

EXCELLENCE GRANT GUIDELINES

AIM

The Excellence Grant can be up to \$500.00 (exc GST) and is for young people under 30, to provide the opportunity to develop professionally in the areas of:

- Art
- Culture
- Sport
- Education
- Social Development or
- Inclusion

WHO IS ELIGIBLE?

- Applicants must be under 30 years of age when the activity is taking place.
- Applicants must be residing within the East Pilbara local government area. Proof of residency must accompany the application

ASSESSMENT CRITERIA

Excellence Grants take into account all information provided by the applicants along with the overall demand for support and allocated funds. Applicants may only receive the Excellence Grant once per financial year. Decisions on the success of an application is made at an Executive level.

- Applications must be under 30 years of age when the activity is taking place.
- Applicants must be able to demonstrate excellence or a proven commitment to their area of endeavor/interest, in the application.
- Applicants must present a compelling case towards the activity/event and provide supporting evidence that they can bring back information/skills to the East Pilbara to benefit the community.
- Applicants must be residing within the East Pilbara Local Government Area. Proof of residency must accompany the application.
- In the case of the sporting competitions: Assistance will only be provided for a competition that is being organized by a registered and/or accredited organisation at a representative (state) or elite level (Note: Country Week applications are not eligible under this category)
 - Documentation verifying the selection or invitation of the applicant must be provided by the host organisation
 - OR
 - Documentation of the applicant to state their proven commitment to their sport of endeavour.
- In the case of cultural events: The activity has to be organized by registered and/or accredited organisation.
- In the case of personal development, professional development, social development and inclusion or arts, the program must be a reputable and recognized program with accredited trainers or program operators and must meet an identified gap in the community. The following areas are eligible:
 - Training fees
 - Equipment
 - Travel and accommodation fees

- Expenses for volunteer or career development
- Not eligible: reimbursement, consumables (food and drink), utilities

TERMS AND CONDITIONS OF FUNDING

- All applications are to be made on the standard application form with supporting documentation from the organizing body
- All applications must be submitted to the Shire prior to the event being held. Applications received after the event will not be considered.
- All applications are to provide full details of cost
- Funds approved under this Policy must be used for the purpose for which they are approved and, if necessary, the applicant shall provide the Shire with documentary evidence that they have been so used or the funds donated may be required to be returned to the Shire.
- The Shire of East Pilbara must be acknowledged during the course of the event and in any publications or publicity that arises as a result of the event/activities/program.

HOW TO APPLY

1. Contact the Community Development Officer to discuss your project and eligibility.
2. Applications must be made on the relevant application form available from Shire Offices or Website – www.eastpilbara.wa.gov.au
3. Applications must be completed in full and signed by the applicant, (or in the case of applicants under 18 years of age their parent or guardian) and lodged with the Shire of East Pilbara.

UNAUTHORISED COMMUNICATION

Applications are required to direct all communications through the Shire Community Wellbeing team unless advised otherwise. Unauthorized communication with other staff or councillors may lead to disqualification.

Individual letters of support from Councillors or Council Staff will not be accepted.

ACQUITTAL REQUIREMENTS

Once an individual has completed the activity associated with the grant the organisation must complete the Financial Acquittal form.

SHIRE OF EAST PILBARA

EXCELLENCE GRANT

This form is for contributions only up to the value of \$500.00 (exc GST)

APPLICANT DETAILS	
Primary contact	Name:
	Contact Number:
	E-mail:
Parent/Guardian Contact (if applicant is under 18 years of age)	Name:
	Contact Number:
	Email:
Address	
Postal address	
Date of event	
Are you under 30 years of age when this activity is taking place?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Proof attached (driver's license, proof of age)
What is your area of Excellence?	Arts <input type="checkbox"/> Culture <input type="checkbox"/> Sport <input type="checkbox"/> Education <input type="checkbox"/> Social Development <input type="checkbox"/> Inclusion <input type="checkbox"/>
Event Organizer Contact Details	Name: Contact Number: Contact Email:
Please explain the Event you wish to fund with the grant (Name, date, description, venue etc.)	
How will you acknowledge the Shire of East Pilbara?	

Please answer the following questions

- | | | |
|--|-----|----|
| 1. Have you requested/received financial assistance from other sources? | Yes | No |
| 2. Have you received financial assistance from the grant in this last 12 months? | Yes | No |
| 3. Have you attached your evidence of your selection to this event? | Yes | No |
| 4. If my application is successful, I agree to my name and donation details | Yes | No |
| 5. being published by The Shire of East Pilbara for promotional purposes | | |

PROJECT NAME:			
REQUESTED AMOUNT:	\$	EXC GST	
BUDGET BREAKDOWN			
INCOME			
CONTRIBUTION FROM	AMOUNT	CASH	INKIND
Individual		CASH	INKIND
Your organisation		CASH	INKIND
The Shire		CASH	INKIND
		CASH	INKIND
		CASH	INKIND
EXPENDITURE			
ITEM	AMOUNT	CASH/ INKIND	QUOTATION ATTACHED?
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
TOTAL EXC GST	\$		

FINAL CHECK LIST

Before submitting the applications please ensure you have:

- Proof of Age
- Proof of Residency in the Shire of East Pilbara
- Documentation verifying the selection or invitation provided by the host organisation
- Proof of Event, attach flyer or event information
- Provided any letters of support or other documents that support the application

Please attach any additional information about your organisation or project that would support your application.

DECLARATION

Please read, tick the boxes and sign.

- I acknowledge that I am authorized to make this application**
- I acknowledge that the information in this application is true and correct**
- I acknowledge that I may be required to supply further information prior to consideration of this application by the SOEP**
- I give permission for the Shire of East Pilbara to promote this grant as part of any communications and public relations activities**

Signature

Date

Print Name

Parent/Guardian Signature
(if applicant is under 18 years of age)