



Shire of East Pilbara Community Assistance Grants – 2016/2017

GRANT 4: Sports and Cultural Support Fund for Individuals

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Acknowledgements

Local artwork featured throughout this document

Wakaripuka, Turun, Kukarikata – 106 x 152 acrylic on linen by Artist Pukina Burton

FUNDING CATEGORIES

The Shire of East Pilbara has four classifications of grants:

Grant 1: This is a quick turnaround grant that is approved by the CEO for in-kind contributions up to the value of \$500. Grant 1 applications can be made at any time of the year. Organisations are only eligible to receive a Grant 1 four times per year.

Grant 2: This is also a quick turnaround grant approved by the CEO. This grant can be for up to \$1,000 cash or in-kind support up to the same value or a combination of both. Grant 2 applications can be made at any time of the year. Organisations are only eligible to receive a Grant 2 once per year.

Grant 3: This grant is offered twice a year in January and July and is for amounts between \$1,000 and 6,000. These grants are approved at the Council meetings in March and August. Organisations are only eligible to receive a Grant 3 once per year

Grant 4: This grant is open at any time of year and aims to support individuals under 21 years of age to attend sports competitions or cultural events at State, National or International level.

GRANT 4 GUIDELINES

For grants to individuals under 21 years of age to attend State, National or International sporting competitions of cultural events.

AIM

The purpose of this grant is to encourage and support young people under the age of 21 residing in the East Pilbara to attend sporting competitions and cultural events as competitors or active participants.

WHO IS ELIGIBLE?

- Applicants must be under 21 years of age when the application is submitted
- Applicants must be residing within the East Pilbara local government area. Proof of residency must accompany the application

ASSESSMENT CRITERIA

- In the case of the sports competitions, assistance will only be provided for selection to compete in a recognised competition that is being organised by a registered and/or accredited organisation conducted at State, National or International level. **Documentation verifying the selection of the applicant must be provided by the host organisation.**
- In the case of cultural events, applications shall provide details of the individual or group selection to perform/train at or with a National or International level/body. The activity has to be organised by registered and/or accredited organisation. **Documentation verifying the selection/participation of the applicant must be provided by the host organisation.**
- Applicants must be able to demonstrate excellence or a proven commitment to their area of endeavour/interest in the application

FUNDING AMOUNTS AND LIMITATIONS

Financial support will be to a maximum of:

- \$250 per individual for competition or participation at State level
- \$400 per individual for competition or participation at National level
- \$600 per individual for competition or participation at International level

The number of applications per individual shall be limited to one for any category in any calendar year.

It should be noted that the Shire of East Pilbara has a limited budget and cannot guarantee Grant 4 funding irrespective of the quality of the application for support.

TERMS AND CONDITIONS OF FUNDING

- All applications are to be made on the standard application form (see attached), with supporting documentation from the organising body.
- All applications must be submitted to Council prior to the event being held. Applications received after the event will not be considered.
- All applications are to provide full details of costs.

- Funds approved under this Policy must be used for the purpose for which they are approved and, if necessary, the applicant shall provide Council with documentary evidence that they have been so used or the funds donated may be required to be returned to Council.
- The Shire of East Pilbara must be acknowledged during the course of the event and in any publications or publicity that arise as a result of the event/activities/programs.
- Funds are to be acquitted within 28 days of the completion of the event/project.

HOW TO APPLY

To apply for a Grant 4, the following steps must be taken:

1. Contact the Administration Officer, Community Wellbeing to discuss your project and eligibility.
2. Applications must be made on the relevant application form available from Shire Offices or the Shire of East Pilbara 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, Newman Administration Office.

UNAUTHORISED COMMUNICATION

Applicants are required to direct all communications through the Council contact person named in the application documentation, unless advised otherwise. Unauthorised communication with other staff may lead to disqualification.

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

ACQUITTAL REQUIREMENTS

Once an organisation has completed the activity associated with the grant the organisation must complete the attached Evaluation Report and Financial Acquittal.

COMMUNITY ASSISTANCE GRANTS

Grant 4 APPLICATION FORM 2016/2017

Individuals under 21 years of age seeking support for sporting competitions and cultural events



Grant Reference Number: _____

Applicant's Details	
Surname/Family Name:	
Given name:	
Date of Birth:	
Parent/Guardian Name: (If under 18)	
Contact Phone Numbers:	
Email Address:	
Postal Address	
Event Details Name, date, description, venue. (Attach evidence of selection)	
Event Organiser Contact Details	

Please answer the following questions, (Circle Yes or No):

1. Have you requested/received financial assistance from other sources? Yes or No
2. Have you received financial assistance from this grant program in the last 12 months? Yes or No
3. Eligibility: Is the Applicant under 21 years of age at the time of submitting this application? Yes or No
4. Have you attached evidence of your selection to this event? Yes or No
5. If my application is successful, I agree to my name and donation details being published by The Shire of East Pilbara for promotional purposes? Yes or No

6. How will you acknowledge the Shire of East Pilbara's support e.g. signage, inclusion of Shire logo on print materials, verbal acknowledgement, media article(s), etc.?

FINANCIAL INFORMATION

Amount required to attend the event \$ _____

Amount requested from the Shire of East Pilbara: \$ _____

Has the applicant previously received funding from the Shire of East Pilbara?

Yes No

If yes please complete the following:

Year	Purpose of Funding	Amount Received	Acquittal Completed (y/n)

COSTS TO ATTEND THE EVENT

Description	Total
Transport	\$ _____
Uniforms	\$ _____
Accommodation	\$ _____
Meals	\$ _____
Other	\$ _____
Other	\$ _____
	\$ _____
Total amount	\$ _____

FINAL CHECKLIST

Before submitting the applications please ensure you have:

- All questions answered on the application form
- Evidence of selection/invitation to attend the event
- Costings completed
- Letters of support or other documents that support the application attached.

(Please do not include originals.)

DECLARATION

Please read, tick the boxes and sign.

- 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

Office use only

Name of Shire Representative: _____

Position: _____

Signature: _____

Date application received: _____

FINANCIAL ACQUITTAL

SHIRE OF EAST PILBARA

Grant 4 Acquittal Form



Name of Applicant	
Event	
Amount received from Shire of East Pilbara	
Acquittal Due: (Within 28 days of completion of event/project)*	

*NB: All income and expense figures are GST inclusive

Income

Your contribution	\$
Shire of East Pilbara contribution	\$
	\$
	\$
Total Income	\$

Expenditure

Creditor	Description of expense	Copy of receipt / invoice attached	Total
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
		Yes / No	\$
Total Expenditure			\$

Please attach copies of any media or promotional material generated endorsing the Shire of East Pilbara's contribution / involvement.

DECLARATION

I, _____, verify that all information contained in the acquittal is correct. I verify that all expenditure has been accounted for and that any surplus or deficit has been declared. I understand that any discrepancies may result in future grant applications being declined.

Name: _____

Position: _____

Signature: _____

Date: _____

ACQUITTAL CHECKLIST

Please check that all elements of the Grant 3 acquittal have been completed and submitted.

- Financial Acquittal form completed
- A brief summary of your project and outcomes from the grant money received by the Shire of East Pilbara
- Photos of your project attached (including any visual acknowledgement of the Shire)
- All receipts pertaining to the funding money is attached
- Acquittal is signed by the applicant or their parent guardian if under 18 years of age

Office use only

Name of Shire Representative: _____

Position: _____

Signature: _____

Date acquittal received: _____

Acquittal documentation correct and accepted - YES / NO