



## **Shire of East Pilbara**

# **School Holiday Program Support Fund**

**In-kind or Cash contributions of value up to \$1000.**

Local artwork featured throughout this document: Wakaripuka, Turun, Kukarikata – 106 x 152 acrylic on linen by Artist Pukina Burton

## **SCHOOL HOLIDAY PROGRAM SUPPORT FUND GUIDELINES**

### **DESCRIPTION:**

This grant is designed for in-kind contributions to local School Holiday Programs valued up to \$1000, for Council services or amenities that normally incur a fee, or for cash funding to contribute to resourcing of a School Holiday Program.

### **WHO IS ELIGIBLE?**

Only not-for-profit organisations (incorporated or non-incorporated) and educational institutions providing extra-curricular School Holiday Programs or Activities, within townships of the Shire of East Pilbara are eligible to apply for the School Holiday Support Fund. Although the Shire will seek to support all eligible applicants, it is Council preference to prioritise un-funded community organisations offering inclusive, free or low-cost activities and organisations utilising a local partnership approach to deliver programs.

### **WHO IS INELIGIBLE?**

Business, For-Profit organisations and individuals are not eligible to apply for this fund.

Shire of East Pilbara Community Assistance Grants cannot be used in conjunction with a School Holiday Program Support Fund.

### **FUNDS AVAILABLE:**

The Shire of East Pilbara offers in-kind or cash contributions of up to \$1000, up to four times per year, for School Holiday Programs. An in-kind contribution is an offer by the Shire to provide a service, or to make available a service, piece of equipment or facility, which is normally charged at a set fee, free of charge or at a reduced price. For example, an in-kind contribution may be:

- Youth Centre hire or utilisation of Youth Centre resources
- Support of the Youth Services team for an event/program
- Recreation Centre use, or classes
- Pool Pass or Hire of Aquatic centre resources
- Community facilities such as Boomerang Pavilion, Capricorn Oval
- Trestle tables, chairs and other equipment hire
- Depot workers labour charge
- Resources to deliver a program

Cash contributions will also be considered where agencies can demonstrate that they have no in-kind needs; however, they require support to purchase resources to run a program.

Eligible organisations can apply for this fund up to four times per year – once per School Holiday period.

## HOW TO APPLY:

To apply for funding under this fund, the following steps must be taken:

1. Contact the Coordinator Youth Services at the Newman Youth Centre to discuss your project and the potential for partnerships with our Youth Services team. Contact can be made via email at [cys@eastpilbara.wa.gov.au](mailto:cys@eastpilbara.wa.gov.au).
2. Contact the Community Wellbeing Team at to discuss your program and its eligibility for this support fund. Contact can be made via email at [ccs@eastpilbara.wa.gov.au](mailto:ccs@eastpilbara.wa.gov.au).
3. Applications must be completed in full and signed by an authorised representative of the organisation.
4. Applications must be lodged at the Shire of East Pilbara by hand, or by post to PMB 22, Newman, WA 6753, or by emailing it to [ccs@eastpilbara.wa.gov.au](mailto:ccs@eastpilbara.wa.gov.au).
5. Organisations may provide additional relevant material where they feel that this will aid in the decision making process.
6. Applications for a School Holiday Program Support Fund must be made at a minimum of twenty one (21) days before the event or project is to take place.

## BOOKING OF SHIRE FACILITIES/EQUIPMENT

Applying for this funding does not secure any venues, equipment or other services offered by the Shire of East Pilbara. Please follow usual booking procedures to secure these services. If your application is successful the Community Wellbeing Team will liaise with the relevant Shire department to organise the payment of your existing booking.

**Shire of East Pilbara  
 School Holiday Grant Application Form**

<b>Name of Organisation</b>	
<b>Postal Address</b>	
<b>Contact Person</b>	
<b>Position</b>	
<b>Primary Contact Number</b>	
<b>Email Address</b>	
<b>Organisation's ABN (If applicable)</b>	
<b>Does your organisation receive annual state or federal government funding? If Yes, please outline any outputs associated with this application. Please attach any additional information about your organisation or project that would support your application.</b>	
<b>Project Description</b> (What is it for? Where is it? How will it benefit the East Pilbara community?)	

<p><b>Are you partnering with SOEP Youth Services staff to deliver any elements of your program ?</b> (Please outline)</p>	
<p><b>Have you considered partnering with existing local school holiday programs or community organisations?</b> (Please outline.)</p>	
<p><b>How will you acknowledge the Shire of East Pilbara?</b></p>	
<p><b>Details of the School Holiday Program:</b></p>	
<p><b>Does your organisation you have a target audience? Please tick all that apply.</b></p>	<p>YES <input type="checkbox"/> 5-10 years          YES <input type="checkbox"/> 10-16 years          YES <input type="checkbox"/> All ages          YES <input type="checkbox"/> Aboriginal or Torres Strait Islander          YES <input type="checkbox"/> Cultural and Linguistic Diversity          YES <input type="checkbox"/> Children Living with Disability</p>
<p><b>Is this an inclusive program? If Yes, how?</b></p>	

<b>Is your program free to participate?</b>	
<b>Is your program low cost (Under \$10 per activity per family)?</b>	
<b>Is your program eligible for Child Care Rebates?</b>	
<b>Does your program use volunteers?</b>	
<b>Is your program receiving other Funding? If Yes, please outline funders and their funding amounts.</b>	
<b>Is your program running in conjunction with other partners and, if Yes, who?</b>	
<b>Will a Risk Management plan for all activities be in place?</b>	

<b>In-Kind Support Requested:</b> Please outline any in-kind support. For example venue hire costs, entry fees or staffing.				
<b>What</b>	<b>Where</b>	<b>Date/Time</b>	<b>Cost</b>	<b>Booking Confirmation Number</b>

**Cash Support Requested:**

Where cash support is requested, please outline how the funds will be spent. An acquittal for this component will need to be supplied at the conclusion of your program.

What	Amount	Total Cost

**DECLARATION: please read, tick the boxes and sign.**

<input type="checkbox"/>	I acknowledge that I am authorised to make this application on behalf of the organisation.
<input type="checkbox"/>	I acknowledge that the information in this application is true and correct.
<input type="checkbox"/>	I acknowledge that I may be required to supply further information prior to consideration of this application by the SOEP.
<input type="checkbox"/>	I give permission for the Shire of East Pilbara to promote this support as part of any communications and public relations activities.

<b>Signature</b>	<b>Date</b>
<b>Print name</b>	

**CHECKLIST (please tick)**

<input type="checkbox"/>	We meet the eligibility of the School Holiday Program Fund Criteria
<input type="checkbox"/>	Proof of Organisation Certificate of Incorporation attached
<input type="checkbox"/>	Certificate of Currency of Public Liability Insurance Attached
<input type="checkbox"/>	Outline (Draft is sufficient) of your program is attached
<input type="checkbox"/>	The application has been signed by an authorised organisational member.
<input type="checkbox"/>	The application is being lodged with the Shire Twenty one (21) days or more before the scheduled event or project

<b>INTERNAL USE ONLY:</b>		
<b>Item</b>	<b>In Kind or Cash</b>	<b>Total Cost</b>
<b>Total Cost</b>		