itemise)	
Insurance	700
Subtotal	700
Fundraising, Sponsorship, Cash donations (please itemise)	\$
Local business sponsorship	5000
Subtotal	5000
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	<b>15,100</b>
Requested Community Grant	5000
<b>TOTAL INCOME</b>	<b>20,100</b>

PROJECT EXPENDITURE	AMOUNT (\$)
Professional Fees (E.g on costs, travel, accommodation)	
Bus hire to-from Albany	\$1500
Subtotal	1500
Production Costs (E.g materials, venue hire, equipment)	\$
Prizes (cash)	7000
Equipment (balls, paint, tents)	2000
Subtotal	9000
Administration Costs (Wages, fees, licences, stationery)	\$
JLT Insurance	700
Umpire wages	2500
Volunteer hours	2000
Netball WA registration	150
Subtotal	5350
Marketing, Promotion and Documentation (please itemise)	\$
Social media advertising	500
Printing	250
Newspaper advertising	2500
Radio advertising	1000
Subtotal	4250

NOTE: The total INCOME and EXPENDITURE column should total the same.

<b>TOTAL EXPENDITURE</b>	<b>20,100</b>
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## PART D – CHECKLIST AND DECLARATION

✓	Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.
✓	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
✓	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
✓	I acknowledge that I am authorised to make this application on behalf of the organisation.
✓	I acknowledge that the information in this application is true and correct.
✓	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
✓	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
✓	I give the Shire of Gnowangerup permission to promote this Community Grant as part of any communications and public relations activities.
✓	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
✓	I have attached two (2) quotes for single item expenditure over \$3,000.
	I have attached a copy of the Certificate of Incorporation or a copy of the auspicng organisation's Certificate of Incorporation. <i>Will send next week</i>

### 15. Declaration

On behalf of Borden Pavilion (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

*[Handwritten Signature]*

Signature

10 / 5 / 2019

Date

Philippa Moir

Print Name

Please post, email or deliver your completed application form to:

Chief Executive Officer  
 Shire of Gnowangerup  
 28 Yougenup Road, Gnowangerup WA 6335  
 Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)



Department of Consumer & Employment Protection  
Government of Western Australia

**WESTERN AUSTRALIA**  
*Associations Incorporation Act 1987*  
(Section 18(6))

Registered No: A1000894C

**Certificate of Incorporation  
on Change of Name**

This is to certify that

**BORDEN RECREATION MANAGEMENT COMMITTEE (INC)**

which was on the seventh day of December 1990  
incorporated under the *Associations Incorporation Act 1987*  
changed its name on the twenty-third day of May 2002 to:

**BORDEN PAVILION COMMITTEE INCORPORATED**

Commissioner for Fair Trading

This is a **REPLACEMENT CERTIFICATE** issued on the twelfth day of June 2006



## A SMART START – A Smart Start in the Shire of Gnowangerup - \$2000

**SCORE: 83**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the	8	15%	12
	2. Community Benefit	8	5%	4
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	8	15%	12
	2. Community expectation	10	5%	5
<b>Resourcing</b>	1. Financial capability	10	15%	15
	2. Recurrent costs	8	5%	4
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	6	15%	9
	2. Measure of risk to the community	8	15%	12
<b>TOTAL SCORE (out of 100)</b>				<b>83</b>

## Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage</p> <p>2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan</p> <p>4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)</p> <p>6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)</p> <p>8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)</p> <p>10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit</p> <p>2 = Minimal - Project has minimal benefit for the wider community</p> <p>4 = Minor contribution (minor benefit for the wider community)</p> <p>6 = Intermediate contribution (contributes to the benefit for the wider community)</p> <p>8 = Major contribution (project is identified as a major strategy to benefit the wider community)</p> <p>10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.</p> <p>Does the project reach hard to reach groups?</p> <p>Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>

3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor – requires minor use of facilities or equipment            6 = Intermediate – significant use of facilities or equipment            4 = Major - substantial <b>use</b> of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>

A smart Start  
Early years program  
\$2000.

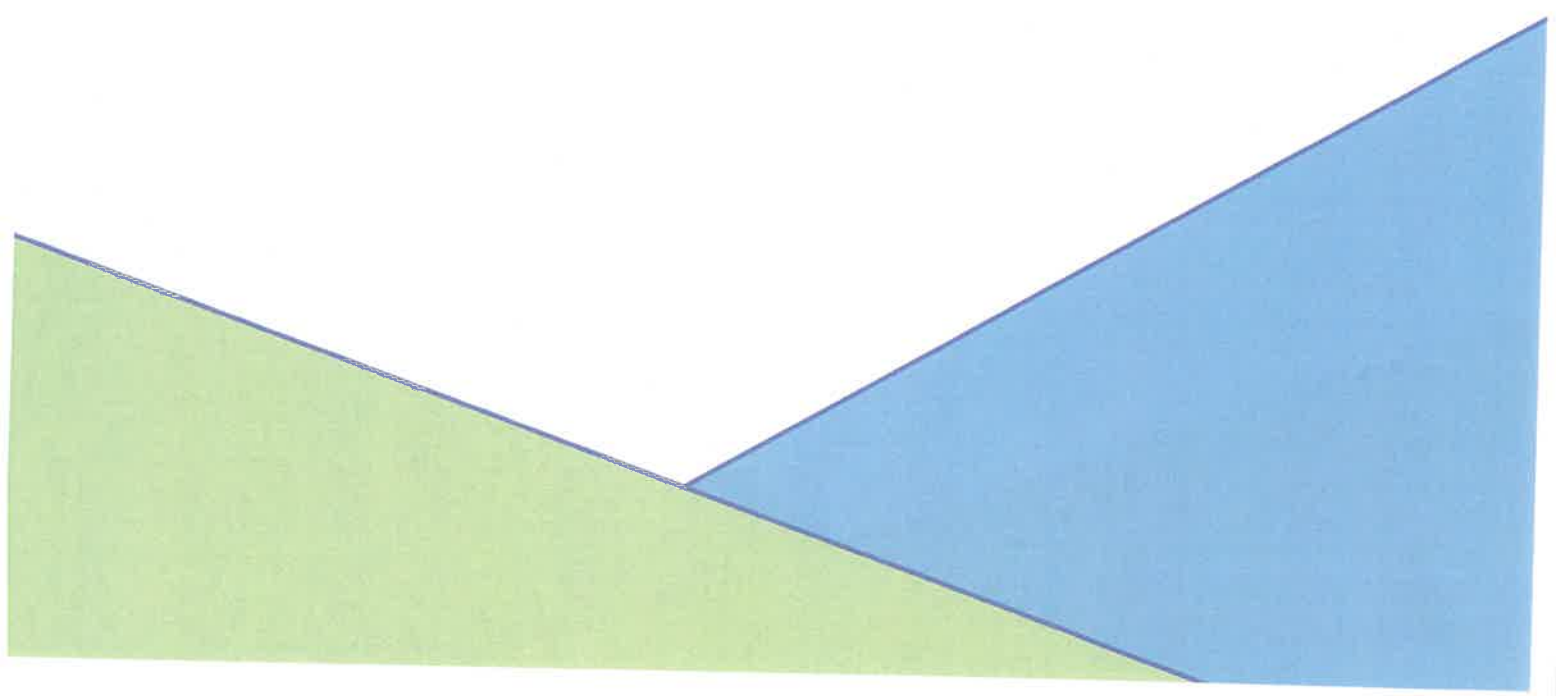
*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

**Community  
Grant Application Pack  
2019/20**

*For Community Grants from \$501 to \$5,000*



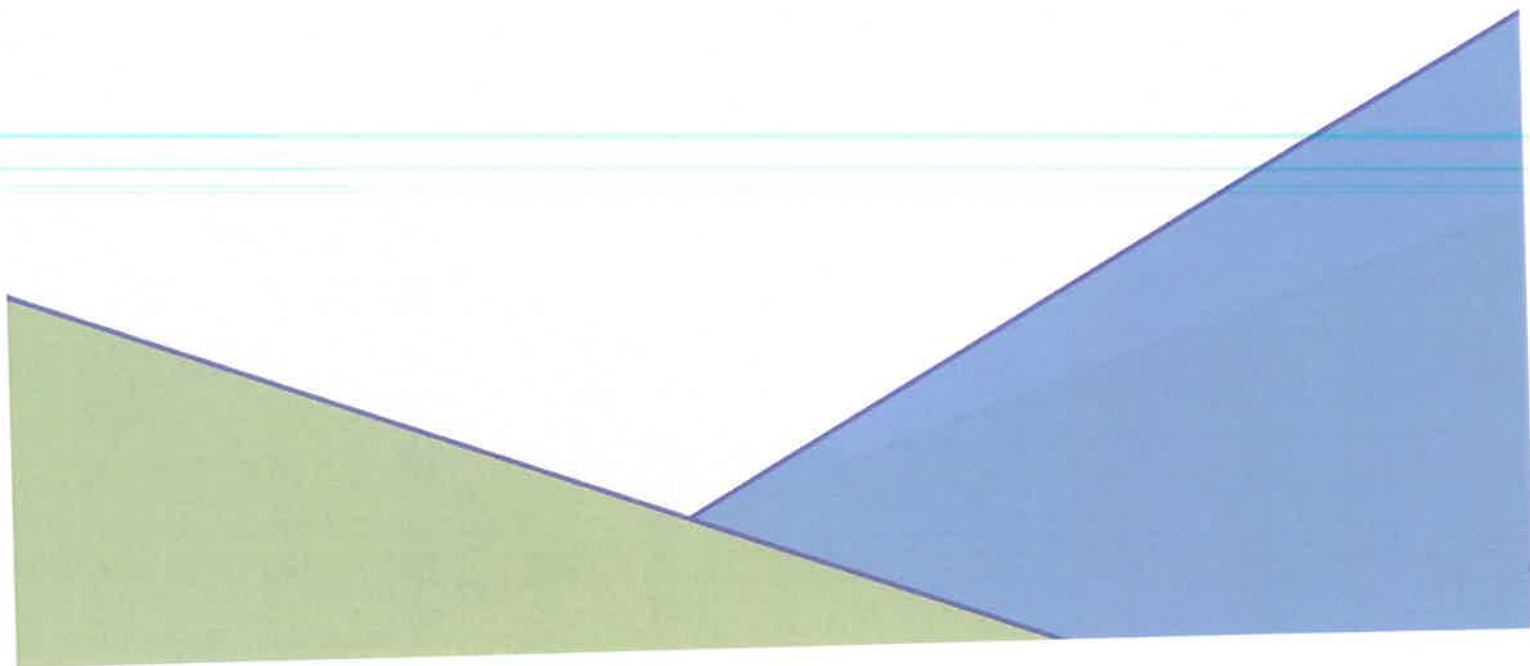


*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

# **GRANT GUIDELINES**



The Shire of Gnowangerup receives many requests for financial assistance from community groups. These guidelines outline the Community Grants category of the Community Financial Assistance Grants (CFAG) Program.

Community Grants	Medium scale grants. Applications from \$501 up to \$5,000 will be considered.
Examples of Community Grant purposes	<ul style="list-style-type: none"> <li>• Medium/Large Community Event</li> <li>• Large Scale Project</li> <li>• Environmental Programs</li> <li>• Capital Infrastructure Improvement</li> <li>• Council contribution towards an externally funded project that requires Local Government contribution i.e. Community Sporting and Recreational Facilities Fund (CSRFF)</li> </ul>

## 1. Eligibility

To be eligible for a grant an applicant must be:

- A local sporting group or association.
- An incorporated not-for-profit organisation.
- An unincorporated organisation seeking grant support through an incorporated, not-for profit organisation (auspicing).
- A cultural group/organisation.
- A voluntary service.
- Any other incorporated association based within the Shire of Gnowangerup.
- A Commercial /For Profit Organisation, supporting not for profit community events/programs and activities.

- 1.1. The organisation must be based within the Shire of Gnowangerup.
- 1.2. Events being held outside of the Shire which will include the involvement of Shire of Gnowangerup community members, and events which promote the Shire at a regional level may also be considered. Please be aware that locally held events will be given priority.
- 1.3. Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority.
- 1.4. Applications which can demonstrate the involvement of volunteers and community partnerships will be given priority.

- 1.5. All applicants must include their ABN on their application or complete a Statement by Supplier form (from <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>) if they do not have an ABN.
- 1.6. All grant applications must be submitted using the specified application form provided by the Shire of Gnowangerup.
- 1.7. The application must demonstrate clearly defined community outcomes.
- 1.8. Applicants must be able to demonstrate short and long term benefits to the community.

## 2. Non Eligible Applicants

**Applications will not be considered in the following circumstances:**

- 2.1 Community organisations or events where the grant funds are to promote political parties/causes, unethical activities or profit making.
- 2.2 Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- 2.3 Individuals (or sponsorship of cash prizes for individuals or teams).
- 2.4 Individual's personal living, education, medical or travel expenses.
- 2.5 Activities or events that are the responsibility of State or Federal government.
- 2.6 Organisations whose main purpose is to fundraise.
- 2.7 Organisations that have not acquitted previous projects funded through the Shire of Gnowangerup.
- 2.8 Applicants that fail to address the criteria in their application.
- 2.9 Applications that are received after the closing date.
- 2.10 Community organisations or events that have outstanding debts with the Shire of Gnowangerup will not be funded until the debt is paid in full.
- 2.11 Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding.
- 2.12 Community organisations or events that are awarded funding through a Quick Grant or Special Grants are not eligible for Community Grant Funding.
- 2.13 Community organisations or events are only eligible to receive one Community Financial Assistance Grant in any financial year and cannot use the grant to pay for an event or project held in the previous financial year (no retrospective payments).
- 2.14 Applications to fund operating costs.

### 3. Applying for a Grant

- 3.1 Grants will be promoted through advertisements in the local newspapers and via the Shire of Gnowangerup's website and Facebook page.
- 3.2 Community Grant applications are invited once a year for submission and assessment. Please refer to the advertised opening and closing dates before completing your application form. A minimum of five weeks will be available from advertising to closing in order to complete the application.
- 3.3 The Shire may facilitate workshops to assist community groups to complete their applications, visit the Shire website for more information [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au).
- 3.4 Prior to submitting an application for a Community Grant, interested parties **must** contact the Shire to confirm the project/event is acceptable under the grant guidelines. Please call the Shire on 08 9827 1007 or email [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au) with your project outline.
- 3.5 Grant Applicants are required to submit their application between March to May for the approaching financial year period. Should the applicants event but scheduled for the months June, July and/or August of the new financial year an Advance Approval Applicant is required. The Applicants classed as Advanced Approval Applicants would need to submit an invoice for Shire funds prior to June 30 in the year of their application and would also be required to acquit their grant within 6 weeks of the completion of the event or project. Advanced Approval Applicants would also be eligible to apply for funding prior to completion and acquittal of Shire funds on the condition that acquittal is completed prior to the Shire releasing fund in each new financial year.

### 4. Funding Criteria

- 4.1 Events, projects and services must provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.
- 4.2 Where possible the applicant should source additional funds (in-kind support, grants, organisation contribution) to match the Shire's contribution.
- 4.3 Services must be accessible to and affordable for the community.
- 4.4 Community cultural activities and services are encouraged to assist in building their identity within the Shire.

- 4.5 Grant money is distributed across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- 4.6 Projects and services must demonstrate the involvement of volunteers and community partnerships.
- 4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. Sporting equipment is not applicable to this grant funding if Council is the **sole** funding body. This is for reasons pertaining to several other state funded opportunities for sporting equipment. Please contact the Shire of Gnowangerup for more information if required.
- 4.8 Disadvantaged groups enjoy equal access and special programs targeting their needs.
- 4.9 Community Development – the performance of the Community Funding Scheme will be assessed using community development principles and strategic planning.
- 4.10 Recipients must recognise and promote the Shire of Gnowangerup’s financial contribution to the event, project or services.
- 4.11 In circumstances when grants are auspiced by an incorporated organisation on behalf of an unincorporated organisation, the responsibility of managing finances and providing receipts for acquittal purposes will lie with the auspicing body.

## 5. Assessment of Applications

- 5.1 Initial recommendations about which applications should receive a Community Grant are made by using a Multi-Criterion Analysis Tool. Results of this process are then presented to Council along with copies of each application.
- 5.2 Recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than is available in any one year. ‘In principle’ support will then be given to those projects which are considered to meet the Council’s priorities.
- 5.3 Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

## 6. Unsuccessful Applications

- 6.1** The Shire of Gnowangerup will provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

## 7. Grant Claim and Variation

- 7.1** If your grant application is successful, you will receive a letter of confirmation in August of the new financial year advising you of the grant amount and asking you to submit an invoice.
- 7.2** Council may also specify other grant conditions. If this applies the applicant will be required to sign acceptance of the conditions prior to the release of funds. No 'rolling over' of funds to the following financial year for unfinished projects will be permitted.
- 7.3** All grants must be claimed and expended within the allocated financial year. If grants are not utilised within the given time, all funds allocated will be forfeited.
- 7.4** Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

## 8. Grant Payment & Acquittal

- 8.1** All grant recipients are required to submit a funding acquittal by **30<sup>th</sup> June 2020** unless otherwise advised by the Shire of Gnowangerup.
- 8.2** Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form. Please use the acquittal form included in this package and provide:
- Financial summary or audited income and expenditure statement of the grant money
  - Reports and photographs
  - Evaluation including project outcomes
  - Evidence that demonstrates how the Shire of Gnowangerup's financial contribution was recognised.



## 9. Accessing and Submitting Grant Application Forms

**9.1** Contact the Shire of Gnowangerup on (08) 9827 1007 to check that you are eligible to apply for a grant and discuss your application or obtain an application form.

**9.2** Grant application forms, policy documents and guidelines can also be found on the Shire of Gnowangerup's website: [www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)

**9.3** Submit your application to (posted, emailed and hand delivered applications are accepted):

Chief Executive Officer

Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335

Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

# Steps in the Community Grant Funding Process

## Step 1

- Contact the Shire of Gnowangerup to discuss your project idea and confirm it falls within the guidelines. Telephone: 9827 1007 or Email: [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)

## Step 2

- Complete the Community Grant Application Form.

## Step 3

- Attend the Grant Writing Workshop (optional).

## Step 4

- Submit the application form by the cut off date.

## Step 5

- Applications are assessed via the use of a Multi-Criterion Analysis Tool and recommended to the Shire of Gnowangerup Councillors.

## Step 6

- Recommendations are then decided on by Council at the Annual Budget meeting.

## Step 7

- Applicants will be notified in writing in August of the new financial year of the outcome of their application.

## Step 8

- Acquit your grant money by June 30 and complete the Community Grant Acquittal Form.



SHIRE OF GNOWANGERUP

# COMMUNITY GRANT APPLICATION FORM

**Closing date: 10/5/2019**

## Things to consider before you apply...

### Who

Who is the project for? Who are the key stakeholders?

### What

What is the project about, and what impact does it have on the community? What is the purpose of the project? What are the strengths, weaknesses, opportunities and threats?

### Where

Where will the project take place? Are there Local, State or National impacts?

### When

When will it start and finish?

### Why

Why is the project needed? Is there community support? Why is it important?

### How

How will the project be managed? How much funding is required? How many resources are currently available? Where do you plan to source additional resources?

## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: A Smart Start Great Southern Inc

Name of Applicant and position: Sarah Taylor, Coordinator

Name of Chairperson/Chief Executive Officer: Mrs Jo Webb

Postal Address: PO Box 871 Katanning WA 6317

Telephone: 9821 6259 Mob: 0417941799

Email: [asmartstart\\_gs2@outlook.com](mailto:asmartstart_gs2@outlook.com)

Website: N/A

### 2. Requested grant amount (\$501 -\$5,000): \$2000

If your organisation is incorporated –Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

Incorporated, not-for-profit

Individual or Community Group (unincorporated but Auspiced by an incorporated body)

Commercial / For Profit (undertaking a not for profit activity)

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 5. Organisation's ABN: 21 242 482 194

5.1. Is your organisation registered for GST?

YES

NO



*\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)*

**6. Does your Organisation involve volunteers? How many and what roles do they serve?**

The A Smart Start regional committee comprises of 6 volunteers and one representative from the GSDC. The Gnowangerup local working party are all volunteers. Caroline Sprigg is the Chair and the rest of the Committee consists of Penny Cleland, Kate Oliver, Lara Rumble and Amber Crichton. They connect with the local community to organise workshops and information sessions and help distribute the birthday books and resources.

**7. What is the main purpose and funding sources for your organisation?**

The main purpose of ASS is to empower parents with skills and knowledge in recognition that they are their child's first teacher and play a key role in providing their child with an optimal learning environment and to ensure families have access to community-based networks, professional support agencies and their local schools. The funding for ASS comes from a grant from the Great Southern Development Commission and from all Local Governments within the Great Southern. This assists with the delivery of birthday books and resources and organisation of information/activity sessions.

**8. Who are your main clients / service users?**

All families with children from birth to four years old in the Great Southern. Registrations primarily come through the local Child Health Nurse who introduces The A Smart Start initiative to all families at the birth of their child. Local playgroups and other service groups also provide registrations.

In the Shire of Gnowangerup, we currently have 59 children registered:

- Gnowangerup – 50 children
- Borden – 7 children
- Ongerup – 2 children

**9. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded
2018/2019	\$2000	A Smart Start delivery in Gnowangerup
2017/2018	\$2000	A Smart Start delivery in Gnowangerup
2016/2017	\$2000	A Smart Start delivery in Gnowangerup

9.1. Has this grant been reported on and acquitted? YES  NO  N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

## PART B – DETAILS OF THE PROJECT/EVENT

1. **Name of the project/event:** A Smart Start in the Shire of Gnowangerup

2. **Brief summary of the project/event (include details of what the Community Grant will be used for):**

The funding will be used to support the activities of A Smart Start in The Shire of Gnowangerup including the delivery of birthday books and resources and the delivery of up to 4 information sessions in Gnowangerup, Ongerup and Borden communities. The Shire of Gnowangerup communities (from local working party's suggestions) received a First Aid for Babies and Toddlers session, a NAIDOC activity morning at Gnowangerup DHS, PND lunch out loud and a nature-based play morning. Suggested activities for 2019/20 include speech development, teddy bear's picnic and toddler language development.

3. **When and where will your project/event be held?**

GNOWANGERUP:                       BORDEN:                       ONGERUP:                       AMELUP:

OTHER: Please specify \_\_\_\_\_

Start date: 1/7/2019                      End Date: 30/6/2020                      Venues: to be confirmed

4. **In which category does your project fall? (You may tick more than one box)**

Sport and Recreation	<input type="checkbox"/>	Art and Culture	<input type="checkbox"/>
Senior Citizens or Youth or Children	<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>	Health and Welfare	<input checked="" type="checkbox"/>
Town Enhancement/Infrastructure	<input type="checkbox"/>	Tourism	<input type="checkbox"/>

5. **What area of the Shire's Strategic Community Plan does your project align with? Please tick box(s)**

### Health and Wellbeing

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

### Natural Environment

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

### Built Environment

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

### Local Economy and Business

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the **Governance** section of the current Strategic Community Plan is not applicable to CFAG.



**6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?**

Short term – hold local community information sessions in Gnowangerup, Borden and Ongerup, continue to gift birthday books and resources and to increase registrations for ASS.

Long term – continue to provide a conduit between Wanslea, Amity, Playgroup, Day Care Centre, Child Health and the Gnowangerup DHS, empower parents with skills and knowledge to improve their child’s school readiness and increase accessibility of families to community networks and local support groups.

**7. Is your project/event open and accessible to the wider community?**

YES                       NO                      N/A

**8. Does your project encourage participation from disadvantaged groups in the community?**

YES                       NO                      N/A

**9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access, etc?**

A Smart Start delivery will be evaluated through a survey of the Local Working Parties and Local Champions, together with details around the number of families attending, general feedback on the sessions, number of new families registering with ASS, comparisons to previous attendance records and feedback forms from participating families at ASS sessions.

**10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions.**

Yes, in addition to the grant from the Great Southern Development Commission, we are also seeking financial support from other local Shires- Broomehill-Tambellup, Denmark, Kojonup, Katanning, Plantagenet, Woodanilling and Kent.

**11. Where required, have you applied for all relevant licences, permits and approvals? i.e Road Closure approval, storefront stall permit, event insurance, etc.**

YES                      NO                      N/A

Licence/permit/approval	Date approved/pending

**12. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles?** Tick the box(s) with applicable statements about your project's access and inclusion.

- ✓ People with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- ✓ People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- ✓ People with disability have the same opportunities as other people to be a volunteer with your organization.

**13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event?** Tick applicable option (s)

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- ✓ Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- ✓ Shire Logo on all promotional material
- ✓ Announcement by MC / Event Host
- ✓ Acknowledgement in media (Radio, TV and Print)
- ✓ Acknowledgment on Social Media (if applicable)
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- ✓ Other – Shire logo sticker on back of all birthday books and resource envelopes

**Will your organisation promote the Act Belong Commit Campaign (optional)?**

YES                      NO                      N/A ✓

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>



## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.

- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	AMOUNT (\$)
Earned Income (E.g ticket sales, merchandise etc)	
<b>Subtotal</b>	
Other Project income (E.g Other grant funding)	\$
<b>Subtotal</b>	
Your Organisation's Financial Contribution (please itemise)	\$5100
Coordinator	4900
Incidental	200
<b>Subtotal</b>	<b>5100</b>
Fundraising, Sponsorship, Cash donations (please itemise)	\$
<b>Subtotal</b>	
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	<b>5100</b>
Requested Community Grant	2000
<b>TOTAL INCOME</b>	<b>7100</b>

PROJECT EXPENDITURE	AMOUNT (\$)
Professional Fees (E.g on costs, travel, accommodation)	
<b>Subtotal</b>	
Production Costs (E.g materials, venue hire, equipment)	\$2200
Resources/Consumables/Advertising for Shire of Gnowangerup sessions	700
Birthday books and resources	1500
Delivery of Birthday books and Resources (In kind)	
<b>Subtotal</b>	<b>2200</b>
Administration Costs (Wages, fees, licences, stationery)	\$4900
Coordinator (Organisation/Planning time, travel to GNP sessions and attendance at sessions)	4900
<b>Subtotal</b>	<b>4900</b>
Marketing, Promotion and Documentation (please itemise)	\$
<b>Subtotal</b>	<b>7100</b>

**NOTE:** The total INCOME and EXPENDITURE column should total the same.

<b>TOTAL EXPENDITURE</b>	<b>7100</b>
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## PART D – CHECKLIST AND DECLARATION

✓	<b>Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.</b>
✓	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
✓	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
✓	I acknowledge that I am authorised to make this application on behalf of the organisation.
✓	I acknowledge that the information in this application is true and correct.
✓	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
✓	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
✓	I give the Shire of Gnowangerup permission to promote this Community Grant as part of any communications and public relations activities.
✓	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
N/A	I have attached two (2) quotes for single item expenditure over \$3,000.
✓	I have attached a copy of the Certificate of Incorporation or a copy of the auspicating organisation's Certificate of Incorporation.

### 14. Declaration

On behalf of A Smart Start Great Southern Inc, I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.



7/5/2019

**Signature**

**Date**

**Jo Webb**

**Chairperson (ASSGS)**

**Please post, email or deliver your completed application form to:**

Chief Executive Officer

Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335

Email: [gnpshire@gnowangerup.wa.gov.au](mailto:gnpshire@gnowangerup.wa.gov.au)

**SHIRE OF GNOWANGERUP  
COMMUNITY GRANT ACQUITTAL**

**1. Applicant's Details:**

Name of Organisation: A Smart Start Great Southern Inc	
Name of Applicant (position): Sarah Taylor (Coordinator)	
Name of Chairperson/Chief Executive Officer: Mrs Jo Webb	
Postal Address: PO Box 871 Katanning WA 6317	
Phone Number: 0417941799	Email: asmartstart_gs2@outlook.com
Grant amount received: \$2000	Date: 15/8/2018

**2. Declaration**

I declare that the grant of \$2000 provided by the Shire of Gnowangerup has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the transactions for this project/event.

**3. Expenditure Report**

Please outline how the Shire of Gnowangerup Community Grant funds were spent:

<b>Expenditure Items (basic description below)</b>	<b>\$</b>
Birthday Books and resources	1300
Resources/Advertising for Shire of Gnowangerup sessions/activities	700
<b>TOTAL</b>	<b>\$2000</b>
<b>Surplus (unused funds)</b> <i>*Any unused Community Grant funds should be returned with this acquittal report</i>	<b>\$</b>



**4. Did your project/event go ahead as stated in your Community Grant application with all original aims being met? If not, explain why this is the case.**

All our aims were met with A Smart Start's involvement in the Shire of Gnowangerup. During this time, we were involved with four well-attended community sessions, we maintained contact with all registered families and delivered birthday books and resources to all 59 registered 0 to 4-year-old children.

**5. Please outline the project outcomes or key achievements of this project/event:**

The main purpose of ASS is to empower parents with skills and knowledge in recognition that they are their child's first teacher and play a key role in providing their child with an optimal learning environment and to ensure families have access to community-based networks, professional support agencies and their local school. The funding was used to support the activities/sessions in the Shire of Gnowangerup and also used to support the delivery of Birthday books and resources to all registered children in the Shire of Gnowangerup.

**6. Was your project/event open and accessible to the wider community?**

YES  NO  N/A

**7. Did your project encourage participation from disadvantaged groups in the community?**

YES  NO  N/A

**8. Did your event/project/activity incorporate disability access and inclusion principles? Tick applicable option(s).**

- ✓ Did people with disability have the same opportunities as other people to access or take part in the project/event/service offered?
- ✓ Did people with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered?
- Did people with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it?
- ✓ Did people with disability have the same opportunities as other people to be a volunteer with your organisation?



9. Please provide a brief description of how the Shire of Gnowangerup's grant contribution was recognised and promoted (Tick applicable option(s)):

- ✓Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement)
- Display Shire Banner
- ✓Shire Logo on all promotional material
- ✓Announcement by MC / Event Host
- Acknowledgement in media (Radio, TV and Print)
- ✓Acknowledgment on Social Median- Facebook and Instagram
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend opening/ event
- ✓Other Shire of Gnowangerup sticker on all Birthday books and resource envelopes

10. Did your organisation promote the Act Belong Commit Campaign?

YES                      NO ✓                      N/A

If Yes, please provide details of how you promoted the Act Belong Commit message.

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✓ Please attach copies of any media releases, documentation produced, news articles, reports, statistics or photographs in support of the project/event.



7/5/2019

Signed (Authorised Signatory Only)

Date

Jo Webb

Chairperson

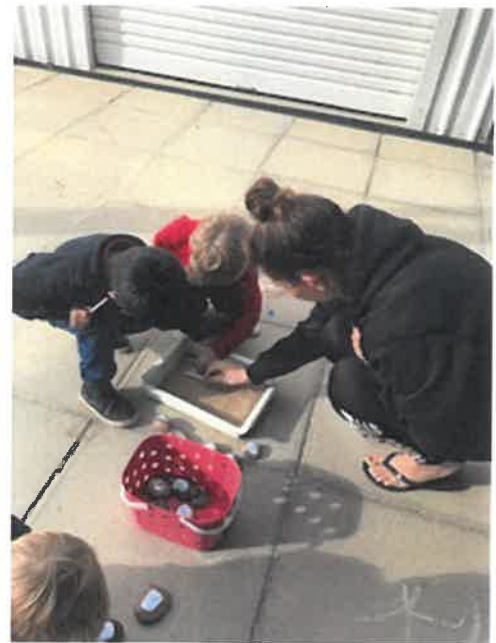
A Smart Start Great Southern Inc

# GNOWANGERUP TEDDY BEARS' PICNIC 23/5/2018



# NAIDOC CELEBRATIONS IN GNOWANGERUP

## 26/6/2018





All children aged from 0 to 5 years and their mums,  
dads, grandparents and carers are invited to ...

# NAIDOC week Early Years celebration in Gnowangerup

**Because of her, we can!**



**Date:** Tuesday 26<sup>th</sup> June 2018

**Time:** 9.30am – 11.30am

**Venue:** Early Childhood Centre

Gnowangerup District High School

*Please bring a water bottle and a piece of fruit to share.*



Supported by



# A Smart Start & Playgroup WA

would like to invite  
all 0-4-year old's (and their parents/carers)  
to a

## Teddy Bears' Picnic

Wednesday 23rd May

9.30am-11.30am

**Gnowangerup Old Kindy Building**

**We're Going on a Bear Hunt!**



**This year the fun includes story time, games, craft, bubbles and more.**

### Event Program

- 9.30am** The fun begins ...
- 10.15am** Morning Tea Time  
(BYO)
- 10.30am** Story Time
- 10.50am** Photos with "Honey" the Bear  
and the fun continues.

**Don't forget your morning tea and teddy bears!**

**All welcome!**

30 April 2019

To: The Chairperson of A Smart Start – Great Southern

Re: Funding of A Smart Start Great Southern in the Shire of Gnowangerup

I am the Child Health Nurse for Gnowangerup, Ongerup, Borden and Tambellup. In regards to A Smart Start, my role is to register newborns, provide the manual and first reading book, and assist on occasions with events held by A Smart Start. I fully support the concept of the A Smart Start program, it provides a valuable parenting resource to local families.

There are currently 54 children within the Shire of Gnowangerup registered with A Smart Start. These children and their parents/carers have had the opportunity to attend 1 2 3 Magic and Emotion parent coaching sessions, NAIDOC day activities and an Earth nature-based play morning held at Gnowangerup DHS and a Basic First Aid for babies and Toddlers session. All these events have been very well attended. Future events planned by the local committee include NAIDOC Day activities, a messy play morning and a Protective Behaviours workshop.

These events are selected by the local committee and then co-ordinated by A Smart Start staff. The ability of the A Smart Start team to produce events including looking at funding options, providing a crèche if required, providing administration and organising presenters is invaluable. I am unaware of any other organisation within the Shire that has the capacity to provide the same. Equally as important is the provision of the reading books and manuals, both promoting early learning literacy and the recognition of age appropriate milestones. Family access to parenting resources at a local level is a promotion of family wellbeing and therefore community wellbeing.

Kind regards,

Amber Crichton.





Government of **Western Australia**  
Department of **Commerce**

**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 10)

Registered No: A1020689Y

**Certificate of Incorporation**

This is to certify that

**A SMART START GREAT SOUTHERN INC**

has on this day been incorporated  
under the *Associations Incorporation Act 1987*

Dated this first day of July 2016

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Acting Commissioner for Consumer Protection

## ONGERUP SPORTING COMPLEX COMMITTEE – Energize Ongerup - \$13,930

**SCORE: 75**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	8	15%	12
	2. Community Benefit	6	5%	3
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	6	15%	9
	2. Community expectation	6	5%	3
<b>Resourcing</b>	1. Financial capability	6	15%	9
	2. Recurrent costs	10	5%	5
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	8	15%	12
	2. Measure of risk to the community	8	15%	12
<b>TOTAL SCORE (out of 100)</b>				<b>75</b>

## Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan <b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage            2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan            4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)            6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)            8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)            10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community? <b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit            2 = Minimal - Project has minimal benefit for the wider community            4 = Minor contribution (minor benefit for the wider community)            6 = Intermediate contribution (contributes to the benefit for the wider community)            8 = Major contribution (project is identified as a major strategy to benefit the wider community)            10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.            Does the project reach hard to reach groups?            Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community            2 = Minimal - improvements to a neighbourhood or group            4 = Minor - improvements to locality or small number of groups            6 = Intermediate - improvements across a number of groups or district            8 = Major - improvements across a large number of groups or a whole district            10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed            2 = Minimal - limited expectation within the community            4 = Minor - expectation by local groups within the locality            6 = Intermediate - expectation across a number of groups within the locality            8 = Major - expectation across a large number of groups within the shire            10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>

3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor – requires minor use of facilities or equipment            6 = Intermediate – significant use of facilities or equipment            4 = Major - substantial use of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>



Ong complex

\$13930

Solar

# ENERGIZE ONGERUP

Ongerup Sporting Complex Committee Inc.



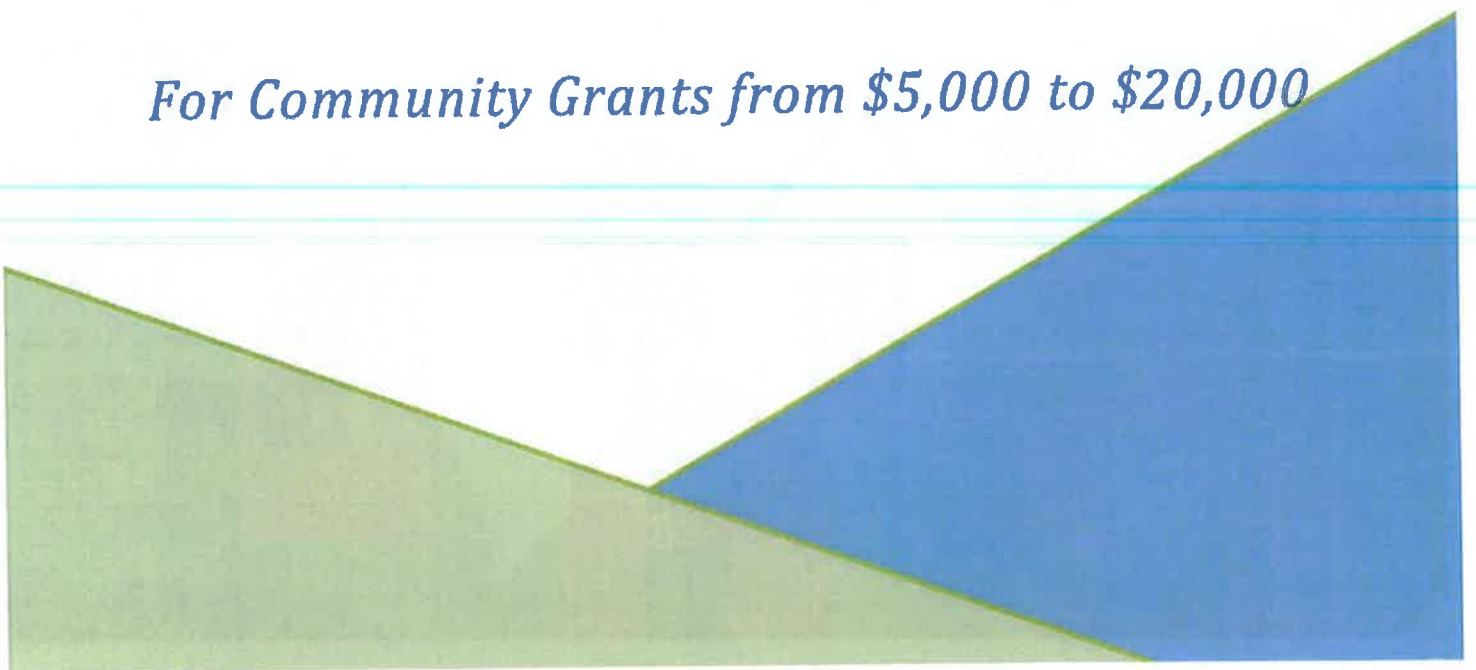
*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

**Special Requests**  
**Community Grant Application**  
**Pack**  
**2019/20**

*For Community Grants from \$5,000 to \$20,000*



## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: **Ongerup Sporting Complex Committee**

Name of Applicant and position: **Jan Slee - President**

Name of Chairperson/Chief Executive Officer: **Jan Slee - President**

Postal Address: **PO Box 1, ONGERUP 6336**

Telephone: **98282013/0428503535**

Email: **slee@ongerup.com.au**

Website:

### 2. Requested grant amount (\$5,000 - \$20,000): \$ **13,930.00**

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:



Incorporated, not-for-profit



Commercial / For Profit (undertaking a not for profit activity)

Please note: funding for the Special Request Grants category is not offered to organisations that are not incorporated (except Commercial / For Profit organisations undertaking a not for profit activity). Please refer to the 'Community Grant or Quick Grant Category' if you are an organisation that will require funds to be auspiced by another organisation on your behalf.

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

5. Organisation's ABN: 2681175922

5.1. Is your organisation registered for GST? YES

5.2.

**\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)**

6. What is the main purpose of your organisation?

- Provide a well maintained, safe & accessible facility that supports the needs of the community & the region.
- Promote the use of our facilities.
- Promote social connectedness & wellbeing.
- Be adaptable to changing community needs.
- Develop & maintain good working relationships with partners & stakeholders.

7. Who are your main clients'/service users?

WIFE Ongerup – monthly meetings, Yongergnow CRC – events, Ongerup Netball Assoc. & Ongerup Hockey Association 6 meetings or training sessions a year. Ongerup Football Assoc. Country Week and Colts training plus vote count. Ambulance Training by Gnowangerup Sub Centre Volunteers. Community events by Complex Committee.

7.1 Where is your organisation based and which geographical areas do you deliver your service to? If services are provided in various locations, please indicate the percentage of service delivery in each location.

GNOWANGERUP:  % BORDEN:  % ONGERUP: 98%

AMELUP  % OTHER: 2%

Please specify: We have people from, Gnowangerup, Jerramungup, Borden, Boxwood, Gairdner, Nyabing, Pingrup & Lake Grace come to WIFE Meetings & Association meetings and trainings here at our Complex.

8. Does your organisation involve volunteers and/or paid staff? How many and what roles do they serve? We have no paid staff we are a totally volunteer only Committee and members. All the committee work together for the betterment of the Complex and our community. Committee comprises 4, plus our social committee of 4 and representatives from Bowls & Tennis Clubs and the wider community.

Our Committee & members have put a total of 30hrs of volunteer labour into investigating Solar Power options, discussions with Continuum Solar & Gnowangerup Shire with regards this project. Several meetings to discuss this and CBH Grassroots Grant applications and preparing the associated documents.

9. Please document your main sources of funding (e.g. funding bodies, fundraising, corporate support) and where applicable provide an indication of where existing funding is allocated within your

**organisation's operational budget.**

Shire of Gnowangerup Grant to assist with running costs. The rest of our funding is raised by fundraising and hire of our Complex, and affiliation fees of 11 groups who are affiliated with the Complex.

**10. What is your organisation's annual turnover?**

\$5000 Financials for 2018 attached.

**11. Why are you seeking funding from the Shire of Gnowangerup (e.g. lack of alternative funding sources)?**

Lack of funding opportunities for such a project.

**12. Has your organisation unsuccessfully attempted to access funds from other funding sources? If so which sources?**

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**13. Has your organisation obtained funding from other Councils in the last 3 years? If so which Councils and how much has been confirmed/received?**

NO

**14. Has your organisation received a grant from Council in the past 3 years? NO. If so, please give details.**

Year	Amount	Project Funded

**14.1. Has this grant been reported on and acquitted? YES  NO  N/A**

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*



# PART B – DETAILS OF THE PROJECT/EVENT

1. Name of the project: Energize Ongerup.

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

Provide Solar Power set up and installation to both our Complex and retic dam.

3. When and where will your project/event be held?

GNOWANGERUP:

BORDEN:

ONGERUP:

AMELUP

OTHER:

Please specify \_\_\_\_\_

Start date: 1/10/2019      End Date: 31/10/2019      Venue: Ongerup Sporting Complex & Dam

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation	Art and Culture
Senior Citizens or Youth or Children	Education
Environment	Health and Welfare
Town Enhancement/Infrastructure	Tourism

5. What area of the Shire's Strategic Community Plan does your project align with? Please tick box(s)

**Health and Wellbeing**

- Health, Education and Family Support Services
- Participation in Sport, Recreation and Leisure
- Supportive Community
- Safe Community

- Planning and Development
- Safe and Reliable Transport
- Attractive Townscapes and Streetscapes
- Service Related Assets that Support Community Needs
- Sustainable Asset and Infrastructure Base

**Natural Environment**

- Protected Natural Environment
- Water Security
- Sustainable Waste Management

**Local Economy and Business**

- Vibrant and Growing Economic Base
- Providing Local Employment
- Growing Tourism Industry

Note: the Governance section of the current Strategic Community Plan is not applicable to CFAG.

**Built Environment**



6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?

Reducing our overhead costs to make the Complex more self sustainable and elevate financial pressure on present & future volunteer committees and members as well as the environmental benefits such a project will bring to our town.

7. Is your project /event open and accessible to the wider community?

YES  NO  N/A

8. Does your project encourage participation from disadvantaged groups in the community?

YES  NO  N/A

9. How will the progress of your event/project be monitored and its effectiveness evaluated E.g. satisfaction surveys, measure community connectedness, disability access etc?

Immediately we will see a reduction in our power costs.

10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event? If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions).

We have applied to CBH Grass Roots funding 50% of total cost of this project, the same amount as we are requesting from Shire of Gnowangerup.

Where required, have you applied for all relevant licences, permits and approvals? Should we gain funding for this project Continuum Solar will apply to Western Power and Shire of Gnowangerup for relevant approvals.

YES  NO  N/A

Licence/permit/approval	Date approved/pending

11. Please provide additional documentation to support your application. Below are some examples of suggested documentation that you could provide to support your application.

- A copy of the latest audited financial statements for your organisation (the minimum requirement is the organisation's most recent profit and loss statement);
- A Project Plan, a Running Sheet and/or a Business Plan;
- A Risk Management Plan;

- Insurance information – e.g. public liability.
- Information about the Project Manager (relevant qualifications/experience).
- Quotes – **Because of the nature of this project Kirsty Buchanan has advised us one quote is sufficient.**
- Plans or diagrams that clearly illustrate your request. **John Skinner has meet Committee and representative from Continuum Solar and is aware of placement of the Solar Panels and Invertors etc.**
- Any additional information that you believe will assist this application.

Please note: The Shire of Gnowangerup reserves the right to request additional documentation to support your application at their discretion.

**12. N/A** How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles? Tick the box(s) with applicable statements about your project's access and inclusion.

- People with disability have the same opportunities as other people to access or take part in the project/event/service offered.
- People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered.
- People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it.
- People with disability have the same opportunities as other people to be a volunteer with your organization.

**13. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event? Tick applicable option(s).**

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

- Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)
- Display Shire Banner
- Shire Logo on all promotional material
- Announcement by MC / Event Host
- ~~Acknowledgement in media (Radio, TV and Print)~~
- ~~Acknowledgment on Social Media (if applicable)~~
- Acknowledgement Plaque
- Invitation for a staff member or Councillor to attend the opening/event
- Other (please specify)

**14. Will your organisation promote the Act Belong Commit Campaign (optional)?**

YES

NO

N/A

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.

Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.



For more information visit <http://www.actbelongcommit.org.au/>

## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

- Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.
- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	AMOUNT (\$)
Earned Income (E.g. ticket sales, merchandise, etc)	
<b>Subtotal</b>	
Other Project income (E.g. Other grant funding)	\$
<b>Subtotal</b>	
Your Organisation's Financial Contribution (please itemise)	\$
<b>Subtotal</b>	
Fundraising, Sponsorship, Cash donations (please itemise)	\$
CBH Grass Roots Funding round 1 unsuccessful, round 2 in Aug we will apply if not successful Complex will fund the balance of project.	\$ 7500.00
<b>Subtotal</b>	
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	
Requested Community Grant	\$13930.00
<b>TOTAL INCOME</b>	<b>\$21430.00</b>

PROJECT EXPENDITURE	AMOUNT (\$)
Professional Fees (E.g. on costs, travel, accommodation)	
<b>Subtotal</b>	
Production Costs (E.g. materials, venue hire, equipment)	\$
Complex Solar Power	\$ 8190.00
Retic Dam Pump Shed	\$13240.00
<b>Subtotal</b>	<b>\$21430.00</b>
Administration Costs (Wages, fees, licences, stationary)	\$
<b>Subtotal</b>	
Marketing, Promotion and Documentation (please itemise)	\$
<b>Subtotal</b>	

**NOTE: The total INCOME and EXPENDITURE columns.**

<b>TOTAL EXPENDITURE</b>	<b>\$21430.00</b>
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## PART D – CHECKLIST AND DECLARATION

✓	Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.
✓	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
✓	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
✓	I acknowledge that I am authorised to make this application on behalf of the organisation.
✓	I acknowledge that the information in this application is true and correct.
✓	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
✓	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
✓	I give the Shire of Gnowangerup permission to promote this Special Requests Community Grant as part of any communications and public relations activities.
✓	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
✓	I have attached 1 quote for single item expenditure over \$3,000. <u>We have been advised by Kirsty Buchanan that one quote would be all right because of the nature of our project.</u>
✓	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 1. Declaration

On behalf of Ongerup Sporting Complex Committee Inc. I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.

\_\_\_\_\_ *J. Slee*

Signature

7/05/2019

Date

Jan Slee - President

Print Name

Please post, email or deliver your completed application form to:

Chief Executive Officer

Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335



## “Energize Ongerup”

### Additional information:

Because of the nature of our project Kirsty Buchanan informed us we only needed to supply one quote.

Our power costs for the 2018 to Feb 2019 were \$4000, what our cashbook does not show is \$1200 additional retic power costs we had to pay to the Shire of Gnowangerup in February. The Bowls club pay there portion of the Synergy account directly to Synergy so it doesn't show in our bookwork being an amount of \$1200 for 2018.

As we are Not for Profit we will get paid 13.5c per KW for power we put back into the grid. This helps reducing our power costs to an anticipated saving of 80-90% on what we pay now. Also the \$600 that the Shire pays towards retic power costs should be drastically reduced as will be our overall power costs and the amount the Shire needs to reimburse us.





# Continuum Solar

6.44KW SOLAR ENERGY PROPOSAL FOR

---

The Committee  
Ongerup Sports Club  
Jaekel St, Ongerup



## WHATS INCLUDED IN YOUR ENERGY SAVINGS PROPOSAL?

Enclosed in your proposal is all the relevant information & explanations to make an informed decision about your new solar power system for your business.

- 1. How solar works & saves money**
- 2. System generated savings**
- 3. Power usage and load profile**
- 4. Your system inclusions & roof projection**

## ABOUT CONTINUUM SOLAR

Continuum Solar is a Western Australian based Solar company, founded in 2015.

The company specialises in PV consulting, design, installation and servicing. All aspects of your new commercial solar power system are taken care of in house making us the preferred choice for solar power in Western Australia. With **no subcontractors** involved in the process **Continuum Solar is accountable** for every aspect from installation to customer support. Let us help you **save with solar!**

**30+**

YEARS COMBINED SOLAR  
EXPERIENCE

**0**

SUB CONTRACTORS

**5MW**

+ SOLAR INSTALLED IN  
WESTERN AUSTRALIA

WESTERN  
AUSTRALIAN  
OWNED &  
OPERATED  
COMPANY

IN HOUSE  
INSTALLATION  
TEAM &  
ELECTRICIANS

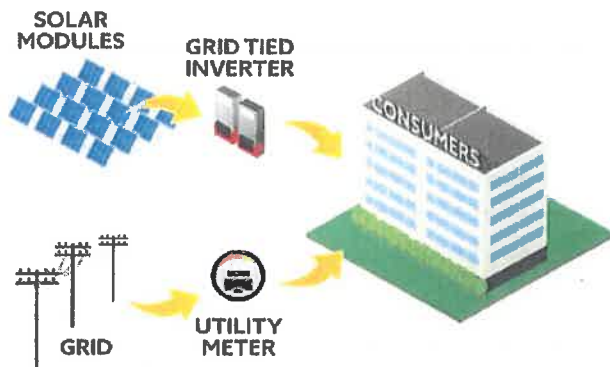
COMERCIAL  
SOLAR SYSTEM  
SPECIALISTS

# 1. HOW SOLAR WORKS & SAVES YOU MONEY

## OVERVIEW

Currently in Australia electricity prices are increasing exponentially with Western Australia being the worst affected state. Last year according to the 'Australian Energy Market Commission' power prices increased across the board by an average of 10.9%. Continuum Solar's **Cash Positive** systems produce energy from the sun and feed it directly into your business daily, reducing the power you buy from the grid and providing **immediate savings**.

**Please see below for an example of how it will be working in your business.**



1. SUN SHINES ON SOLAR PANELS
2. THE SUNSHINE IS CONVERTED INTO USEABLE ELECTICITY THROUGH THE INVERTER
3. THIS ELECTRICITY IS USED IN YOUR BUSINESS
4. ADDITIONAL REQUIRED POWER IS DRAWN FROM THE GRID

## HOW SOLAR SAVES

When your solar system produces electricity, the business consumes it directly **reducing** the amount of **power** you buy **from the grid**. The **solar generated power costs considerably less** regardless if you lease or buy the system outright creating **instant savings**. These savings pay for the cost of the system in typically around 3 years, after which you are producing **free electricity** for your business.

## RET & GOVERNMENT REBATES

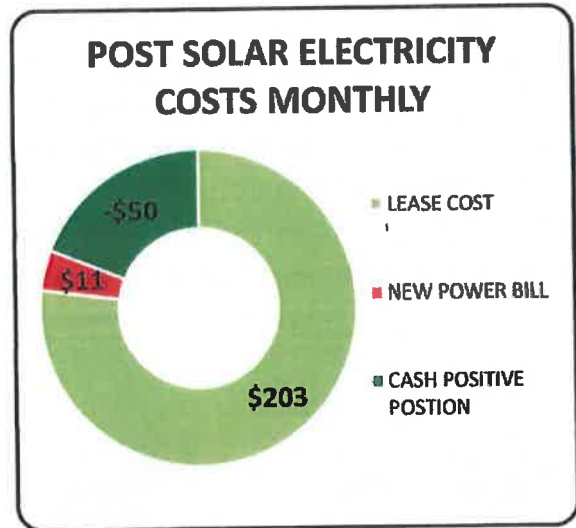
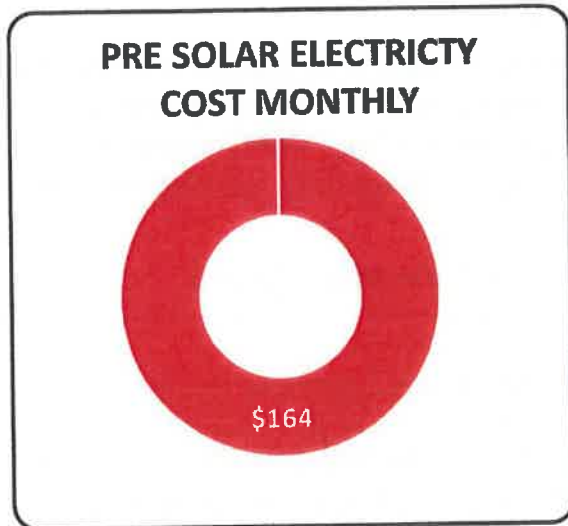
Currently under the Renewable Energy Target Scheme the **Australia government is paying a subsidy** toward the cost of **any system installed in Western Australia**. The subsidy is reduced annually, power prices increase meaning there is no better time for solar than now. For more information on the RET & Government rebates ask your solar technician or visit:

<http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Agents-and-installers/Small-scale-technology-certificates>

## GRID CAPACITY FOR SOLAR

The electricity grid in western Australia has a **limited capacity for solar**. The grid is broken down into small sections and each section has a set capacity of solar that can be installed. Once the capacity is reached no more solar can be installed until the grid is upgraded which can take years. There is **currently still allocation available** in most areas so **get in quick** before your neighbour

# FINANCE SNAP SHOT | MONTHLY & ANNUAL



	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8
PRE SOLAR ELEC COST	\$1,972	\$2,090	\$2,216	\$2,349	\$2,490	\$2,639	\$2,797	\$2,965
POST SOLAR ELEC COST	\$2,571	\$2,579	\$2,587	\$2,596	\$2,605	\$176	\$186	\$198
SYSTEM SAVINGS	\$1,841	\$1,951	\$2,068	\$2,192	\$2,324	\$2,463	\$2,611	\$2,767
LEASE COST	\$2,439	\$2,439	\$2,439	\$2,439	\$2,439	\$0	\$0	\$0
NEW POWER BILL	\$131	\$139	\$148	\$157	\$166	\$176	\$186	\$198
CASH + POSTION	-\$599	-\$1,087	-\$1,459	-\$1,706	-\$1,822	\$641	\$3,252	\$6,019



**93%** REDUCTION OF ANNUAL ENERGY SPEND AFTER 5 YEARS

**-\$599**  
IN POCKET SAVINGS IN  
THE FIRST YEAR

**93%**  
OF POWER PRODUCED  
BY SOLAR

**6.63**  
YEARS BEFORE FULL  
RETURN ON  
INVESTMENT

## POWER CONSUMPTION DATA

Any **power consumed** in a business **during the day time can be generated** with solar at a much **lower cost**. The graph below shows a typical scenario for a business' power consumption in **RED** and the current missed savings from solar production in **GREEN**

---

## SOLAR SYSTEM DESIGN INFORMATION

6,817

ANNUAL PRODUCTION OF SOLAR SYSTEM IN KWH

0.060

COST PER UNIT PRODUCED OVER 20 YEARS IN  
CENTS

6

REDUCTION IN CARBON EMISSIONS PER YEAR  
FROM SOLAR IN TONS



## PROPOSED SYSTEM DETAILS & PRICING



### 6.44kW GRID-CONNECT SYSTEM

**The system price is supply & install with all required provisions inclusive in price**

- 23 x 280w Canadian Solar panels (CS6K-280P )
- 1 x 5kW Fronius Inverter (5.0-3-M )
- Mounting equipment for panels and meter connection
- Breakers, Isolators and enclosures
- Delivered, Installed & warranted by Continuum's in house CEC  
- accredited designers and installers
- Application and commissioning with Western Power
- Application and compliance with Local Council
- Structural Inspection Report where required
- Handover, training and owners manual
- Online Monitoring system

**YOUR INVESTMENT ~~IN~~ GST**

**\$8,190.00**





Continuum Solar Pty Ltd  
 1/16 Tacoma Ct Canning Vale  
 Perth 6155  
 ABN 71 609 098 295  
 EC 12078

**QUOTATION**

Quotation No # 08900

5050

**Customer:** Ongerup Pump Shed  
**Name:** Jan Slee  
**Address:** Ongerup  
**Email:** slee@ongerup.com.au  
**Phone:** 98282013 / 0428503535

**Contract of Work**  
 Supply and install a 6 kw Solar PV system

Products	Qty	Cost
Solar Inverter	2	
Solar Panel	20	
Mounting Kits	1	
Civil Works For Footing	1	
Trench & Cable Run	1	
Monitoring	1	
Installation	1	

Frontius Galvo 2.5kw Inverter  
 Candian Solar Panels 300 W  
 Schletter FS Ground Mount Contractor  
 To connect panel array to shed  
 Built In Wifi Monitoring  
 Jerramungup Electrical

\$3200 inc gst for the kit  
 Allowance for \$1500  
 \$350 for running cable and connecting to array  
 If internet connection available.

Total cost inc GST	\$16,540.00
Discount (Government Rebate)	\$3,300.00
Price inc GST after Discount	\$13,240.00

**This Quotation is valid 14 days from todays date**  
**Thank you for your business**

WWW.CONTINUUMSOLAR.COM.AU

INFO@CONTINUUMSOLAR.COM.AU

PH:(08) 9256 2694

**CERTIFICATE OF INCORPORATION**

Associations Incorporation Act 1895-1982


Section 3 (3)

THESE ARE TO CERTIFY that . . . . .

ONGERUP SPORTING COMPLEX COMMITTEE

has this day been incorporated as an Association under the provisions of the Associations Incorporation Act, 1895-1982.

Dated this Fourteenth day of March 1989.

  
A PERSON AUTHORISED BY THE  
COMMISSIONER FOR CORPORATE AFFAIRS  
IN WESTERN AUSTRALIA



# ONGERUP SPORTING COMPLEX AGM

01/01/2018 – 31/12/2018

**TERM DEPOSIT A/C 0043726**

OPENING BALANCE			28 031.59 ✓
INCOME	Interest	662.74 ✓	
	Transfer in	10 000.00 ✓	
TOTAL INCOME		\$10662.74	

**CLOSING BALANCE 31/12/2018** \$38 694.33 ✓

**TELENET SAVER A/C 0390594**

OPENING BALANCE			25 108.15 ✓
INCOME	Interest	250.46	
TOTAL INCOME		\$250.46 ✓	
EXPENSES	Transfers out	12 000.00	
TOTAL EXPENSES		\$12 000.00 ✓	

**CLOSING BALANCE 31/12/2018** \$13 358.61 ✓

**TELENET SAVER A/c 0426575**

OPENING BALANCE			0.03 ✓
CLOSING BALANCE 31/012/2018			0.03 ✓

**TOTAL MONIES**

Cheque A/c			4800.68 ✓
Term Deposit		38 694.33 ✓	
Telenet saver		13 358.61 ✓	
Telenet saver		0.03 ✓	
<b>TOTAL</b>		<b>\$ 56 853.62 ✓</b>	

I certify that I have checked the financial records of the Ongerup Sporting Complex and the information provided to me Tracy Curtin I have found them to be a true and accurate record.  
 Tracy Curtin *Tracy Curtin*, 15/14/2018

# Ongerup Sporting Complex

## Cash Trial Balance - Totals

Period: 01 Jan 2018 to 31 Dec 2018 ✓  
 Banks: All  
 Basis: Cash Book Date

	Debit	Credit
<b>INCOME</b>		708.09
Hire		2,817.50
School Water		1,280.00
Fund Raising		113.85
Number Plates		600.00
Affiliation Fee		14.00
Sundries		12,000.00
Transfers In		
		<b>17,514.24</b>
<b>TOTAL INCOME</b>		
<b>GST IN</b>		288.28
Collected		
		<b>288.28</b>
<b>TOTAL GST IN</b>		
<b>EXPENSES</b>		
Gas	671.53	
Power	867.82	
Water	110.89	
General Maintenance	1,130.97	
Cleaning / Hygiene	274.55	
Insurance	1,628.80	
Ato Payment	479.00	
Transfers Out	10,000.00	
Miscellaneous		
	<b>14,861.56</b>	
<b>TOTAL EXPENSES</b>		
<b>GST OUT</b>		
Gst Paid	427.17	
<b>TOTAL GST OUT</b>		<b>427.17</b>
<b>TOTALS</b>	<b>15,288.73</b> ✓	<b>17,782.50</b> ✓



**Cash Book Balance Summary**

Opening Cash Balance		2,306.91 ✓
Payments	15,288.73 ✓	
Transfers Out		
Total Debits	15,288.73 ✓	
Receipts	17,782.50 ✓	
Transfers In		
Total Credits		17,782.50 ✓
Closing Cash Balance	4,800.68	
	20,089.41	20,089.41
Closing Cash Balance		4,800.68 ✓
UnCleared Payments		
UnCleared Receipts		
Closing Statement Balance	4,800.68	
	4,800.68	4,800.68

**Cash Book Reconciliation**

	Opening Cashbook	Cashbook Payments	Cashbook Receipts	Closing Cashbook	UnCleared Payments	UnCleared Receipts	Closing Statement
Ongerup Sporting	2,306.91	15,288.73	17,782.50	4,800.68	0.00	0.00	4,800.68

**Important Information**

It is important to note that amounts proportionally allocated to codes for personal use are not reflected here.





# Ongerup Sporting Complex

## Profit and Loss Report - Summary

Date Range: 01 January 2018 to 31 December 2018  
GST: Excluded  
Banks: All  
Code Types: Business

	Debit	Credit	\$
Sales		17,514.24	
<b>Gross Profit/(Loss)</b>			<b>17,514.24</b>
Overheads	14,881.56		
<b>Net Profit/(Loss)</b>			<b>2,652.68</b>



# Ongerup Sporting Complex

## Transaction selections from cashbook

Date From: January 2018 to January 2019

#	Description	Date	Amount	Account	Category	Balance	Dr	Cr
1	Ongerup Sporting	15 Jan 2018		Cash	Hire	60.00		Cr ✓
	Cash register hire		54.55					
2	Ongerup Sporting	4 Jan 2018	993484 ✓	Water Corp	Water	(9.56)	Dr ✓	
	Water Corp		9.56					
3	Ongerup Sporting	22 Jan 2018	993485 ✓	Synergy	Power	(29.07)	Dr ✓	
	Complex power		26.43					
4	Ongerup Sporting	22 Jan 2018	993485 ✓	Cancelled	Power	0.00	Cr ✓	
	Complex power		0.00					
5	Ongerup Sporting	16 Feb 2018		Abn	Miscellaneous	(479.00)	Dr ✓	
	Abn Gst payment		479.00					
6	Ongerup Sporting	16 Feb 2018		Water Corp	Water	(16.74)	Dr ✓	
	Water Corp		16.74					
7	Ongerup Sporting	27 Mar 2018	993487	Synergy	Power	(95.75)	Dr ✓	
	complex power		89.78					
8	Ongerup Sporting	27 Mar 2018		Bankwest	Transfers In	2,000.00	Cr ✓	
	Transfer from Essaver		2,000.00					
9	Ongerup Sporting	27 Mar 2018	993488	Kleenheat Gas	Gas	(196.63)	Dr ✓	
	Kleenheat Gas		178.75					
10	Ongerup Sporting	4 Apr 2018		Wife Ongerup	Hire	160.00	Cr ✓	
	WIFE hire complex		145.45					
11	Ongerup Sporting	4 Apr 2018		Local Community Insurance Serv	Insurance	(1,789.59)	Dr ✓	
	Insurance		1,626.90					
12	Ongerup Sporting	19 Apr 2018		Wife Ongerup	Hire	90.00	Cr ✓	
	WIFE complex hire		72.73					
13	Ongerup Sporting	10 May 2018	993489 ✓	Water Corp	Water	(21.52)	Dr ✓	
	Water corp		21.52					
14	Ongerup Sporting	4 Jun 2018	993490 ✓	Synergy	Power	(105.17)	Dr ✓	
	Complex power		95.61					



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# Transaction selections from cashbook

#	Description	Date	Amount	Category	Account	Debit	Credit	Balance
15	Ongerup Sporting Water Corp	27 Jun 2018	993491	Water	Water Corp	28.69		✓(28.69) Dr ✓
16	Ongerup Sporting Complex hire	4 Jun 2018		Hire	Wife Ongerup	72.73		✓80.00 Cr ✓
17	Ongerup Sporting Number Plate	7 Jun 2018		Number Plates	Hannes Kohler	22.73		✓25.00 Cr ✓
18	Ongerup Sporting Complex hire	13 Jun 2018		Hire	Sally Carpenter	100.00		✓110.00 Cr ✓
19	Ongerup Sporting OFA Affiliation 2018	25 Jun 2018		Affiliation Fee	Ofa	100.00		✓110.00 Cr ✓
20	Ongerup Sporting Complex hire	29 Jun 2018		Hire	Wife Ongerup	100.00		✓110.00 Cr ✓
21	Ongerup Sporting Complex power	22 Jul 2018	993492	Power	Synergy	150.57		✓(165.63) Dr ✓
22	Ongerup Sporting OCD Aff fee	9 Jul 2018		Affiliation Fee	Ocd	100.00		✓110.00 Cr ✓
23	Ongerup Sporting Wife Aff fee	13 Jul 2018		Affiliation Fee	Wife Ongerup	100.00		✓110.00 Cr ✓
24	Ongerup Sporting School hire Sade sale	16 Jul 2018		Hire	Ongerup Primary School	27.27		✓30.00 Cr ✓
25	Ongerup Sporting Subs	16 Jul 2018		Sundries	Cash	14.00		✓14.00 Cr ✓
26	Ongerup Sporting Bowls Aff fee	16 Jul 2018		Affiliation Fee	Ongerup Bowling Club	100.00		✓110.00 Cr ✓
27	Ongerup Sporting J Cameron number plates	16 Jul 2018		Number Plates	J Cameron	22.73		✓25.00 Cr ✓
28	Ongerup Sporting Kleenheat gas	23 Jul 2018		Gas	Kleenheat Gas	120.78		✓(132.86) Dr ✓
29	Ongerup Sporting St Johns Aff fee	24 Jul 2018		Affiliation Fee	ST Johns Ambulance	100.00		✓110.00 Cr ✓
30	Ongerup Sporting	30 Jul 2018			Jade O'Neill			✓25.00 Cr ✓

\$ 154.00 16/1/2018



# Transaction selections from cashbook

#									
31	Jade plates	22.73	2.27	Number Plates	✓	25.00	Cr	✓	
#	Ongerup Sporting	30 Jul 2018	Mog O'Neill	22.73	2.27	Number Plates			
#	Mog number plates								
32	Ongerup Sporting	27 Aug 2018	Ofa	1,260.00	126.00	Fund Raising	✓	1,386.00	Cr
#	OFA Vote court meals								
33	Ongerup Sporting	20 Sep 2018	Synergy	181.76	18.18	Power	✓	(199.94)	Dr
#	Complex power								
34	Ongerup Sporting	7 Sep 2018	Ongerup Primary School	2,817.50			✓	2,817.50	Cr
#	School water					School Water			
35	Ongerup Sporting	7 Sep 2018	Ongerup P & C	100.00	10.00	Affiliation Fee	✓	(110.00)	Cr
#	P & C Aff fee								
36	Ongerup Sporting	11 Sep 2018	Jan Slee	16.74		Water	✓	(16.74)	Dr
#	Water corp jan paid								
37	Ongerup Sporting	11 Sep 2018	Jan Slee	180.00	18.00	Cleaning / Hygiene	✓	(198.00)	Dr
#	G & M deter Jan Paid								
38	Ongerup Sporting	11 Sep 2018	Jerramungup Electrical	1,130.97	113.10	General Maintenance	✓	(1,244.07)	Dr
#	Electrical reps								
39	Ongerup Sporting	11 Sep 2018	Kleenheat Gas	272.00	27.20	Gas	✓	(299.20)	Dr
#	Kleenheat Gas								
40	Ongerup Sporting	26 Nov 2018	Synergy	123.47	12.35	Power	✓	(135.82)	Dr
#	Complex power								
41	Ongerup Sporting	1 Nov 2018	Water Corp	17.74		Water	✓	(17.74)	Dr
#	Water corp								
42	Ongerup Sporting	1 Nov 2018	G & M Detergents & Hygiene Ser	94.55	9.45	Cleaning / Hygiene	✓	(104.00)	Dr
#	G & M								
43	Ongerup Sporting	7 Nov 2018	Ongerup Cr	136.36	13.64	Hire	✓	(150.00)	Cr
#	CRC Computer hire								
44	Ongerup Sporting	22 Nov 2018	Cash	22.73	2.27	Number Plates	✓	25.00	Cr
#	Number plates								
45	Ongerup Sporting	28 Nov 2018	Bankwest	10,000.00		Transfers In	✓	(10,000.00)	Cr
#	Transfer for term deposit								



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# Transaction selections from cashbook

46	Ongerup Sporting	29 Nov 2018	Bankwest	✓(5,000.00) Dr ✓
#	Transfer to term deposit		5,000.00	Transfers Out
47	Ongerup Sporting	30 Nov 2018	Bankwest	✓(5,000.00) Dr ✓
#	Transfer to Term Deposit		5,000.00	Transfers Out
<b>Total Payments</b>			<b>\$15,288.73</b>	
<b>Total Receipts</b>			<b>\$17,782.50</b>	



Application no. 30105741/1

Premium Funding Application



Please complete sections 1, 5 & 6 and return to Jardine Lloyd Thompson Pty Ltd



30105741/1

Hunter Premium Funding Limited  
 ABN 80 085 628 913  
 PO Box 7229  
 St Kilda Road Victoria 8004  
 Facsimile: 1300 360 449

Call our Customer Service Team on  
 1300 745 827 or email [jlt@hpf.com.au](mailto:jlt@hpf.com.au)

**Section 1: Applicant/Borrower(s) details**

Legal name:	Ongerup Sporting Complex	ABN/ACN:	
Trading name:			
Business address:	C/ Sally Harding PO Box 52 ONGERUP 6336	Email:	hardingsj@bigpond.com
Borrower contact:	Sally Harding	Phone:	08 9828 2013
Intermediary name:	Jardine Lloyd Thompson Pty Ltd	Fax:	
Intermediary contact:	Stavroula Richards	Phone:	61882356498
		Email:	Stavroula.Richards@jlt.com.au

**Section 2: Loan and Interest Details**

Total Premium	\$ 1,789.59
Less deposit	\$ 0.00
Plus interest charges (Flat rate: 9.15 %)	\$ 163.75
<b>Total Loan and Interest:</b>	<b>\$ 1,953.34</b>

**Section 3: Payment details**

Monthly Instalment Amount:	\$ 162.78
Number of Instalments (inc. Initial Payment):	12
Consecutive monthly instalment date:	8th
Initial Payment (comprised of):	\$ 207.78
First Monthly Instalment Amount:	\$ 162.78
Plus application fee	\$ 45.00
Plus unpaid Monthly Instalment Amnt(s)	\$ 0.00
Plus deposit	\$ 0.00
Initial Payment Due Date:	08/04/2019

**Section 4: Insurance details**

Policy type	Policy no.	Underwriter name	Premium Amount
1. Business Pack	AT A173040BPK	QBE Aust. Pty Ltd	\$382.25
2. Personal Acc.	AT A175000 PAD	QBE Aust. Pty Ltd	\$551.65
3. General Liability	AT A172000 PLB	QBE Aust. Pty Ltd	\$855.69
4.			
5.			

**Section 5: Payment Method(choose one)**

Direct Debit  Credit Card

The Borrower requests that moneys due in terms of the repayment arrangement between them and Hunter (User ID 032745), and any other amount due under the Application Terms and Conditions, are drawn from the account detailed below. The Borrower understands and acknowledges that this Direct Debit/Credit Card arrangement operates under the terms of the Direct Debit Request and Credit Card Authority Agreement, which is available on Hunter's web site [www.hpf.com.au](http://www.hpf.com.au) or from your Intermediary upon request.

**Direct Debit** Acc. Name

Bank  BSB  Acc. No.

**Credit Card** If paying by credit card, Hunter will charge to the Borrower a fee equal to the amount of any merchant fee charged to Hunter by credit and debit card providers as follows: Visa (1.295%), MasterCard (1.296%), Amex(1.708%) or as amended from time to time.

MasterCard  Visa  Amex  Card holder name

Card number  Card expiry date  /

**IMPORTANT NOTE:** Hunter will charge the Borrower a dishonour fee of \$30.00 per default if any payment is not received by Hunter when due. Overdue interest of \$10.00 or 20% per annum on the outstanding debt (whichever is greater) will be charged on the 8th day following the due date onwards until paid. BPay details for monthly instalments: Biller code 525766. Reference: 301057410.

**Section 6: Borrower's Execution and Acknowledgements(application for funding and Payment Request)**

The Borrower applies to Hunter for a Facility on the Facility Terms to fund the Total Premium and warrants that all information it has supplied to Hunter is true and correct. The Borrower acknowledges that: (a) the Borrower has read and understood the Facility Terms; (b) no binding agreement for the facility exists unless and until Hunter receives the Initial Payment and advances all or part of the Total Premium to the Intermediary or an Insurer; (c) the Total Amount Payable, Monthly Instalment Amount and Number of Instalments is subject to change from time to time in the ordinary operation of the Facility and/or following an Event of Default; and (d) the Intermediary may receive a fee or other remuneration from Hunter if the Application is accepted by Hunter. The Borrower warrants that it is named as the insured party under the Insurance Policy/s and is the only person entitled to receive any Premium Refund and any sums payable under the Insurance Policy/s.

I/We declare that the credit to be provided to the Borrower by Hunter will be applied wholly or predominantly for business and/or investment purposes. **IMPORTANT:** Do not sign this Application unless this declaration is true and correct. By signing this declaration you may lose your protection under the Consumer Credit Code:

Please date and sign below ↓

Executed for and on behalf of the Borrower by persons who are Director(s), Secretary, Proprietor, Partners or pursuant to delegated authority (please circle).

Signature X  Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature X  Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Rollover Authorisation**

The Borrower authorises the Intermediary to apply to Hunter to fund policy premiums in the future on behalf of the Borrower(s) upon expiry of this Facility and agrees that such authority will continue for the terms of this Facility and any future Facilities unless terminated by prior written notice by the Borrower.

If you DO NOT wish the Intermediary to act as your agent and apply for future funding on your behalf please tick the box





27 February 2019

Ongerup Sporting Complex  
C/: Sally Harding  
PO Box 52  
ONGERUP WA 6336

Local Community Insurance Services  
A Division of  
Jardine Lloyd Thompson Pty Ltd  
ABN 69 009 098 864

Level 1  
148 Frome Street  
ADELAIDE SA 5000  
GPO Box 1693  
ADELAIDE SA 5001

Tel 1300 853 800  
Fax +61 8 8235 6448

[www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)

### Certificate of Insurance - Tax Invoice

**YOUR SERVICE CONTACTS ARE STAVROULA RICHARDS (+61 8 8235 6498) & MICHAEL GORDON (+61 8 8235 6480)**

Invoice #	051-676965	Client ID	051-ONGERSC
Our Ref	029534	Policy No	AT A173040BPK
Class	Business Pack		
Insured	Ongerup Sporting Complex		
Situation	Jaekel Street, Ongerup WA		
Insurer	QBE Insurance (Australia) Ltd Adelaide SA		
Inception	08/04/2019	To	08/04/2020
		Renewal	

Premium	225.00
FSL/Levy	0.00
Fee	100.00
GST	32.50
Stamp Duty	24.75
<b>Total Due</b>	<b>\$382.25</b>

**Insurance has been arranged subject to payment and to the policy terms and conditions. Please read the important information included with this invoice and ensure that you review your sums insured at least annually.**

#### Payment Options

Please pay to:  
Local Community Insurance Services  
GPO Box 1693  
ADELAIDE SA 5001

Invoice #	051-676965
Client Code	051-ONGERSC
Payment Due	08/04/2019
Total Due	\$382.25



#### Pay Monthly

Pay by Instalment. Benefits of premium funding include...

- Improved cash flow.
- Interest repayments may be tax deductible.
- You can pay multiple insurance policies with one easy monthly payment.

Call your broker to discuss the options.



Billers Code: 3269  
Ref: 880 162 7095

#### Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More information at [www.bpay.com.au](http://www.bpay.com.au).



Pay by direct credit into the following bank account.

Bank ANZ Banking Group  
BSB 012-003

Account No. 8370 52451  
Reference 051-ONGERSC



Pay by Visa/MasterCard. Visit our web site at [www.au.lit.com/client-support/payment-options](http://www.au.lit.com/client-support/payment-options) and enter your online account reference 880 162 7095. A surcharge applies to debit/credit card payments based on card type.



Pay by cheque.  
Detach this remittance advice and return together with your payment.



Local Community  
Insurance Services

27 February 2019

Ongerup Sporting Complex  
C/: Sally Harding  
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ONGERUP WA 6336

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## Certificate of Insurance - Tax Invoice

**YOUR SERVICE CONTACTS ARE STAVROULA RICHARDS (+61 8 8235 6498) & MICHAEL GORDON (+61 8 8235 6480)**

<b>Invoice #</b>	051-676962	<b>Client ID</b>	051-ONGERSC
<b>Our Ref</b>	036027	<b>Policy No</b>	AT A175000 PAD
<b>Class</b>	Personal Accident		
<b>Insured</b>	Ongerup Sporting Complex		
<b>Situation</b>	As per schedule		
<b>Insurer</b>	QBE Insurance (Australia) Ltd Adelaide SA		
<b>Inception</b>	08/04/2019	<b>To</b>	08/04/2020
		<b>Renewal</b>	

<b>Premium</b>	365.00
<b>FSL/Levy</b>	0.00
<b>Fee</b>	100.00
<b>GST</b>	46.50
<b>Stamp Duty</b>	40.15
<b>Total Due</b>	\$551.65

Insurance has been arranged subject to payment and to the policy terms and conditions. Please read the **important information** included with this invoice and ensure that you review your sums insured at least annually.

### Payment Options

**Please pay to:**  
Local Community Insurance Services  
GPO Box 1693  
ADELAIDE SA 5001

**Invoice #** 051-676962  
**Client Code** 051-ONGERSC  
**Payment Due** 08/04/2019  
**Total Due** \$551.65



### Pay Monthly

Pay by instalment. Benefits of premium funding include...

- Improved cash flow.
- Interest repayments may be tax deductible.
- You can pay multiple insurance policies with one easy monthly payment.

Call your broker to discuss the options.



**Billers Code:** 3269  
**Ref:** 880 162 7095

#### Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More information at [www.bpay.com.au](http://www.bpay.com.au).



Pay by direct credit into the following bank account.

**Bank** ANZ Banking Group  
**BSB** 012-003

**Account No.** 8370 52451  
**Reference** 051-ONGERSC



Pay by Visa/MasterCard. Visit our web site at [www.au.jlt.com/client-support/payment-options](http://www.au.jlt.com/client-support/payment-options) and enter your online account reference 880 162 7095. A surcharge applies to debit/credit card payments based on card type.



Pay by cheque.

Detach this remittance advice and return together with your payment.



27 February 2019

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## Certificate of Insurance - Tax Invoice

YOUR SERVICE CONTACTS ARE STAVROULA RICHARDS (+61 8 8235 6498) & MICHAEL GORDON (+61 8 8235 6480)

Invoice #	051-676959	Client ID	051-ONGERSC
Our Ref	036026	Policy No	AT A172000 PLB
Class	Public & Products Liability		
Insured	Ongerup Sporting Complex		
Situation	Worldwide Excluding USA & Canada		
Insurer	QBE Insurance (Australia) Ltd Adelaide SA		
Inception	08/04/2019	To	08/04/2020
		Renewal	

Premium	607.18
FSL/Levy	0.00
Fee	110.00
GST	71.72
Stamp Duty	66.79
<b>Total Due</b>	<b>\$855.69</b>

Insurance has been arranged subject to payment and to the policy terms and conditions. Please read the **important information** included with this invoice and ensure that you review your sums insured at least annually.

### Payment Options

Please pay to:  
Local Community Insurance Services  
GPO Box 1693  
ADELAIDE SA 5001

Invoice #	051-676959
Client Code	051-ONGERSC
Payment Due	08/04/2019
Total Due	\$855.69

### Pay Monthly

Pay by instalment. Benefits of premium funding include...

- Improved cash flow.
- Interest repayments may be tax deductible.
- You can pay multiple insurance policies with one easy monthly payment.

Call your broker to discuss the options.

**Bill**er Code: 3269  
Ref: 880 162 7095

Telephone & Internet Banking - BPAY ©  
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More information at [www.bpay.com.au](http://www.bpay.com.au).

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Bank	ANZ Banking Group	Account No.	8370 52451
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# Ongerup Sporting Complex Committee Inc.

**Vision:** A well maintained facility that connects our community

**Purpose:** the purpose of the Ongerup Sporting Complex Committee is to:

- Provide a well maintained, safe and accessible facility that supports the needs of the community and the region;
- Promote the use of our facilities;
- Promote social connectedness and wellbeing;
- Be adaptable to changing community needs; and
- Develop and maintain good working relationships with partners and stakeholders.

**Values:** We aim to connect our community through the values of adaptability, integrity, accessibility, commitment, leadership and social interaction

GOALS <i>(what we want to achieve)</i>				
<p><b>Compliance and Governance</b></p> <p>To ensure that the operations at the OSC is compliant with all relevant legislative requirements and managed using good governance practices</p>	<p><b>Facility Management</b></p> <p>That the facility is well maintained and continues to be a safe and accessible environment for the community</p>	<p><b>Financial Management</b></p> <p>To investigate and implement changes that aim to increase income and/or decrease costs, creating a sustainable approach to the ongoing operations of the OSC</p>	<p><b>Projects and Initiatives</b></p> <p>To be adaptable to the changing needs of our community by implementing projects and initiatives that are relevant, sustainable and enhance the facilities as well as the liveability of Ongerup</p>	<p><b>Supporting Affiliated Clubs</b></p> <p>To support the bowling club, tennis club and any other relevant sporting group in their endeavours to create well maintained and accessible sporting infrastructure.</p>
<p><b>PERFORMANCE MEASURES (Key Performance Indicators)</b></p>				
<ul style="list-style-type: none"> <li>• Remain 100% compliant regarding the constitution through the Department of Commerce</li> <li>• Development of a risk assessment and implementation of identified controls by June 2016</li> <li>• Remain 100% compliant with the Liquor Control Act through the Department of Racing Gaming and Liquor</li> <li>• No major compliance or governance issues are identified (minor continuous improvement issues are acceptable)</li> <li>• 100% compliant regarding building evacuation procedure</li> <li>• Operational procedures are relevant, updated and reviewed annually</li> </ul>	<ul style="list-style-type: none"> <li>• Identify 100% of the OSC physical assets in an asset register</li> <li>• Implement an asset replacement program</li> <li>• Increase facility hire usage by 2 bookings each year</li> <li>• Undertake an annual facility inspections in conjunction with the Shire</li> </ul>	<ul style="list-style-type: none"> <li>• A comprehensive budget is endorsed by the committee annually</li> <li>• A minimum contribution to the replacement reserve is \$xxx each year</li> <li>• There is sufficient funds available at any one time to operate the facility for a period of 90 days without income</li> <li>• Reduction in facility operation costs by 5% by March 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Implement a minimum of 2 new initiatives annually for the next 3 years that increase the OSC operational surplus by a minimum of \$1000 each year.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of annual sporting group affiliation to the OSC Committee</li> </ul>



# STRATEGIC PLAN 2015 - 2020

Strategy	Est. Cost	Timeframe /Personnel	Strategy	Est. Cost	Timeframe /Personnel	Strategy	Est. Cost	Timeframe /Personnel	Strategy	Est. Cost	Timeframe /Personnel	Strategy	Est. Cost	Timeframe /Personnel
Review and update the user agreement with the Shire of Grovingerup <i>Note: Clarify quote procedure</i>	\$0	June 2016	Investigate the need to replace the air conditioner that is currently not in operation	\$2000	April 2016	Request that the Shire decommissions the outdoor court lights and removes the infrastructure upon the refurbishment of the tennis shelter. Possibly tender the removal process	\$0	Jan 2017	Investigate, promote and seek an addition of a 'social coordinator' as part of the OSC committee that would assist in the coordination of social events hosted by the committee with the aim to generate income for the facility	\$0	Mar 2016	Implement a process to acknowledge the OSC affiliated sporting groups (Bowls, Tennis) through introducing an affiliation membership	\$0	Nov 2015
Develop and display an evacuation plan	\$0	Nov 2015	Develop an asset register	\$0	June 2016	Investigate and implement changes to the power regarding recalculation to reduce costs	\$1000 (not known until quoted)	Nov 2015	Investigate opportunities of co-location and invite new initiatives/business/hire <i>Example: Invite the golf club to become an affiliated member</i>	\$0	Ongoing	Negotiate an agreement between the OSC committee and the Tennis and Bowling Clubs that acknowledges the responsibilities of each entity, including maintenance and replacement of assets	\$0	Mar 2016
Review current procedures and processes as well as identify and implement any required procedures	\$0	June 2016	Investigate and implement the appropriate changes required to the time keepers box stairway to decrease the likelihood of falls	\$500	Nov 2015	Define an appropriate \$ allocation to go into reserve fund for asset replacement	Not known until asset replacement program is developed	AGM 2017	Provide shade construction for the area between the abutment block and playground	\$xxx	2019	Support the tennis clubs proposal to upgrade the tennis shelter including removal of the storage shed and identified walls as well as changes to the power supply.	\$0	Nov 2015
Remove or cover the exit sign to the door that does not currently comply with exit door standards	\$0	Nov 2015	Invite relevant Shire representatives to the facility on an annual basis to undertake a facilities inspection with committee representatives	\$0	Start Feb 2015 Ongoing annually	Negotiate and define the Shire's ongoing financial contribution to the facility in writing (subsidy)	\$0	June 2016	Implement a community progressive sports day (bowls, golf, tennis) which could be themed a parent/child event with a sundowner and movie night to finish	\$0	Mar 2017 Ongoing annually	Upon receiving any required approval by the Shire or other government entity, support the tennis clubs proposal to remove trees that impact on the court surface or ancillary infrastructure	\$0	Mar 2016
			Develop a list of current outstanding maintenance jobs, identify who is responsible in accordance with the agreement between the Committee and the Shire, and use as a tool to communicate with Shire representatives including item, expected timeframe, relevant personnel	\$0	Feb 2015	Investigate appropriate facility hire fee and implement findings possible as a staged process	\$0	June 2017	Investigate the opportunity to host school camps onsite or facility 'sleep over' events	\$0	Dec 2017	Encourage the bowling club to develop an asset register and replacement plan for their area of responsibility which would include Shelters, Fences, Replacing carpets and tiles, Painting Clubhouse, installing air conditioning, Green replacement, Cool-room,	\$0	Dec 2016

# STRATEGIC PLAN 2015 - 2020

	responsible and current status																		
	Remove the basketball back boards	\$0 (volunteers)	Jan 2015	Investigate opportunities to reduce facility operational costs such as minimising the watering program to the hockey field															
	Make changes to glass entry doors to the facility to decrease the likelihood of someone walking into them not knowing that they're glass doors	\$100	Nov 2015	Develop and implement an annual budget															
	Develop an asset replacement program	\$0	June 2016																
	Promote the facilities including hiring and catering options. Use the Shire web site to link information	\$0	Jan 2017																
	Develop a hiring brochure form	\$0	Jan 2017																

## Looking forward 2020-2022

### GOALS

Compliance & Governance	Facility Management	Financial Management	Projects & Initiatives	Supporting Affiliated Clubs
Review current procedures & processes as well as identify & implement any required changes.	Asset Management program aim to have sufficient funds at all times. Promote facilities including hiring & catering options.	Reduction in facility operation costs in particular power & overall running costs.	Continue our association with Yongergrow CRC & WIFE for more meetings/events at Complex.	Support Golf Club with clubhouse improvements. Support Bowls with its endeavours & Complex maintaining outside toilet block.
	Develop hiring brochure & booking form.			
	Asset register to be updated with photos.			



# STRATEGIC PLAN 2015 - 2020

## RECORD OF PRIORITISATION SCORING OF IDEAS - Red Print denotes when tasks were completed or where we are with a certain point.

<p><b>7 Points</b></p> <ul style="list-style-type: none"> <li>Request that the Shire decommissions the outdoor court lights and removes the infrastructure upon the refurbishment of the tennis shelter. Possibly tender the removal process. <b>Too expensive and hard to get to the lights, will damage the tennis courts.</b></li> <li>Investigate, promote and seek an addition of a 'social coordinator' as part of the OSC committee that would assist in the coordination of social events hosted by the committee with the aim to generate income for the facility. <b>Social Committee since 2016.</b></li> </ul>
<p><b>5 Points</b></p> <ul style="list-style-type: none"> <li>Review and update the user agreement with the Shire of Gnowangerup <b>Note: Clarify quote procedure. This is done annually.</b></li> </ul>
<p><b>4 Points</b></p> <ul style="list-style-type: none"> <li>Investigate the need to replace the air conditioner that is currently not in operation. <b>2016 has been replaced.</b></li> <li>Implement a process to acknowledge the OSC affiliated sporting groups (Bowls, Tennis) through introducing an affiliation membership. <b>Commenced 2016 now has 11 affiliated groups.</b></li> </ul>
<p><b>3 Points</b></p> <ul style="list-style-type: none"> <li>Develop an asset register <b>2016 done</b></li> <li>Investigate and implement the appropriate changes required to the time keepers box stairway to decrease the likelihood of falls. <b>Stairway removed 2015</b></li> <li>Investigate and implement changes to the power regarding reticulation to reduce costs. <b>Complex &amp; Shire have exhausted all avenues as to why our retic power is more than other towns, Jerry Electrical can only come up with we have a longer way for our water to travel but that shouldn't be costing us that much. Hence the reason we want to go Solar Power.</b></li> </ul>
<p><b>3 Points</b></p> <ul style="list-style-type: none"> <li>Invite relevant Shire representatives to the facility on an annual basis to undertake a facilities inspection with committee representatives <b>As of 2018 John Skinner did inspection and we received report we would like this done every 2 years.</b></li> <li>Develop a list of current outstanding maintenance jobs, identify who is responsible in accordance with the agreement between the Committee and the Shire, and use as a tool to communicate with Shire representatives including item, expected timeframe, relevant personnel responsible and current status. <b>Detailed in Shire Agreement between both parties.</b></li> <li>Define an appropriate \$ allocation to go into reserve fund for asset replacement</li> <li>Negotiate an agreement between the OSC committee and the Tennis and Bowling Clubs that acknowledges the responsibilities of each entity, including maintenance and replacement of assets. <b>An Agreement letter is done annually with the exception on 2019 as if we get Solar Power we wish to wait 12 months to see what the costs are before changing the Agreements as Bowls pays it's own power which comes from the Complex.</b></li> </ul>
<p><b>2 Points</b></p> <ul style="list-style-type: none"> <li>Remove the basketball back boards <b>2017 done</b></li> <li>Investigate appropriate facility hire fee and implement findings possible as a staged process. <b>Hire fees reviewed annually.</b></li> <li>Negotiate and define the Shire's ongoing financial contribution to the facility in writing (subsidy) in Agreement between both parties.</li> <li>Investigate opportunities of co-location and invite new initiatives/ business/hire Example: <b>Invite the golf club to become an affiliated member. 2019 Golf Club became a member. WIFE are using Complex as its HO since 2015.</b></li> </ul>
<p><b>1 Point</b></p> <ul style="list-style-type: none"> <li>Develop and display an evacuation plan <b>2015 done</b></li> <li>Make changes to glass entry doors to the facility to decrease the likelihood of someone walking into them not knowing that they're glass doors <b>2015 done</b></li> <li>Provide shade construction for the area between the abutment block and playground <b>This deemed too expensive for the amount the Complex is used at this stage.</b></li> </ul>
<p><b>Other Points to be addressed</b></p> <ul style="list-style-type: none"> <li>Review current procedures and processes as well as identify and implement any required procedures <b>Ongoing</b></li> <li>Remove or cover the exit sign to the door that does not currently comply with exit door standards <b>2015 done</b></li> <li>Develop an asset replacement program</li> <li>Promote the facilities including hiring and catering options. Use the Shire web site to link information <b>Working with Yongergrow CRC and WIFE to increase usage.</b></li> <li>Develop a hiring brochure form</li> <li>Develop and implement an annual budget. <b>Always aim to have large surplus to cover what required as it varies greatly 2019 being prime example, painting \$5500, retic controller \$625, oval lights \$7000</b></li> <li>Investigate opportunities to reduce facility operational costs such as minimising the watering program to the hockey field <b>Community at this stage wants all ovals green at all times.</b></li> <li>Implement a community progressive sports day (bowls, golf, tennis) which could be themed a parent/child event with a sundowner and movie night to finish <b>Yongergrow CRC are using Complex for these events.</b></li> <li>Investigate the opportunity to host school camps onsite or facility 'sleep over' events <b>There doesn't seem much interest in this Yongergrow have our hire rates should a group wish to stay overnight.</b></li> <li>Support the tennis clubs proposal to upgrade the tennis shelter including removal of the storage shed and identified walls as well as changes to the power supply. <b>2018/2019 Asbestos wall removed and power disconnected.</b></li> <li>Encourage the bowling club to develop an asset register and replacement plan for their area of responsibility which would include Shelters, Fences, Replacing carpets and tiles, Painting Clubhouse, Installing air conditioning, Green replacement, Cool-room, Television, Barstools, Brick paving etc</li> <li>Upon gaining required approval from the Shire, support the Ongerup Bowling Clubs development proposals <b>Complex fully supports Bowls Club in all of it's endeavours.</b></li> <li>Support and encourage the bowling club in their bid to host additional carnivals</li> <li>Support and encourage the bowling club in introducing a Junior competition</li> </ul>

## GNOWANGERUP 360 – Community Shopping Hub - \$20,000

**SCORE: 93**

### Community Financial Assistance Grants

#### Multi Criterion Analysis

		Score (out of 10)	Weight	Adjusted Score
<b>Strategic alignment</b>	1. Contribution to achievement of the Shire's Strategic Plan for the Future	10	15%	15
	2. Community Benefit	10	5%	5
<b>Community benefit</b>	1. Increased/improved delivery of services and measured deliveries	10	15%	15
	2. Community expectation	8	5%	4
<b>Resourcing</b>	1. Financial capability	10	15%	15
	2. Recurrent costs	10	5%	5
	3. Human resourcing	10	5%	5
	4. Physical resourcing?	10	5%	5
<b>Risk exposure</b>	1. Measure of risk to the Shire	8	15%	12
	2. Measure of risk to the community	8	15%	12
<b>TOTAL SCORE (out of 100)</b>				<b>93</b>

## Multi Criteria Analysis (MCA) Tool for Project Prioritisation

1. STRATEGIC ALIGNMENT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>1.1 Meets the Strategic Intent of the Shire's current Strategic Plan</b></p> <p>Does the project align with the strategic intent of the current Strategic Plan <b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon linkage to the Strategic Plan</b></p> <p>0 = No linkage            2 = Minimal - Project is not core business or does not match the strategic intent of the Strategic Plan            4 = Minor contribution (contributes with other projects, to a strategy which supports Strategic Plan)            6 = Intermediate contribution (contributes to the achievement of a strategy that supports the Strategic Plan)            8 = Major contribution (project core to the achievement of a key element of the Strategic Plan)            10 = Fundamental to achievement of strategic intent of more than one key element of the Strategic Plan</p>	<p>Assess the projects strategic alignment, that is, whether it meets the strategic intent of one or more of the key elements of the Shire's current Strategic Plan.</p>
<p><b>1.2 Community Benefit</b></p> <p>Will the project impact positively on the wider community? <b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No wider community benefit            2 = Minimal - Project has minimal benefit for the wider community            4 = Minor contribution (minor benefit for the wider community)            6 = Intermediate contribution (contributes to the benefit for the wider community)            8 = Major contribution (project is identified as a major strategy to benefit the wider community)            10 = Significantly benefits the entire community.</p>	<p>Assess benefit of the project for the wider community.            Does the project reach hard to reach groups?            Will the project benefit multiple demographics?</p>

2. COMMUNITY BENEFIT		Weighting = 20%
CRITERIA	PARAMETERS	COMMENT
<p><b>2.1 Increased/improved delivery of services</b></p> <p>Will there be an increased or improved level of program or service with the introduction of the project, and does the program have clearly identified and measured deliverables?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the benefit to the community</b></p> <p>0 = No improvements to the community</p> <p>2 = Minimal - improvements to a neighbourhood or group</p> <p>4 = Minor - improvements to locality or small number of groups</p> <p>6 = Intermediate - improvements across a number of groups or district</p> <p>8 = Major - improvements across a large number of groups or a whole district</p> <p>10 = Benefits are community wide</p>	<p>Assess the impact on community of improved delivery of service</p>
<p><b>2.2 Community Expectation</b></p> <p>Is there an expectation on behalf of the community that this project will commence and be completed for the Shire community?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10</b></p> <p>0 = No expectation to proceed</p> <p>2 = Minimal - limited expectation within the community</p> <p>4 = Minor - expectation by local groups within the locality</p> <p>6 = Intermediate - expectation across a number of groups within the locality</p> <p>8 = Major - expectation across a large number of groups within the shire</p> <p>10 = Community wide expectation across the whole shire that the project will commence</p>	<p>Assess the level of community expectation that the project will commence</p>



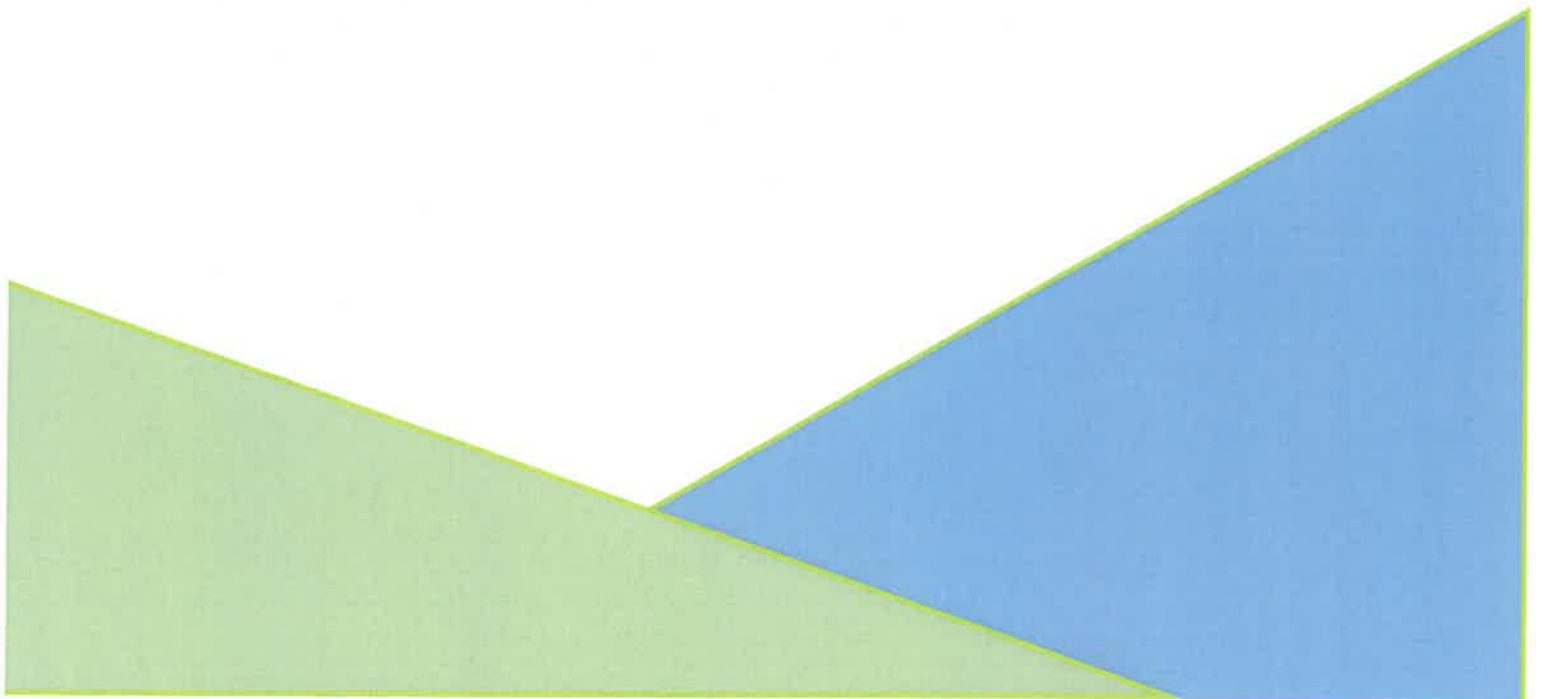
3. RESOURCING		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>3.1 Financial Capability</b></p> <p>Does the Applicant have the financial resources to undertake this project?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the % of external funding (Guaranteed) or Reserve Account funding</b></p> <p>0 = 0% external funding            1 = 10% external funding            2 = 20% external funding            3 = 30% external funding            4 = 40% external funding            5 = 50% external funding            6 = 60% external funding            7 = 70% external funding            8 = 80% external funding            9 = 90% external funding            10 = 100% external funding</p>	<p>Assess the financial capacity of the applicant to conduct this project.</p> <p><i>Projects with external, guaranteed funding would score more positively, depending on %, as this means less call on Shire funds. However, ongoing future costs for the project need to be identified.</i></p>
<p><b>3.2 Recurrent Costs</b></p> <p>Will the project require recurrent funding from the Shire in future years?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon recurrent cost as a % of total project cost (over 3 years)</b></p> <p>10 = no recurrent funding            8 = less than 5% recurrent funding            6 = less than 25% recurrent funding            4 = less than 50% recurrent funding            2 = less than 75% recurrent funding            0 = more than 75% recurrent funding</p>	<p>Assess the impact of the ongoing cost of the project.</p> <p><i>Projects with low recurrent costs would score more positively, depending on %, as this means less call on Shire funds.</i></p>
<p><b>3.2 Human Resourcing</b></p> <p>Will the project require involvement of Shire staff or additional Shire human resources to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of human resourcing required</b></p> <p><i>Resource Involvement</i></p> <p>10 = Minimal (most work to be done by project proponent)            8 = Minor - small number of shire staff involved across the Shire            6 = Intermediate - significant number of Shire staff involved across the Shire            4 = Major - substantial involvement of shire staff across the Shire.            2 = Organisation-wide involvement of all Shire staff or a number of new staff required.</p>	<p>Assess the benefits and impact of the project on Shire resources.</p> <p><i>Projects with less in-kind commitment from the Shire will rate higher.</i></p>
<p><b>3.3 Physical Resourcing</b></p> <p>Will the project require additional physical resources (facilities, equipment etc.) to ensure it is developed and implemented?</p> <p><b>Weighting = 5%</b></p>	<p><b>Score 0-10 contingent upon the level of physical resources</b></p> <p>10 = Minimal - minimal level of resources required            8 = Minor – requires minor use of facilities or equipment            6 = Intermediate – significant use of facilities or equipment            4 = Major - substantial use of facilities or equipment            2 = Total new facilities required            0 = Total new facility and ongoing resources required (e.g. on-going maintenance).</p>	<p>Assess the level of physical resourcing from the Shire (in-kind or paid) e.g. facilities, equipment, system support, etc required for the project.</p>

4. RISK EXPOSURE		Weighting = 30%
CRITERIA	PARAMETERS	COMMENT
<p><b>4.1 Measure the risk to the Shire if the project does NOT commence</b></p> <p>Will there be risks to the Shire if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the level of impact on the Shire</b></p> <p>10 = Very high risk - organisational integrity or statutory compliance depends on the project</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk</p> <p>0 = No risk</p>	<p>Assess the consequences to the Shire if the project does not commence.</p> <p><i>Projects that mitigate risks are given a higher priority than other projects. For example, complying with legislation will score highly. Has a risk analysis been considered for the project?</i></p>
<p><b>4.2 Measure the risk to the community if the project does not commence</b></p> <p>Will there be risks to the community if the project does NOT commence?</p> <p><b>Weighting = 15%</b></p>	<p><b>Score 0-10 contingent upon the impact upon the community</b></p> <p>10 = Severe risk</p> <p>8 = Significant risk</p> <p>6 = Moderate risk</p> <p>4 = Minor risk</p> <p>2 = Negligible risk to community</p> <p>0 = No risk to community</p>	<p>Assess the consequences to the community if the project does not commence.</p> <p><i>Projects that mitigate risks to the community are rated highly. For example, addressing a Safety &amp; Health issue in a public venue will score highly.</i></p>




# Special Grants:

GNP360, Request for variation

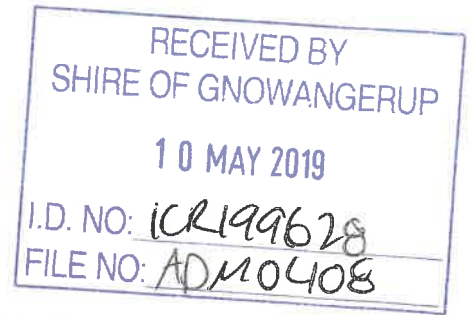


**GNP360 wish to request a variation to our application for a “Special Grant”**

<p><b>Original request</b></p>	<p>GNP360 originally requested a special funds grant of \$20,000 to demolish the existing building on the proposed site for new Shopping Hub precinct. Originally, GNP360 had secured in-kind commitments from locally licensed builders to demolish the existing building, however due to the local zoning regulations we were required to engage a contractor with a commercial license to complete these works. Recently, there was an unexpected gap in the availability of commercial contractors already working in the area, and they were willing to provide the service for a very attractive price with added in-kind ‘extras’. We were placed in a position where we needed to engage their services immediately and so we have allocated funds put aside for the main building project to accommodate this opportunity.</p>
<p><b>Variation</b></p>	<p>We request that the special grant funding be granted towards the “GNP360 Shopping Hub” building. This will be a major piece of community infrastructure that will allow the continuation of grocery supplies and possibly the incubation of other small business in our town. It will also contribute toward meeting many of the Shire’s objectives as outlined below.</p>
<p><b>Meeting the Shire of Gnowangerup’s strategic plan</b></p>	<p>The GNP360 Shopping Hub building will meet the Shire’ strategic plan in the following domains:</p> <ul style="list-style-type: none"> <li>➤ Theme 1 1. Actively support and develop existing business and attract new local business. 1.2 Create business and community Partnerships.</li> <li>➤ Theme 3 2. Build proud and active residents who participate in local activities and services for the betterment of the community.</li> <li>➤ Theme 3 3. Assist in building the sustainable management of local organisations and community groups.</li> <li>➤ Theme 3 3.1 Develop partnerships to actively support visitor growth.</li> <li>➤ Theme 4 3.1.1 Community who feel that the Shire understands community needs and prioritises appropriately.</li> <li>➤ Theme 6 1. For the Shire’s commercial and residential areas to be filled with quality buildings and appealing streetscapes.</li> </ul>
<p><b>Justification for variation</b></p>	<p>The physical state of the current existing building infrastructure in Gnowangerup is very poor. The options for buildings that could house a grocery franchisee through a lease agreement are aging, full of asbestos, have water issues, limited space or other public safety concerns. Not to mention the lack of appeal in our main street. GNP360 has identified—through our community consultation processes—that the biggest threat to the future sustainability of our town is the risk of losing our grocery supplier. The current franchisees lease the building they are in, but upon retirement will attempt to sell the business to another franchisee. <u>Due to various restructuring and quality-control measures, GNP360 has come to understand that the umbrella organisation that regulates these business opportunities will not be favorable to housing a new franchisee in a building that does not meet standards....and does not look attractive to support the branding.</u> There is no conveniently-placed building available in Gnowangerup that will meet these standards. As our first project, GNP360 are committed to providing this space to give our community the best chance of retaining grocery supply in our town. This is essential for our community for many reasons including:</p>

	<ul style="list-style-type: none"> <li>➤ Ensuring that vulnerable members of our community (such as at-risk children, seniors, and other marginal members of our community) have easy access to food and other essential supplies without relying on transport</li> <li>➤ To maintain a sense of life and vitality in the main street</li> <li>➤ To increase the attractiveness and quality of living in our shire to potential employees of local businesses and farming enterprises</li> <li>➤ To maintain convenience for all members of our community</li> </ul> <p>We have moved funding for the demolition of the building from reserves for the building itself. The acceptance of this request for variation, and subsequent offer of the grant funding, will ensure we are able to complete the building to the original planned standard.</p>
<p>Support material</p>	<p>All previous information supplied to the Shire regarding the GNP360 cooperative and the shopping Hub project, including the proposed budget, is still valid and should be taken into consideration as it would have been for the original request.</p>
<p>On behalf of GNP360 directors-- Cassandra Beeck GNP360 Secretary</p>	

GNP 360.  
Shopping Hub.  
\$20,000.



*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

**Special Requests**  
**Community Grant Application**  
**Pack**  
**2019/20**

*For Community Grants from \$5,000 to \$20,000*



## PART A – APPLICANT AND ORGANISATION INFORMATION

### 1. Applicant's Details:

Name of Organisation: GNP 360 cooperative

Name of Applicant and position: Cassandra Beeck and Neah Stewart (Directors)

Name of Chairperson/Chief Executive Officer: Richard House

Postal Address: PO Box 40 Gnowangerup 6335

Telephone: 0428271005 (Cassandra, Secretary)

Email: gnp.360@outlook.com

Website: See Facebook page

### 2. Requested grant amount (\$5,000 - \$20,000): \$20,000

If your organisation is incorporated – Please go to question 5

If your organisation is NOT incorporated – please answer question 4 then 5

### 3. Tick the box which best describes the organisation:

Incorporated, not-for-profit

Commercial / For Profit (undertaking a not for profit activity)

Please note: funding for the Special Request Grants category is not offered to organisations that are not incorporated (except Commercial / For Profit organisations undertaking a not for profit activity). Please refer to the 'Community Grant or Quick Grant Category' if you are an organisation that will require funds to be auspiced by another organisation on your behalf.

### 4. Auspice Body (IF APPLICABLE)

*A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the grant.*

*Confirmation in writing is required from the sponsoring body.*

Sponsoring Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



5. Organisation's ABN: 77 985 946 799

5.1. Is your organisation registered for GST? YES  NO

**\*You must attach a copy of the Incorporation certificate (or that of the Auspicing body)**

6. What is the main purpose of your organisation?

**Vision: "To help build a strong and vibrant atmosphere through incubating, nurturing and supporting sustainable new business and community ventures in Gnowangerup."**

We are finding a plethora of varied ways to respond to community need. After extensive community consultation we embarked on our first main project...securing the future of our town by providing appropriate facilities for a grocery retail outlet.

7. Who are your main clients'/service users?

Everyone in the Shire of Gnowangerup benefits from our cooperative. All Shareholder returns are re-invested into community projects. Our projects will bring life and vitality to the main Gnowangerup Shire and to surrounding towns via innovative tourism ideas and traffic directed through the shire.

7.1 Where is your organisation based and which geographical areas do you deliver your service to? If services are provided in various locations, please indicate the percentage of service delivery in each location.

GNOWANGERUP:  80% BORDEN:  % ONGERUP:  %

AMELUP  % OTHER:  20% Other towns will benefit via shopping

convenience and through on-traffic from our tourism trail project. In addition, grocery supplies within 100 km do not exist, and ensuring the continuation of this supply will mean people have convenience.

8. Does your organisation involve volunteers and/or paid staff? How many and what roles do they serve?

All our positions are all volunteers, including Secretary, Treasurer, Chairman and Directors. Our Shareholders are investing, knowing that they will not see a personal return on investment, but that these (in the main) will be returned to further community projects. The management of our cooperative for the community involves considerable administration and professional expertise which is provided in-kind. Our Office-bearers have backgrounds in various professional roles which they bring to the community as a gift. We also have managers who are the custodians of a cropping lease to propagate as much return for the community as possible.

9. Please document your main sources of funding (e.g. funding bodies, fundraising, corporate support) and where applicable provide an indication of where existing funding is allocated within your

**organisation's operational budget.**

A wide cross-section of the Shire community (not only Gnowangerup citizens) have invested in GNP360 because they realise the importance of the ongoing projects for the future of our community. Other sources of funding include very generous in-kind donations from the building sector, manufacturing suppliers, primary producers and administration support. Our shareholders and supporters also manage a cropping lease and invest time, inputs, machinery and expertise into producing income for our organisation...investing into the well-being and future of our Shire. All our available funding, sourced from the aforementioned places has been allocated to this project, as the future of our town depends on it. We anticipate the money not raised from shares will come from our cropping program and from grants we will source as they become available.

**10. What is your organisation's annual turnover?**

N/A at this time.

**11. Why are you seeking funding from the Shire of Gnowangerup (e.g. lack of alternative funding sources)?**

It is imperative for the future of our community—including the Shire itself—that GNP360 are successful in this initial project...building the Shopping Hub. Without this facility in our town, statistics strongly support decline and death to our town. We MUST find another franchisee for the IGA or similar brand and have a suitable facility to house them. We are asking all sectors, private, business, and corporate to invest in the future of our community. Our vision is in line with the Shire's strategic plan, particularly "Sustainable Business Growth", "Creating Business and community partnerships" and "Developing partnerships to actively support visitor growth, via leveraging our building in the promotion of tourism." Theme "Our Community" is especially poignant to our project and we believe that it will achieve outcomes in every area.

In our opinion, this project meets 90% of the Shire's strategic goals.

**12. Has your organisation unsuccessfully attempted to access funds from other funding sources? If so which sources?**

No. The only unsuccessful funding we have had is those individuals who choose not to participate by purchasing shares for various reasons. We plan to apply for other grants where appropriate.

**13. Has your organisation obtained funding from other Councils in the last 3 years? If so which Councils and how much has been confirmed/received?**

None

**14. Has your organisation received a grant from Council in the past 3 years? If so, please give details.**

Year	Amount	Project Funded
N/A		
N/A		

N/A		
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14.1. Has this grant been reported on and acquitted? YES  NO  N/A

*Successful applicants will be required to invoice the Shire of Gnowangerup before payment can be made. Please outline your preferred payment method on the invoice.*

## PART B – DETAILS OF THE PROJECT/EVENT

1. Name of the project/event: **Gnowangerup Shopping Hub**

2. Brief summary of the project/event (include details of what the Community Grant will be used for):

Our first project is to build a modern, commercial premises, suitable to house a grocery supplier or franchisee. This project is a very strategic action to ensure that we don't lose grocery supplies in Gnowangerup. Once our current grocery supplier is ready to move on, we do not want to be left with a situation where a prospective new franchisee has no suitable premises from which to trade. We believe this venture will rejuvenate our main street, with a long-term return on investment. Our highest priority is to incubate a situation where it is attractive for grocery suppliers to remain in Gnowangerup, serving our community. We do not want our Grocery supply to follow the path of various other businesses and corporations in our main street. We must act to preserve this. This building will serve as a modern and attractive "shopping hub" for a variety of potential industries in the main street, and will encourage small businesses and services to remain in our town. The intention of the Cooperative is that the lease revenue from this property will be reinvested into future Community projects.

**THIS FUNDING WILL BE USED TO COVER DEMOLITION COSTS OF THE OLD, DECREPIT BUILDING ON YOUNGUP ROAD, TO MAKE WAY TO USE OUR SHAREHOLDER'S INVESTMENT ON THE BRAND NEW BUILDING. This concept is in line with the Shire's strategic plan of attractive town & streetscapes. Originally, we had many in-kind offers from local building contractors and supervisors to demolish and remove all debris at no cost to the project. However, due to the local planning policy and the commercial zoning of the land we have since been instructed that we must source a Commercial Contractor to carry out this project. The shareholder funds have been allocated to the new build, therefore sourcing grant funding for this section of the project is the best way to ensure the project is completed at the other end.**

3. When and where will your project/event be held?

GNOWANGERUP:       BORDEN:       ONGERUP:       AMELUP

OTHER:  Please specify \_\_\_\_\_

Start date: **May 2019**      End Date: **Oct 2020**      Venue: **Yougenup Road Block (opposite park)**

4. In which category does your project fall? (You may tick more than one box)

Sport and Recreation		Art and Culture	
Senior Citizens or Youth or Children		Education	
Environment		Health and Welfare	
Town Enhancement/Infrastructure	✓	Tourism	✓

**5. What area of the Shire’s Strategic Community Plan does your project align with? Please tick box(s)**

**Health and Wellbeing**

Health, Education and Family Support Services

Participation in Sport, Recreation and Leisure

✓Supportive Community

✓Safe Community

Planning and Development

Safe and Reliable Transport

✓Attractive Townscapes and Streetscapes

✓Service Related Assets that Support Community Needs

✓Sustainable Asset and Infrastructure Base

**Natural Environment**

Protected Natural Environment

Water Security

Sustainable Waste Management

**Local Economy and Business**

✓Vibrant and Growing Economic Base

✓Providing Local Employment

✓Growing Tourism Industry

**Built Environment**

Note: the **Governance** section of the current Strategic Community Plan is not applicable to CFAG.

**6. What are the main aims and intended outcomes of your project/event? In particular, how will it benefit the community (long term and short term)?**

Securing the long-term shopping convenience of our town is vital to its' long-term existence and vibrancy. We want to continue promoting and encouraging shopping local. In particular, our project will benefit the most disadvantaged and needy members of our whole Shire. Those who cannot afford to shop outside of our district, those with disabilities and limited access to transport, and those who prefer a familiar, safe environment to access basic daily needs. In addition, local businesses and primary producers rely on the convenience of a grocery supply for every day needs. Long-term, this project will support our efforts to increase tourism to our town, via other projects we are developing and any revenue from the project will be reinvested into the Shire through local projects. In addition, it is important for the future of all local businesses to have attractive facilities that will help retain staff and encourage future generations to return.

**7. Is your project /event open and accessible to the wider community?**

YES  NO  N/A

**8. Does your project encourage participation from disadvantaged groups in the community?**

YES  NO  N/A

**9. How will the progress of your event/project be monitored and its effectiveness evaluated** E.g. satisfaction surveys, measure community connectedness, disability access etc?

The measure of our success will be very simple. Gnowangerup will secure an appropriate building to house a grocery supplier, or we will lose our grocery supply in the town once the current franchisee ends their tenure. Our goal is to ensure this does not happen by providing the appropriate space. We will also have an indication via increased community morale and community shareholders.

**10. Have any partnerships, sponsorships and other funding sources been sought to assist with the project/event?** If no, please explain why not. If yes, please give details and whether funding approved includes in-kind contributions).

Yes. This is a whole-shire, whole-community partnership. Our Directors have worked with Shareholders, local businesses and in-kind investors to secure every bit of assistance we can muster to ensure we are successful. We would like our local Government entity to be part of the venture. Specifically, we have secured the following:

- In-kind local project manager
- In-kind supply and build expertise at cost
- Sponsorship in the form of in-puts and expertise with the cropping lease



**11. Where required, have you applied for all relevant licences, permits and approvals? i.e Road Closure approval, storefront stall permit, event insurance etc.**

YES       NO       N/A

Licence/permit/approval	Date approved/pending
Commercial Demolition Licence	Pending
Building Licence	TBC

**12. Please provide additional documentation to support your application.** Below are some examples of suggested documentation that you could provide to support your application.

- A copy of the latest audited financial statements for your organisation (the minimum requirement is the organisation’s most recent profit and loss statement);
- A Project Plan, a Running Sheet and/or a Business Plan;
- A Risk Management Plan;
- Insurance information – e.g. public liability.
- Information about the Project Manager (relevant qualifications/experience).
- Quotes (for individual allocations of over \$3000 a minimum of two written quotes are required)
- Plans or diagrams that clearly illustrate your request.
- Any additional information that you believe will assist this application.

Please note: The Shire of Gnowangerup reserves the right to request additional documentation to support your application at their discretion.

**13. How will you make sure your event/project/activity is designed to incorporate disability access and inclusion principles?** Tick the box(s) with applicable statements about your project’s access and inclusion.

People with disability have the same opportunities as other people to access or take part in the project/event/service offered.

People with disability have the same opportunities as other people to access the buildings and other facilities associated with the project/event/service offered.

People with disability receive information about the project/event/service offered in a format that will enable them to access the information as readily as other people are able to access it.

People with disability have the same opportunities as other people to be a volunteer with your organization.

**14. If successful in your funding application, how will you promote the Gnowangerup Shire during your project or at your event?** Tick applicable option(s).

*\*Please email a copy of your event details and flier to the Community Development Coordinator, Kirsty Buchanan at [kirsty.buchanan@gnowangerup.wa.gov.au](mailto:kirsty.buchanan@gnowangerup.wa.gov.au)*

Event/Project Details on Shire website and Facebook page (Note: this is a grant requirement.)

- ✓ Display Shire Banner (at opening)
  - ✓ Shire Logo on all promotional material
  - ✓ Announcement by MC / Event Host
  - Acknowledgement in media (Radio, TV and Print)
  - ✓ Acknowledgment on Social Media (if applicable)
  - Acknowledgement Plaque
  - ✓ Invitation for a staff member or Councillor to attend the opening/event
  - Other (please specify)
- .....

**15. Will your organisation promote the Act Belong Commit Campaign (optional)?**

YES       NO       N/A ✓

The Shire is an Act Belong Commit Campaign Partner Site and has access to a range of merchandise and information about ways to improve mental health and wellbeing. The Shire is committed to supporting the community to actively maintain their mental health by promoting the Act Belong Commit message. Applicants can work with the Shire to promote the Act Belong Commit messages at Shire funded events and activities.



Please contact the Shire for further information about how you can access free merchandise and information to use as part of your project. Please note that all Act Belong Commit support is subject to availability and negotiation between the Shire and the applicant.

For more information visit <http://www.actbelongcommit.org.au/>

## PART C – FINANCIAL INFORMATION/PROJECT BUDGET

- Applicants are required to provide details of how the grant will be spent and detail any other income or support the project will receive.
- Please attach a copy of two (2) quotes for single expenditure items over \$3,000.

PROJECT INCOME	AMOUNT (\$)
Earned Income (E.g. ticket sales, merchandise, etc)	
Gnp 360 Shares purchased (600 shares @ \$500 each)	\$300,000
Subtotal	\$300,000
Other Project income (E.g. Other grant funding)	\$
FRRR Grant Funding (TBA)	\$5,000
Subtotal	\$5,000
Your Organisation's Financial Contribution (please itemise)	\$
Finance (via Loan facility)	\$193,272.92
Subtotal	
Fundraising, Sponsorship, Cash donations (please itemise)	\$
2019 cropping income (based on net income of \$595 per ha x 346 ha [lease amount])	\$195,000
Subtotal	195,000
<b>TOTAL INCOME</b> (Exclusive of Community Grant)	<b>\$693,272,92</b>
Requested Community Grant	\$20,000
<b>TOTAL INCOME</b>	<b>\$713,272.92</b>

PROJECT EXPENDITURE	AMOUNT (\$)
Professional Fees (E.g. on costs, travel, accommodation)	
Project Manager Fee (Randall Smith)	0.00 (In kind)
Subtotal	0.00
Production Costs (E.g. materials, venue hire, equipment)	\$
Demolition Fees – Commercial Contractor	\$15,972.92
Demolition Fees - removal of asbestos and building rubble off site	\$5,000
Building Costs (please see detailed budget breakdown attached)	\$692,000
Subtotal	\$712,972.92
Administration Costs (Wages, fees, licences, stationary)	\$
Administration Personnel – provided in kind by directors	In-Kind
Subtotal	0.00
Marketing, Promotion and Documentation (please itemise)	\$
Printing fees	In kind
Advertising (project updates and opening)	\$300
Subtotal	\$300

**NOTE: The total INCOME and EXPENDITURE columns should total the same.**

<b>TOTAL EXPENDITURE</b>	<b>\$713,272.92</b>
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should total the same.

## PART D – CHECKLIST AND DECLARATION

<input checked="" type="checkbox"/>	Please attach any additional information about your organisation or project that would support your application. Please read, then tick ALL boxes and sign where indicated.
<input checked="" type="checkbox"/>	I have contacted the Shire of Gnowangerup to discuss my application prior to submission.
<input checked="" type="checkbox"/>	I have read and agree to the funding requirements/guidelines, have answered all questions and completed the budget as accurately as possible.
<input checked="" type="checkbox"/>	I acknowledge that I am authorised to make this application on behalf of the organisation.
<input checked="" type="checkbox"/>	I acknowledge that the information in this application is true and correct.
<input checked="" type="checkbox"/>	I acknowledge I may be required to supply further information prior to consideration of this application by the Shire of Gnowangerup.
<input checked="" type="checkbox"/>	I acknowledge that I will complete the acquittal report and submit it by June 30 2020.
<input checked="" type="checkbox"/>	I give the Shire of Gnowangerup permission to promote this Special Requests Community Grant as part of any communications and public relations activities.
<input checked="" type="checkbox"/>	I acknowledge I have allowed for six weeks' notice before my project/event (retrospective payments for a previously run event or paid for project are not permitted).
<input checked="" type="checkbox"/>	I have attached two (2) quotes for single item expenditure over \$3,000.
<input checked="" type="checkbox"/>	I have attached a copy of the Certificate of Incorporation or a copy of the auspicing organisation's Certificate of Incorporation.

### 1. Declaration

On behalf of GNP360 (name of organisation), I declare that the information provided in this application is complete and correct and the application has the full endorsement of the current executive. We have read the funding guidelines and agree to abide by these should this application be successful.



Signature

7 / 5 / 2019

Date

Cassandra Beeck & Neah Stewart, (Secretary & Director)

Print Name  Neah Stewart.

Please post, email or deliver your completed application form to:

Chief Executive Officer

Shire of Gnowangerup

28 Yougenup Road, Gnowangerup WA 6335



**WESTERN AUSTRALIA**

*Co-operatives Act 2009*  
(Section 19(1))

Registered No: C2018006F

**Certificate of Registration of  
a Co-operative**

This is to certify that

**GNP360 CO-OPERATIVE LTD**

has this day been registered  
under the *Co-operatives Act 2009*

Dated this 28th day of September 2018

A handwritten signature in black ink, appearing to be 'A. [unclear]'.

A/Deputy Registrar of Co-operatives





Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**  
**Consumer Protection**

Our Ref: A24365911, CP01064/2018

Enquiries: 1300 30 40 74

Mr Dylan Parker  
C/- Lincoln Accountants  
70-74 Frederick Street  
Albany WA 6330

By Email: [dylan@mountbarkerlegal.com.au](mailto:dylan@mountbarkerlegal.com.au)

28 September 2018

Dear Mr Parker

**CO-OPERATIVES ACT 2009**  
**APPLICATION OF REGISTRATION RULES – GNP360 CO-OPERATIVE LTD**

I am pleased to advise you that the delegate of the Registrar of Co-operatives has approved the application of GNP360 Co-Operative Ltd for registration pursuant to section 19(1) of the *Co-operatives Act 2009* (the Act).

Please find enclosed the Certificate of Registration of the Co-operative and a copy of the registered rules, which take effect on 28 September 2018.

It is important to note that section 232(1) of the Act requires a co-operative to keep at its registered office, a copy of the registered rules available for inspection by any member free of charge.

The Co-operative is also required to hold its first Annual General Meeting within 18 months of the date of registration and is required to submit its annual report to the registrar within 28 days after the co-operative holds its AGM. The annual return confirms that the co-operative has held its AGM, updates the address of the co-operative and the details of its office holders, and provides basic information about its status. A large co-operative must also submit copies of its financial reports and audit report.

Furthermore, the Registrar must be advised of changes including:

- Change of address of registered office; and
- Change of office holders.



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## GNP 360 Guidelines

### Principles of GNP360

1. Priority of GNP 360 is to assist the Gnowangerup community. The altruistic goal is to have locals shop in and support local businesses and not travel to other major centres for services and products.
2. GNP360 will not run a business – own philosophy is to nurture and support new business.
3. It will not support any business that competes with a local business.
4. GNP360 is not a rescue group.
5. GNP360 is for Gnowangerup and will only be run by locals.

### Basic Community Investment Guidelines

1. Community can invest in multiples of \$5,000
2. Community members are able to buy and sell their investment in GNP 360
3. The aim is for community investors to receive a return on their investment but due to the basic principles of GNP 360, it is not the primary objective of GNP 360. Investors will need to understand any investment returns may be marginal as the true benefits are in the supporting and fostering of business growth in Gnowangerup.
4. Community investment funds will be pooled by GNP 360 and used to buy freehold premises in Gnowangerup. These premises will be rented to businesses that are new to the Gnowangerup area.

### Management of GNP360

1. Board of Directors will be no more than 7 members.
2. Board of Directors will be elected by the members.

## Business Structure of GNP 360

The Co-op will be managed by a board of directors who will be in charge of the everyday running and decision making of the Co-op. The Board of directors are voted on each year by the members.

The Roles and Responsibilities are

#### Board of Directors

- To act honestly in all dealings for and on behalf of the Co-op
- To act with care and diligence in carrying out their roles as directors of the Co-op
- Directors must ensure the Co-op must be able to meet its financial obligations when they fall due
- Directors may deal in all aspects of the Co-ops business including buying and leasing of property, banking and preparation of financial records
- Ensuring that any personal conflicts of interest are disclosed to the board and maintaining confidential information of the Co-op is not misused for personal gain for themselves or someone else

#### Secretary

- The secretary is responsible for the maintenance of records for the Co-op and the reporting and disclosing of information to the registrar and the public
- Record keeping of members and investments of the Co-op including all transactions relating to those

#### Members

- All members will have a vote at all general meetings to decide such items as the board of directors for the upcoming term, whether to adopt the boards proposed return of profits plan and any other issues brought to the members by the board

It is worth the steering committee downloading the information from the Dept. of Mines, Safety and Regulation on the working of a Co-operative.

<https://www.commerce.wa.gov.au/consumer-protection/co-operatives>

#### What Next

Process for setup:

Once the steering group has decided to go ahead with a Co-operative structure the following steps and costs will need to be incurred.

- Make sure that there is at least 5 initial members
- Have a lawyer meet with the steering committee (we would recommend Mt Barker Legal) to help draft up the Co-ops rules including membership provisions, primary activity and the disclosure statement document in consultation with the steering group
- Submit for approval these documents with the registrar for the Dept. of Mines, Safety and Regulation with the required fees
- Once rules and other documents are approved, hold a formation meeting where the prospective members will vote to accept the rules, sign membership applications and elect the board of directors
- Complete and lodge the application for registration as a Co-operative, a copy of the adopted rules and disclosure statement and a statement of the directors details with the registrar
- Committee can now approach member of the public to raise additional funds.

Based on advice we have received, the approx. cost of the above setup is as follows:

Mt Barker Legal fees for document preparation and services	\$ 2200
Lodgement fees with the Department of Mines	\$ 500

Mt Barker Legal have also offered to attend the community meeting if needed to answer any questions or queries from the community at a discounted rate of \$ 1000 where needed.

# DISCLOSURE STATEMENT

FOR A PROPOSED DISTRIBUTING CO-OPERATIVE  
REGISTERING UNDER THE CO-OPERATIVES ACT 2009 (WA).

NAME OF PROPOSED CO-OPERATIVE:

**GNP360 Co-operative Ltd**

Lodged in the office of the  
Commissioner for  
Consumer Protection on the  
28 SEP 2018

DATE OF LODGEMENT WITH REGISTRAR:

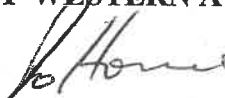
\_\_\_ / \_\_\_ / \_\_\_  
DD MM YY

DATE OF APPROVAL:

\_\_\_ / \_\_\_ / \_\_\_  
DD MM YY

**THIS DISCLOSURE STATEMENT IS VALID FOR A PERIOD OF 12  
MONTHS FROM DATE OF APPROVAL FOR ISSUE WITHIN THE  
STATE OF WESTERN AUSTRALIA ONLY**

CHAIR PERSONS



RICHARD HOUSE

SECRETARY



KAYLA GROVES

## **DISCLOSURE STATEMENT**

### **CONTENTS**

- EXPLANATION OF THIS STATEMENT
- ACTIVE MEMBERSHIP PROVISIONS
- RIGHTS AND LIABILITIES ATTACHING TO SHARES
- ESTIMATED COSTS OF FORMATION
- CAPITAL REQUIRED AT FORMATION
- DISCLOSURE OF PRE-REGISTRATION CONTRACTUAL OBLIGATIONS
- PROJECTED INCOME AND EXPENDITURE:
- DISCLAIMER

**ANNEXURE A – STATEMENT OF PROJECTED INCOME AND EXPENDITURE  
FOR FIRST YEAR OF TRADING**

# DISCLOSURE STATEMENT

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## 1 EXPLANATION OF THIS STATEMENT

Section 16(1) of the *Co-operatives Act 2009* (the Act) requires that a draft disclosure statement of a proposed distributing co-operative must be submitted to the Registrar at least 35 days before the formation meeting is due to be held. The disclosure statement must contain the information necessary to ensure that eligible members are adequately informed of the nature and extent of a person's financial involvement or liability as a member of the co-operative under the Act (section 16(3)(a)-(g)). A shorter period than 35 days may be allowed by the Registrar in exceptional circumstances.

## 2 ACTIVE MEMBERSHIP PROVISIONS

**Active Membership:** The Act requires that a co-operative's rules specify the manner and extent to which a member is required to actively support their co-operative. This support is measured against one or more of the co-operative's primary activities. Members are required to use or support an activity, or activities, of their co-operative in order to retain the right to remain a member and have rights of membership. *Note: Before an active membership rule amendment can be put to a vote by the members the written approval of the Registrar is required.*

- 2.1 The co-operative's active membership rule identifies the co-operative's basic reason for existence, or primary activity, as being:

**Building a strong and vibrant atmosphere through incubating, nurturing and supporting sustainable new businesses and community ventures in Gnowangerup is a primary activity of the co operative**

- 2.2 and to maintain their membership of the co-operative, a member shall:

**a member must hold shares in the Co-operative and support the Primary Activity of GNP360 Co-operative Ltd to establish active membership of the co operative**

- 2.3 A co-operative may also have objects in addition to primary activities. *(Any proposed objects should be listed below or attached as an annexure).*

N/A



### 3 RIGHTS AND LIABILITIES ATTACHING TO SHARES

Section 67(2) of the Act states that "a member of a co-operative with share capital is liable to the co-operative for the amount, if any, unpaid on the shares held by the member, together with any charges payable by the member to the co-operative as required by the rules of the co-operative".

#### DETAILS OF LIABILITY AND FINANCIAL INVOLVEMENT

- 3.1 Share Capital cost per member \$500
- 3.2 Annual Subscriptions Levies (if any) \$Nil
- 3.3 Details of any pre-registration contractual obligations (if any), guarantees and indemnities, contingent liabilities, unresolved or pending law suits which the co-operative will assume once formed are listed below:

Contracts with third party promoters: Nil

Contracts with other parties: Nil

### 4 ESTIMATED COSTS OF FORMATION

#### Formation Expenses

- 4.1 Expenses incurred prior to the formation meeting which are to be recouped once the co-operative is formed are: \$5,000 (estimated)

Description of these expenses: Legal, accounting and registration fees

### 5 CAPITAL REQUIRED AT FORMATION

#### 5.1 Start-up Funding

- (a) Internal Source of Funds

The number of persons who qualify for membership of the co-operative and have indicated in writing their intention to join the co-operative, is 7 persons.

- (b) The total number of shares to be subscribed by these persons is 158 shares

- (c) Total share capital to be subscribed is \$79,000

Total entrance fees are	\$	Nil
Total initial subscriptions or levies are	\$	\$79,000
Total other charges are	\$	Nil

(d) External Source of Funds

If the co-operative is to use grants, subsidies, donations or other financial support to be viable, documents of funding received or requested should be given as an annexure marked "Grants and Subsidies".

(e) If the co-operative is to borrow funds, indicate here the amount :

\$Nil

**6 DISCLOSURE OF PRE-REGISTRATION CONTRACTUAL OBLIGATIONS INVOLVING PROPOSED DIRECTORS**

6.1 Will any of the proposed directors have a direct or indirect interest in any contract or proposed contract with the co-operative, other than an interest in a contract referred to in section 223 of the Act?

Yes

No

*(In the case of a contract referred to in the above section, the contract must be made in good faith, in the ordinary course of the business of the co-operative and on such terms that will be usual and proper in similar dealings between the proposed co-operative and its members.)*

If yes, the following details must be specified here or by way of annexure;

(i) the nature of the contract.

(ii) the name of the parties to the contract.

(iii) (A) the interest, remuneration, reward or commission which any director will be entitled to receive; or

(B) where the proposed director is a director, officer, shareholder or member of a body corporate or organisation, which is a party to the contract; the interest, remuneration, reward or commission which the body corporate or organisation will receive.

(iv) the name of each proposed director or member referred to in (iii) above, and in the case of (iii)(B), the position or office held.

Will any of the proposed directors on being elected to the board at the formation meeting have a declarable interest within the provisions of sections 220; 222 and 223 of the Act? If so, specify by way of annexure.

## 7 PROJECTED INCOME AND EXPENDITURE

*The projected income and expenditure of the co-operative for its first year of operation is set out in the attached annexure:*

Please note:

- \* the projected income and expenditure Statement is provided as an example only. You may want to add additional items appropriate to your proposed co-operative;
- \* show your calculations and any assumptions for individual items on a separate sheet, eg cost of shares per member x number of members = total issue of shares to members in \$ ;
- \* check all items of projected income and expenditure are included;
- \* check arithmetic.

## 8 DISCLAIMER

These publications should not be relied on as legal advice, nor do they provide a comprehensive statement of the legislation. To obtain a better understanding of the relevant laws, to refer to the Act and Regulations.

The *Co-operatives Act 2009* and *Co-operatives Regulations 2010* are intended to provide for the registration of co-operatives in WA and the regulation of their affairs. The Department of Commerce and, in particular, the Commissioner for Consumer Protection, has the responsibility to administer the Act and Regulations on behalf of the Government.

Copies of the Act and Regulations can be obtained from the State Law Publisher, Ground Floor, 10 William Street, Perth, WA Ph: (08) 9426 0000.

The Act and Regulations can also be viewed and downloaded free of charge on the State Law Publisher's Website [www.slp.wa.gov.au](http://www.slp.wa.gov.au). Further information can also be found by contacting the Co-operatives Unit at the Department of Commerce by phone – (08) 6364 3070, email - [cooperatives@commerce.wa.gov.au](mailto:cooperatives@commerce.wa.gov.au) or post – Locked Bag 14, Cloisters Square, Perth 6850.

## ANNEXURE A

PROJECTED INCOME AND EXPENDITURE  
FOR FIRST YEAR OF OPERATION

ESTIMATES FIRST YEAR OF OPERATION 2018/19

CASH	OPENING BANK BALANCE	Nil
IN	Contributed Capital	Nil
	Share Capital	79,000
	Other capital – Members	Nil
	Other Capital - Non-members	Nil
	Non-repayable Grants & Subsidies	Nil
	Subscriptions & Donations	Nil
	Commercial Revenue	Nil
	Loans Raised	Nil
+	TOTAL CASH RECEIPTS	<u>79,000</u>
Cash	Materials	Nil
OUT	Wages & Salaries	Nil
	Transport & Travel	Nil
	Rent	Nil
	Insurance	Nil
	Repair & Maintenance	Nil
	Administration Expenses	1,000
	Formation Expenses	5,000
	Audit	Nil
	Interest on Borrowings	Nil
	Capital Expenditure	70,000
	Tax (net GST, PAYG other taxes)	1,500
	Return of share capital	
Sundries	500	
-	TOTAL CASH PAYMENTS	<u>78,000</u>
=	CLOSING BANK BALANCE	<u>1,000</u>

**Management Liability Insurance  
Policy Schedule**

Policy Number EKA008656MNL

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



ATTN:CALLUM FROBY  
PO BOX 134  
KATANNING 6317

**Name of Intermediary**  
ELDERS INSURANCE KATANNING

**Account Number**  
EK0052110  
**Period of Insurance**  
From 17/12/2018  
To 17/12/2019 at 4pm

This policy schedule indicates the cover you have selected for the period shown. It forms part of and must always be read in conjunction with the policy wording supplied. Please check the policy details as set out below and let us know if any change is necessary.

**Named Insured**

GNP 360 CO-OPERATIVE LTD

**Cover Summary**

**Insured's Industry** PROPERTY OWNER - SHOPPING MALL/ARCADE  
**Retroactive date** 17/12/2018

This notice will become a "Tax Invoice" when the amount payable is paid in full. Should changes be made, then the new schedule issued will become your Tax Invoice.

**Total Premium and Charges**

Premium	\$1,149.81	ABN	77 985 946 799
GST	\$114.98	Tax Status	Taxable
Stamp Duty	\$126.47	Tax Percentage	100.00%
<b>Total Premium</b>	<b>\$1,391.26</b>		

The amount of stamp duty paid is calculated under the relevant States/Territory Duties Act, based on where the risks, properties, contingencies or events are located.

**Important information about Your duty of disclosure and "Claims made and notified" policies appears at the back of this schedule and in the policy wording. Please read this information carefully.**

**Management Liability Insurance  
Policy Schedule**

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Policy Number EKA008656MNL

**Cover Details**

**Insured's Industry** PROPERTY OWNER - SHOPPING MALL/ARCADE

**Management Liability Section**

Management Liability Cover	Limit	Deductible
Limit of indemnity, any one claim	\$2,000,000	\$5,000 Each and every claim
Limit of indemnity, in the aggregate	\$2,000,000	

Fidelity Cover	Limit	Deductible
Limit of indemnity, any one occurrence and in the aggregate	\$500,000	\$5,000 Each and every claim

**State / Territory Breakdown**

Western Australia 100.0000%

**Premium and Charges Breakdown**

	Base Premium	GST	Stamp Duty	Total Premium
Management Liability	\$1,100.00	\$110.00	\$121.00	\$1,331.00
Fidelity Cover	\$49.81	\$4.98	\$5.47	\$60.26

This Policy Schedule should be read in conjunction with the enclosed Policy Wording.

**Clauses**

**M13**

Major shareholder and debtholder exclusion

Section 6.2 General Exclusions is amended to include the following Major shareholder/debtholder exclusion

We shall have no liability to make payments under this Policy for any claim made by or on behalf of any shareholder or debtholder of the Company that has a direct or indirect shareholding or debt holding that exceeds 15% of the issued share capital or debt of the Company.

This exclusion will only apply to Section 1. Directors' & Officers'



**Management Liability Insurance  
Policy Schedule**

Policy Number EKA008656MNL

**Cover Details *continued***

**Clauses *continued***

Liability and Section 2. Corporate Liability.

In all other respects the policy remains unaltered.

**M25**

Crime cover

It is hereby noted and agreed that any reference in the Schedule referring to Fidelity is deleted and now substituted with Crime.

Our liability to make payments under this section is subject to the sub-limit specified in the Schedule and the terms and conditions of Section 4 Crime of the Policy wording.

Where there is no sub-limit specified in the Schedule, We shall have no liability to make payments under this Section.

**M33**

Deductible endorsement

It is hereby noted and agreed that a \$5,000 deductible for each and every Claim is applicable to any claim notified under the following:

Section 2. Corporate Liability;  
Section 3. Employment Practices Liability; or  
Section 5. Statutory Liability.

**M35**

QBE Management Liability Panel

**AUSTRALIAN CAPITAL TERRITORY**

Moray & Agnew Lawyers

Contact Lara Mynott (02) 62104218

Hall & Wilcox Lawyers

Contact: Matthew Needham (02) 82673804

**NEW SOUTH WALES**

Sparke Helmore Lawyers

Contact: Wes Rose (02) 96202769

Colin Biggers & Paisley Lawyers

Contact: Melissa Fenton (02) 82814422

Moray & Agnew Lawyers

Contact: Suzanne Wallace (02) 92344536

Curwoods Lawyers

Contact: Kiley Hodges (02) 80237918

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
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**Management Liability Insurance  
Policy Schedule**

Policy Number EKA008656MNL

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



**Cover Details** *continued*

**Clauses** *continued*

**NORTHERN TERRITORY**

Sparke Helmore Lawyers

Contact: Julie Kinnear (08) 84159823

Gilchrist Connell

Contact: Richard Wood (08) 82157001

**QUEENSLAND**

Sparke Helmore Lawyers

Contact: Kevin Bartlett (07) 30165084

Barry Nilsson Lawyers

Contact: Rhett Kennedy (07) 32316327

McInnes Wilson Lawyers

Contact: Mylton Burns (07) 32310625

**SOUTH AUSTRALIA**

Sparke Helmore Lawyers

Contact: Julie Kinnear (08) 84159823

Gilchrist Connell

Contact: Richard Wood (08) 82157001

**TASMANIA**

Page Seager Lawyers

Contact: Matthew Wilkins (03) 62355173

Wallace Wilkinson & Webster Barristers and Solicitors

Contact: Phil Harris (03) 62348022

**VICTORIA**

Sparke Helmore Lawyers

Contact: Kerri Thomas (03) 92912305

Hall & Wilcox Lawyers

Contact: Zoe Keith (02) 96033417

Moray & Agnew Lawyers

Contact: Anthony Scott (03) 86877359

**WESTERN AUSTRALIA**

Hall & Wilcox Lawyers

Contact: Anton Vucak (08) 94827912

**Management Liability Insurance  
Policy Schedule**

Policy Number EKA008656MNL

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



**Cover Details continued**

**Clauses continued**

exclusion

We shall have no liability to make payments under this Policy resulting from any actual or alleged:

1. provision of professional services or any actual or alleged duty owed in respect of a property development, including but not limited to engineering, architectural, surveying, project management valuation or building services;
2. failure of any Insured involved in a property development project to procure or maintain financing;
3. insolvency or failure of any Insured involved in a property development project to pay their debts as and when they fall due;
4. final costs of a property development project exceeding a present financial limit or not being completed on time or within budget; or
5. failure of any insured to effect or maintain adequate insurance in respect of a property development project.

This exclusion will apply to all Sections of the Policy.

**M05**

Failure to maintain insurance

Section 6.2 General Exclusions is amended to include the following Failure to maintain insurance exclusion

We shall have no liability to make payments under this Policy resulting from the failure to effect or maintain any insurance, reinsurance or bond.

This exclusion will apply to all Sections of the Policy.

**NIE**

Named insured endorsement

The named insured specified in the schedule will read as follows:

GNP 360 Co-operative Ltd

**M37**

Section 6.2. General Exclusions is amended to include the following: Absolute insolvency exclusion

We shall have no liability to make payments under this Policy resulting from the actual or alleged insolvency of the Company or the actual or alleged inability of the Company to pay any or all of it's

**Management Liability Insurance  
Policy Schedule**

Policy Number EKA008656MNL

**Cover Details** *continued*

**Clauses** *continued*

debts as and when they fall due.

This exclusion will apply to all Sections of the Policy

**This completes your policy**

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



QBE Insurance (Australia) Ltd  
Level 5, 2 Park Street  
Sydney NSW 2000  
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AFS Licence No: 239545



Investing in our future by considering the "Whole Picture"

**Project Summary - GNP 360 Project**

<b>Code</b>	<b>Description</b>	<b>Total</b>
A	PRELIMINARIES (Engineering, Plans etc)	25,000
B	EARTHWORKS (Including Demolition)	30,000
C	SITWORKS	60,000
D	CONCRETE (Slab and Tilt Panels)	125,000
E	STRUCTURAL STEEL	55,000
F	ROOF, WALL SHEETING and ROOF PLUMBING	60,000
G	METALWORK	0
H	FIRE WALL	0
I	ELECTRICAL SERVICES	35,000
J	STORMWATER SERVICES	10,000
K	HYDRAULIC SERVICES (Incl ATU)	25,000
L	LANDSCAPING	7,000
M	DEMOLTIONS & ALTERATIONS (included above)	0
N	PAINTING	25,000
O	OTHER (Doors, windows, lining etc.)	0
P	DESIGN COSTS (inc in prelims)	0
Q	PROVISIONAL SUMS - list	40,000
	Air Conditioning	40,000
	Coolroom	25,000
	Land Purchase	80,000
	Fitout	20,000
	Freezers and Fridges	30,000
	<b>TOTAL Excl. GST</b>	<b>692,000</b>
	GST	69200
	<b>TOTAL Incl. GST</b>	<b>761,200</b>

# STATEWIDE

## Demolition & Recycling



236 Gnangara Rd  
Landsdale WA 6065  
Phone: (08) 9417 4728  
Email: swdemo@inet.net.au  
ABN 44604408193 LIC WAD 335

23 April 2019

Ben Moore  
Tel: 0448 973 036  
Email: ben.m77@outlook.com

### QUOTATION – 40 Yougenup Rd, Gnowangerup

Dear Ben,

Thank you for the opportunity of providing a quote for the complete demolition and removal of the shop, canopy and rear structure, driveway, concrete, street front fence, old septic tanks and soak wells, all trees, stumps and vegetation including tree lopping and stump grinding where required and leaving a clear raked block to 750mm deep at the above address. Ben to arrange the supply of trucks and removal of demolition rubbish and to rat bait and arrange for sewer isolation. We will wrap all asbestos for tipping and we require tip dockets to confirm correct disposal of asbestos.

	<b>Quote Price</b>	<b>\$ 14,840.00 EX GST</b>
Additional charges ex GST	Council application fee	\$ 160.00
	Sewer cut and seal	\$ 280.00
	Rat baiting	\$ 80.00
	<b>Total payable to Statewide</b>	<b>\$ 15,000.00 EX GST</b>
	<b>Total payable to Statewide</b>	<b>\$ 16,500.00 INC GST</b>

Additional charges Direct.	Verge Bond (refund on completion)	\$ TBA
	Atco Gas Meter removal	\$ 649.00
	Synergy Meter Removal	\$ 323.92
	NBN removal if applicable (Owner to arrange 1800 687 626)	

**Please note any tree over 12m tall or one overhanging neighbouring properties will incur additional charges.**

*Verge bond if applicable is payable direct to council or you can EFT to us and we will submit a cheque on your behalf with the application. Synergy and Atco will send an invoice to you directly for the power and gas meter removals if applicable to your property.*

*A \$2,000 deposit is required to secure this quote, please make cheque payable to Hazelton Property Group or EFT Payments can be made to BSB # - 086 164, Account # 60766 2684 , please use the demolition address as the reference*

Yours sincerely,

James Smedley  
Managing Director

*If you wish to proceed, please sign this page, terms and conditions plus fully completed disconnection forms and return to Statewide Demolition*

.....  
Signature

---

**Specialists in Demolition – Partial Demolition – Asbestos Removal – Site Clearing**  
**Web: [www.statewidedemolition.com.au](http://www.statewidedemolition.com.au)**  
**Email: [swdemo@inet.net.au](mailto:swdemo@inet.net.au)**

Hazelton Property Group Pty Ltd (ACN 604 408 193) trading as Statewide Demolition



**TERMS AND CONDITIONS OF CONTRACT (Page 1 Quote and Page 2 Contract Inclusive)**

1. For the purpose of these terms and conditions and this quotation Hazelton Property Group Pty Ltd is the "Company" trading as Statewide Demolition and Recycling. This quote is subject to confirmation upon signed receipt orders given on this quotation are not binding until accepted by us.
2. The signatories to this Agreement acknowledge that they are jointly and severally liable for any goods and/or services rendered under this Agreement (herein after referred to as the "Client").
3. The Client guarantees to the Company the due payment of all monies which are now payable or may in the future become payable by the Client to the Company for any goods and/or services which the Company may from time to time supply to the Client (called the monies secured). The monies secured shall include collection fees, PPSR registration, and legal costs incurred by the Company in connection with the default by the Client.
4. Full quotation price is due on completion of works and is to be paid no later than 7 days after completion of works (unless otherwise stated). Overdue accounts shall accrue interest at the rate of 14.5% per annum. NO PAYMENTS TO BE WITHHELD FOR ANY REASONS.
5. No complaints will be recognised unless made in writing, including email (by the Client and received by the Company ) within 5 days of occurrence.
6. The Company has the right to cancel this contract (if it so desires) at any time before demolition commences. Quotations accepted by Company can only be cancelled by client with Company's written consent and Company reserves the right to claim for any expenditure actually incurred prior to such cancellation by Client.
7. Start and finish dates are given as accurately as possible, but are not guaranteed. Due to any delays that may be caused by Government priorities, strikes, lockouts, breakdowns, accidents, or any other cause beyond Company's control, no responsibility will be accepted for the consequences of such delays.
8. Removal of asbestos cladding, and asbestos roofing attached to buildings and other asbestos products which have been brought to our attention by the client are included in this quote but if any contaminated, toxic, buried or dangerous materials and/or objects found on site, they are to be removed at the Client's expense and will incur an additional tipping fee of \$125 per cubic meter plus GST. Deposits of natural limestone, (not building foundations) found underground are not included in the quoted price.
9. Removal of boundary fencing is not included unless stated in the quote.
10. The Client is indemnified by the Company for the duration of the demolition contract for Workers Compensation and Public Liability cover of up to \$10 million dollars.
11. During demolition every care is taken to prevent any damage to the Client's or neighbouring services, however no liability is accepted for any damages that may occur due to unforeseen circumstances. Please note Telstra cables, sewer pipes and pits are often shared between neighbouring properties and cannot be detected during demolition. The Company does not take any responsibility for damage to these services.
12. Owner must clearly mark with ribbon or marking tape (not pink) any trees, bores and structures that are to remain untouched. Boundary fences and walls will not be removed unless stated in writing in the quotation.
13. No liability is accepted for any damages which may occur to neighbouring properties due to ground vibration using heavy plant and equipment during demolition.
14. During demolition heavy plant and trucks must have access to site, all care will be taken, however some damage may occur to footpath, crossover kerb or road and the Client may lose part or all of council deposit or may be charged over and above. Company does not accept any liability if this occurs. Removal of crossovers is not included in the quote.
15. Trees and bushes will be cut off at ground level in such places where damage may occur to fences and services (unless instructed by the Client they will accept responsibility). No responsibility will be taken for any damage that is caused by extensive tree root systems. No allowance to grind stumps or removal of branches of trees from neighbouring properties. Trees on council land will not be removed.
16. If property is not connected to sewer, the cost of pump out and disposal of septic tank waste is the responsibility of the Client. Removal of old septic tanks, leech drains and soak wells is included in your quoted price. Disconnection of water is carried out on the property side of the meter with the meter left on site. Please provide a detailed plan of any council easement (if any). If this is not received we will assume there is none on site and will not take responsibility if damage occurs.
17. All salvage remains the property of The Company as seen when quoted, unless otherwise stated in writing in the quote and must be removed within 7 days of property becoming vacant. Prior to commencing demolition, all household items including furniture, personal effects, rubbish and any car or truck tyres must be removed from the property. Any remaining household items and rubbish will be charged for removal at \$125 per cubic meter plus GST
18. Quotation valid only for 90 days (3 months) from the date that the quotation is printed.

I have read and accept these terms and conditions:

CLIENTS NAME: ..... SIGNATURE ..... DATE.....



9842 5414  
0429 429 101

# Downrite Demolition

Post Office Box 1101  
Albany WA 6331  
Phone: 0429 429 101  
email: drd@westnet.com.au

To:

Ben Moore  
Ben.m77@outlook.com

## QUOTE

A.B.N. 87 135 611 139

A.C.N. 135 611 139

Quote #: 00000754

Date: 29/04/2019

Order No:

## QUOTE

DESCRIPTION	EX AMOUNT
<p>Job Details: Ex Service Station Gnowangerup</p> <p>Remove of asbestos All asbestos materials are handled and disposed of in accordance with regulation and safe work place practices</p> <p>Dismantle the shed Removal of slabs, footings and brickwork Separate waste materials as discussed Waste materials to be transported by owners</p> <p>Fully inclusive price includes: hire and transport of machinery to site, all labour, travel and accommodation, wrapping materials for asbestos and general materials etc</p> <p>Revised Figure</p>	\$15,000.00

Licence No: WAD243 & WARA756

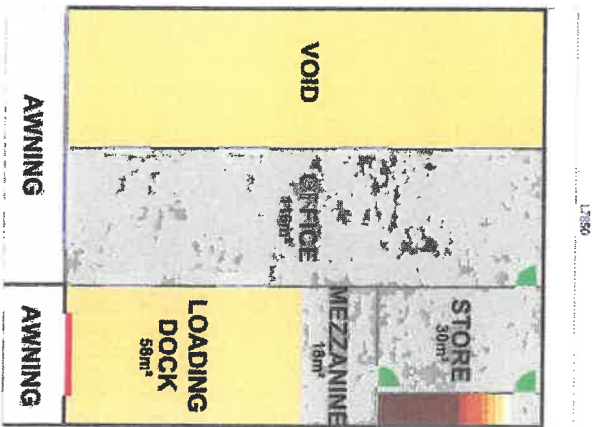
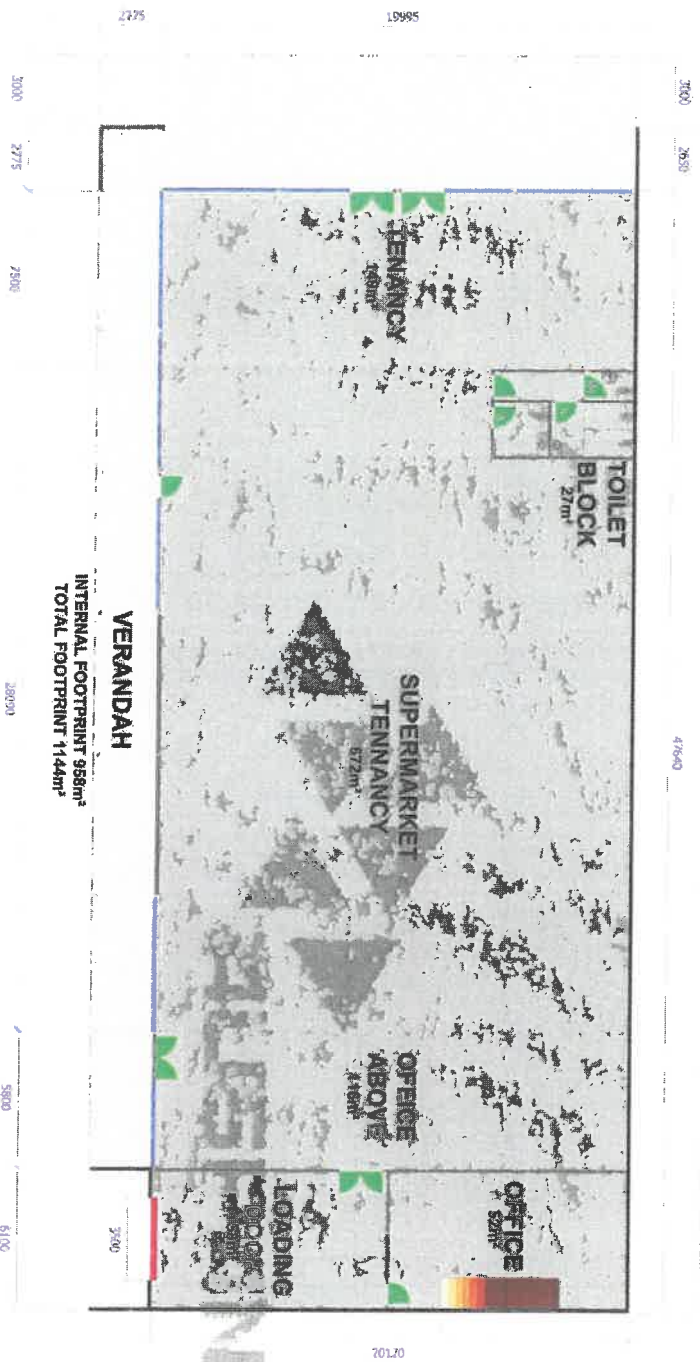
Please note:  
This quote is conditional on any physical condition that could not be reasonably identified at the site visit. We will communicate any such findings that will increase the works required before commencement of such works for approval.

Total Exc GST: \$15,000.00

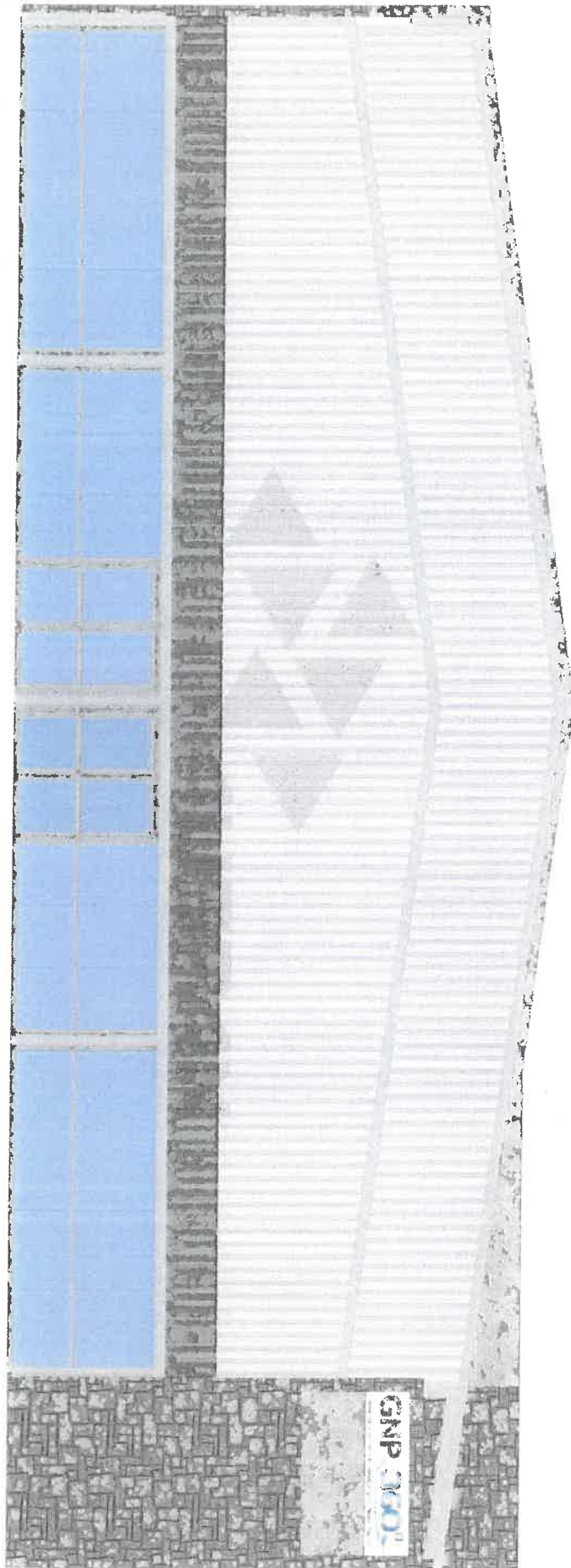
GST: \$1,500.00

Total Inc GST: \$16,500.00

*A Tax Invoice will be sent upon completion of work for any accepted Quote.  
Our terms are strictly 14 days from invoice.*

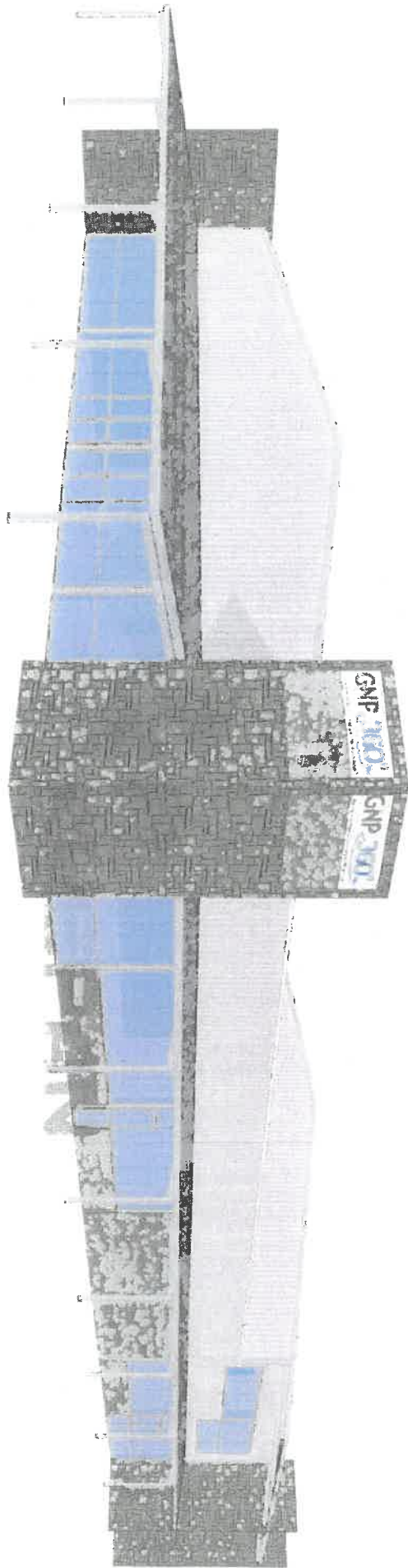


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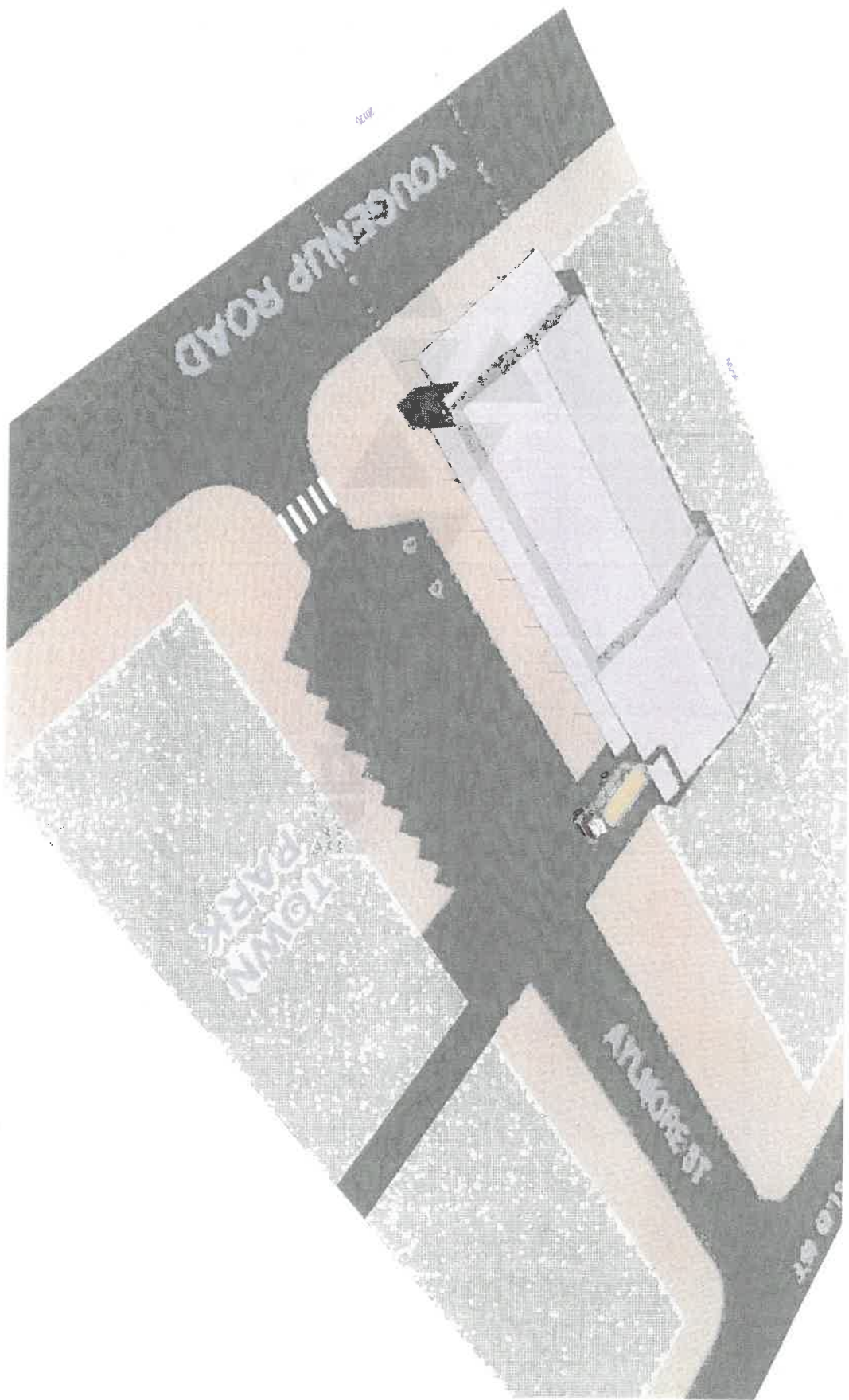


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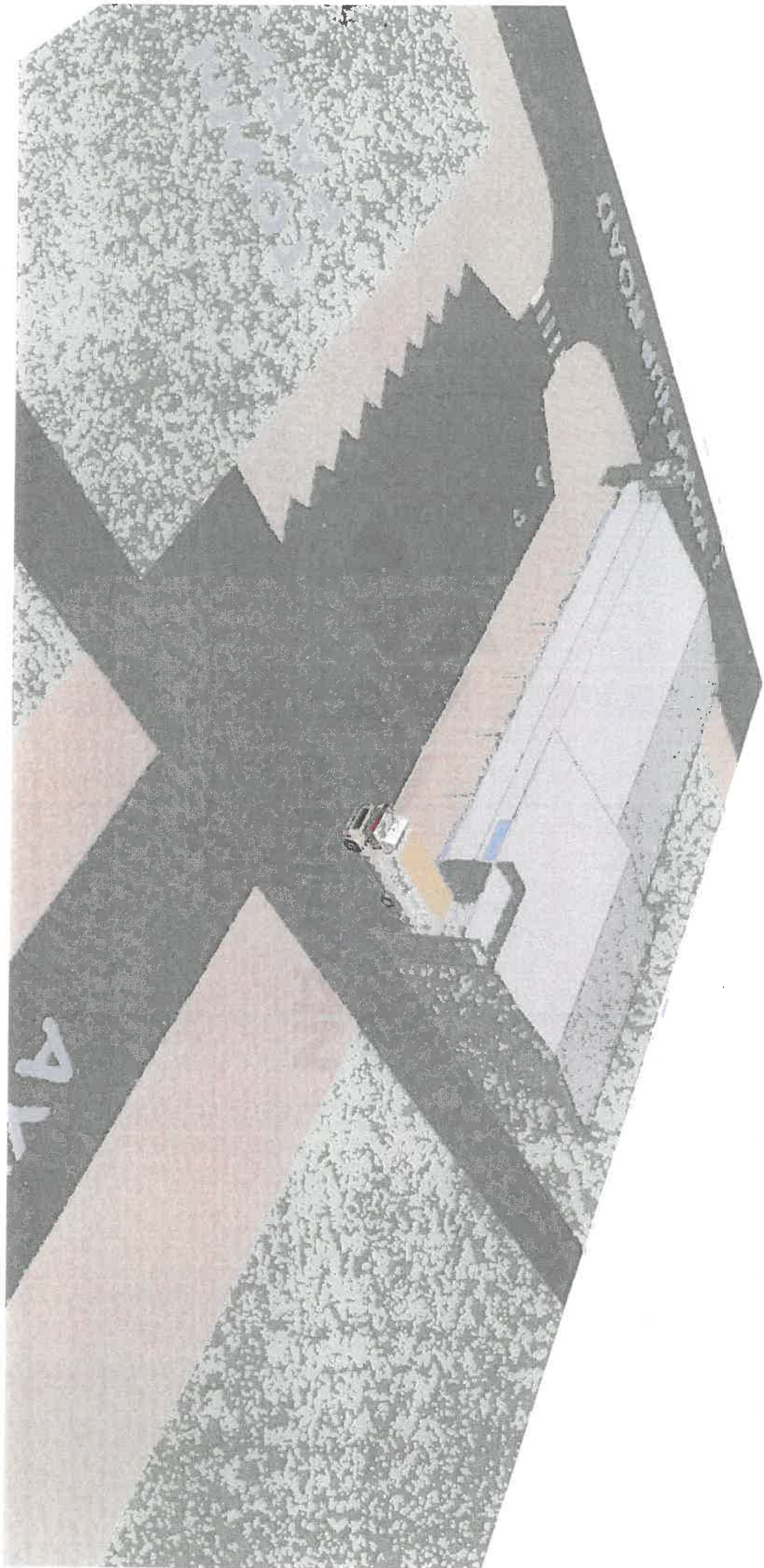
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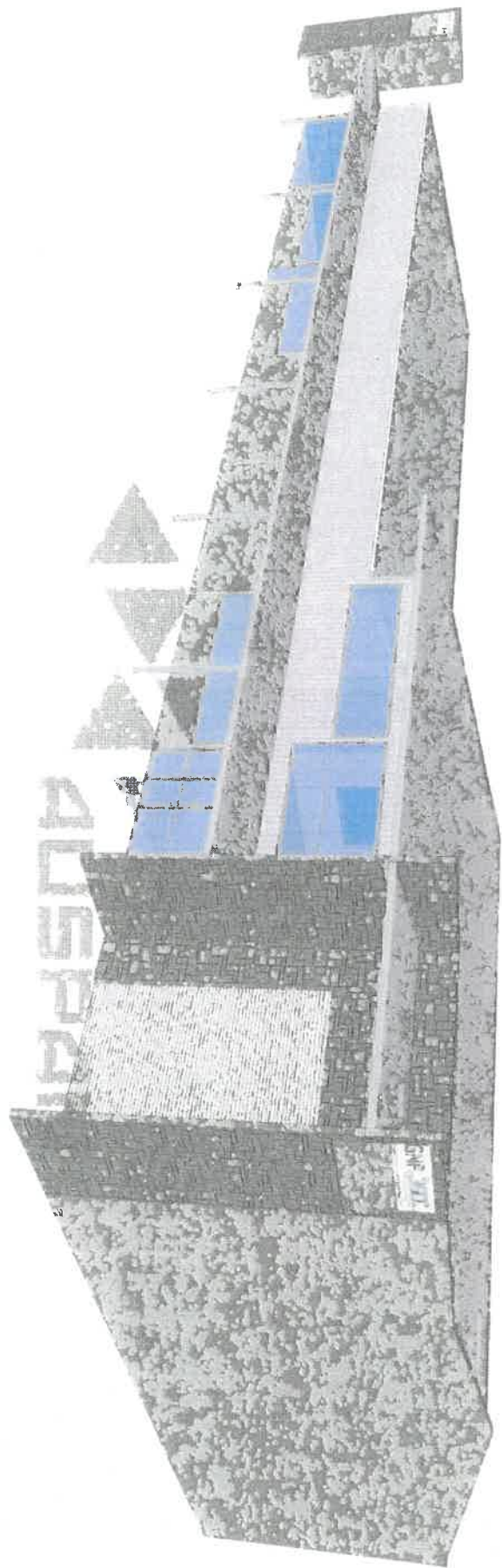


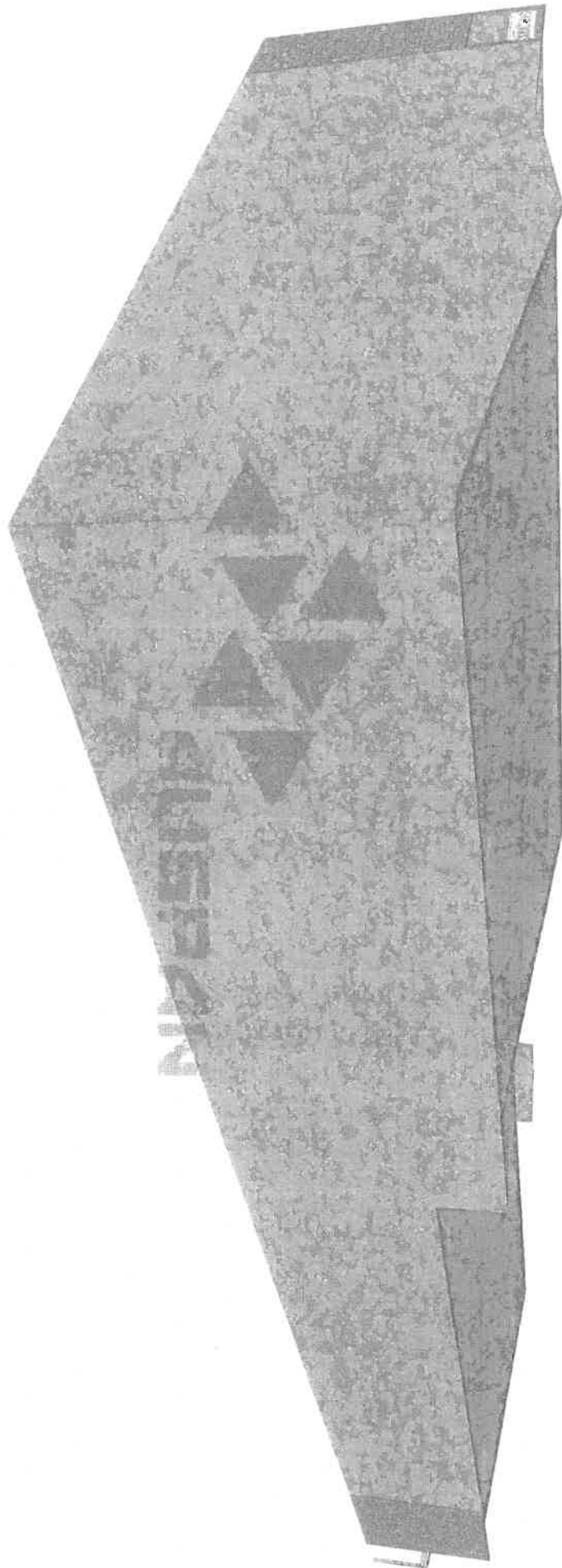


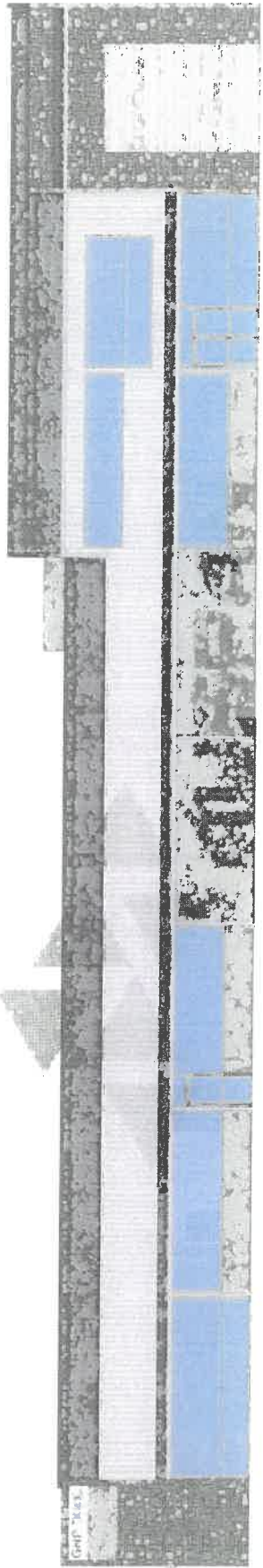






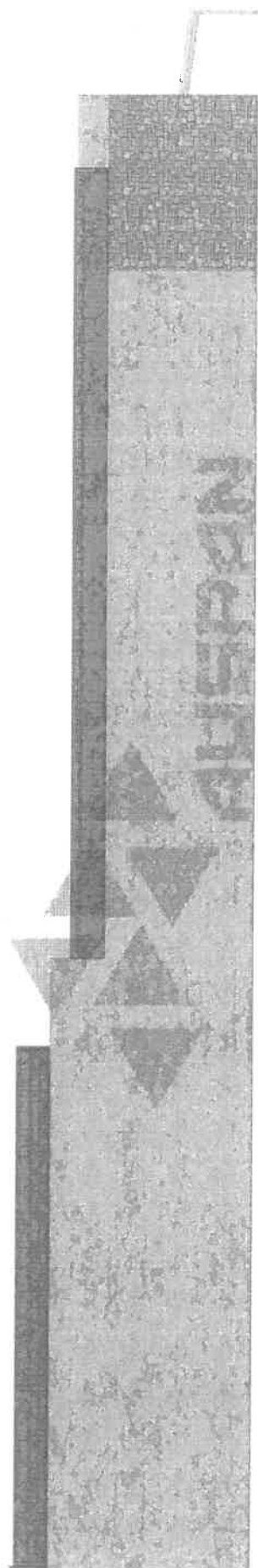
















GNP 100



Investing in our future by considering the “Whole Picture”

Vision: “To help build a strong and vibrant atmosphere through incubating, nurturing and supporting sustainable new business and community ventures in Gnowangerup.”

## WELCOME TO THE LAUNCH OF GNP360

**6PM - DINNER**

**7PM - INTRODUCTION**

~ RICHARD HOUSE ~

**GUEST SPEAKERS**

~ PETER KENYON ~

~ JANE MOURITZ ~

**WHERE TO FROM HERE?**

~ RICHARD HOUSE ~

**QUESTION & ANSWERS**

~ RICHARD HOUSE ~

~ BILL O'KEEFFE ~

~ GARY PHILPOTT - LINCOLNS ~

~ DYLAN PARKER - MOUNT BARKER LEGAL ~

**SHAREHOLDER SIGN-UPS**

***THE DONATION YOU MAKE, FOR YOUR GOURMET BURGER TONIGHT,  
WILL GO DIRECTLY TO OUR LOCAL ST JOHN AMBULANCE.  
OUR SUBCENTRE COVERS THE GNOWANGERUP, BORDEN & ONGERUP COMMUNITIES  
PLEASE DIG DEEP - IT COULD BE YOUR LIFE THEY SAVE!***

PROUDLY SUPPORTED BY...





To the Gnowangerup Community,

Welcome to the Launch Night of GNP360—our community Cooperative! Tonight, on behalf of the Inaugural Directors, I am excited to invite you all to join our vision for the future of our town.

It is a well-known fact that many rural towns like ours across Australia are facing decline. But there are exceptions. Small places with big visions and excellent attitudes that have bucked the trend and turned their towns around. That's what GNP360 is all about...taking a look at the full landscape of our unique circumstances and doing everything we can to invigorate and encourage life and vibrancy.

It would be easy to sit back and let time tick away, getting on with life and “live and let be”. But that's not visionary. That's not what breathes life into a community...and that's not what is going to keep Gnowangerup sustainable for the next 50 years. We must look to the future and BE the community we want. In the words of Peter Kenyon, “The Cavalry is not coming...YOU are the person you have been waiting for!”

Tonight, you will hear stories of communities that bucked the trend. You will hear about a group of Gnowangerup locals who love our town and who want to encourage a wonderful future. You will leave inspired and perhaps, challenged. You will be invited to join in. We need shareholders. We need positive thinkers. We need encouragers. We need promoters. One or more of these can be you.

Our launch tonight is the beginning of a long journey. It's the first of many projects. We invite you to celebrate the possibilities and the amazing spirit of Gnowangerup. We invite you to stop and admire the unique characteristics of our town. The Stirlings, our people, our industries, our sport, our businesses, our community. We invite you to invest in our future.

GNP360: Investing in our future by considering the whole picture.

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Richard House  
Inaugural Chairman, GNP360



# CONCEPT DRAWINGS - "THE HUB"





## INTRODUCING THE GNP360 DIRECTORS...

**Chair**  
**RICHARD** is GNP360's chairman and the heartbeat behind our vision. Richard has served on so many committees and boards it is difficult to name them all. Richard is currently a Councillor on the Shire of Gnowangerup, and is instantly recognisable across Australia as a leading stud merino breeder. Richard's passion lies in family, farming and community, and in maintaining the life and vibrancy of Gnowangerup—he helps people embrace everything that country life can offer. He is adamant that we must pass the baton on in good shape for the next generation. He is married to Cindy and they have three grown children together. Richard is looking forward to the future, working on his property with his kids and growing their future together.

**BILL** is a strategic and well-reasoned voice on the board of GNP360. With a background in finance and through operating his own successful farming enterprise, Bill understands what makes good business tick. Bill is married to Kate and they have 3 fantastic soon-to-be grown children. Bill has recently undertaken a position as Board Member of WAMMCO, one of Australia's largest and most successful cooperatives. We are fortunate that he will bring ideas and knowledge that come with performing in this role to GNP360. In his spare time, Bill enjoys a smattering of Karaoke, has a talent for humorous poetry, and loves the West Coast Eagles.

**Sec**  
**CASSANDRA** is a true-life version of "a farmer wants a wife". She has lived in Gnowangerup for 20 years with her husband, Tim after they met at a mutual friends' wedding while Cassy was studying Music at the Elder Conservatorium, in Adelaide. Cassy is, firstly a Mum to 3 teenagers, secondly an irrepressible music teacher at Gnowangerup District High School and thirdly, a passionate advocate for any project which injects life into people and places in Gnowangerup. She loves organisation and is currently the Secretary of the Gnowangerup Community Church. Her most recent project for our town was a water-harvesting sustainability venture which resulted in a beautiful green oval at the school...a community 'wish' that has existed for more than 20 years. Cassy is excited to serve as the Secretary of GNP360.

**Tve.**  
**JACQUI** is the newest member of our Gnowangerup community on the Board, and is serving as our Treasurer. She has worked from Kalgoorlie to Tanzania in Africa, as an executive in logistics and asset management for the gold mining sector. Jacqui is currently enjoying getting her hands dirty on the farm with her partner Scott, while doing some retail sales on the side. She loves her chooks, raising her pet lambs, and is planning a drought-proof garden full of heritage pieces from around the farm. She is happy to be putting down roots in Gnowangerup and calling us her 'home'.

**KAYLA** is a Gnowangerup girl, "born and bred." She owns a local school bus run and operates a transport and logistics company in our town with her husband, Paul, while being a mum to their gorgeous daughter, Isobel. Kayla brings an enthusiastic and positive mindset to the board and her talents with social media, advertising and graphic design are a wonderful asset to GNP360. Kayla is one of our town's treasured St John Ambulance volunteers, and she is a familiar face to the children of Gnowangerup, driving the school bus each day. Kayla enjoys photography and has been actively involved in the Gnowangerup Netball Club.

**NEAH** has lived in Gnowangerup for the past 7 years, hailing originally from Kondinin and is married to Bud. Neah brings a wealth of experience to GNP360 having coordinated several large community projects in her previous role as the Shire of Gnowangerup Community Development Officer and as a small business owner. Neah has demonstrated a rare capacity to work cohesively with multiple community groups and funding bodies to achieve the wonderful new pool that our town enjoys. She is currently taking a break from her exercise and sport physiology business, 'Rebalance', to enjoy motherhood with her son, Zan.

**BEN** realises the importance of a strong community for businesses and families. He has lived in Gnowangerup for 12 years, building a successful hay contracting business with partner, Amy. Ben has a diverse range of skills and also uses these in his work at Auspan, a local shed building company. Ben is a new father to Allie, and serves as one of the Gnowangerup Shire's current Councillors. He enjoys taking on new challenges and would like to spend more time travelling around discovering Western Australia.

**TOM** is a very familiar face around Gnowangerup, having worked as a local Agronomist for many years, as well as being a member of the Gnowangerup DHS school board. In the past, Tom has served as the Treasurer of the Gnowangerup Football Club. Tom has contributed in a major way to our community by managing community cropping programs which have provided first-class sporting facilities for us to enjoy. Hailing from South Australia, Tom has brought to Gnowangerup a fantastic knowledge of what makes small communities cohesive. Tom is married to Larissa and is a father to his three wonderful kids.