



**Community Grants for
Incorporated Clubs and Community Organisations
2021 / 2022**

Closing Date for Applications – Thursday 8 April 2021

SECTION A
Applicant Information

Name of Organisation:

Postal Address:

Street Address (office or premises):

Contact Person

Name: _____

Telephone: _____

Position: _____

Email: _____

I, being the contact person listed above, acknowledge that the above organisation accepts the terms and conditions of the grant, as outlined on page 4.

Is your organisation an incorporated body? Yes / No _____

Are you registered for GST purposes? Yes / No _____

If yes, please provide your ABN: _____

SECTION B

General Information about your Organisation

Describe the main purpose of your organisation and the services it provides:

Please provide membership numbers for the last three years:

2020 / 2021 - _____ 2019 / 2020 - _____ 2018 / 2019 - _____

Please provide information on how often your organisation meets and that it is actively operating. Detail how your organisation operates ie: volunteers, paid staff or a combination.

What geographical area does your organisation cover?

Please describe eligibility requirements for membership or access to your service(s).

Do you have any other comments?

SECTION C

Details of your Grant Application

Please supply the following details:

Reason for Funding?

Benefits of project / who will benefit?

How does this project relate to your organisation and its goals?

If you are requesting a grant for maintenance on a building, please indicate who owns the building and the land that it is situated on.

If this relates to a recurring event, number of attendees at the previous event _____

Amount of grant requested \$ _____

Project Total (If applicable) \$ _____

Own Funding (If applicable) \$ _____

Funds held which could be accessed for the project \$ _____

Other Funding (If applicable) \$ _____

The Council will consider funding up to one third the cost of one-off projects. Please provide details of funding assistance recently sought from other funding bodies, including for this application.

SECTION D

How to Lodge this Application

Please complete and submit this form to the Shire by the due date of 9 April 2020. All applications must be complete in order to be considered.

Late applications or applications which do not include a copy of recent financial statements, (preferably an audited financial report), will **not** be considered by the Council. Where financial statements are not available recent bank statements may be accepted.

Applications from organisations that operate a facility with sale of alcohol are likely to receive increased scrutiny over other applications.

Financial assistance grants will not be provided for projects that are underway or completed.

Please attach the following to this application:

- Any additional information that you believe will assist this application;
- A copy of the audited financial statements for your organisation for the last financial year. If these are not available, the minimum requirement is the organisation's most recent profit and loss statement;
- Quotes that support dollar amounts of the project; and
- Plans or diagrams that easily illustrate your request, if applicable.

Ways to submit your application (which must be received by Thursday 9 April 2020)

- By Post: To Shire of Plantagenet, P.O. Box 48, Mount Barker, WA, 6324.
- In Person: To Shire of Plantagenet, 22-24 Lowood Road, Mount Barker, WA, 6324.
- By Email: To info@sop.wa.gov.au

Please contact the Shire on 9892 1111 or email info@sop.wa.gov.au if you have any enquires about making an application.

SECTION E

General Information

Council Policy on Community Grants to Incorporated Organisations and Clubs

Applications for financial assistance will be prioritised based on what the Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet.

Capital Works on Shire buildings and infrastructure

Applicants for financial assistance that relate to capital improvements on Shire buildings or infrastructure are required to contact Diana Marsh on 9892 1132 or email info@sop.wa.gov.au for further information prior to submitting your application. Funds may be sought in the Shire's capital works budget rather than providing a community grant for such projects.

GST and Community Grants

The Australian Taxation Office (ATO) has issued the GSTR 2000/11 'Goods & Services Tax: Grants Of Financial Assistance' which provides their rulings on grants of financial assistance and funding. A copy of this ruling may be found at <http://www.taxreform.ato.gov.au>.

Grants made to community organisations will be subject to GST where they represent consideration for a taxable supply. This means that grants which are subject to GST will need to be 'grossed up' by 10%, otherwise the grantee will have an effective reduction in funding. The grantee will be required to remit 1/11th of the grant to the ATO as GST and should be entitled to claim the input tax credits related to expenditure incurred. If a grantee is not registered, or not required to be registered, then no GST will be payable on the supply, however withholding tax may apply which would reduce the available amount of the grant.

Applicants are encouraged to obtain an ABN to avoid withholding tax difficulties

Terms and Conditions upon acceptance of a Grant

1. The grantee is required submit evidence of expenditure to the Shire of Plantagenet of the grant funding provided. (ie: a financial statement identifying all revenue and expenditure incurred on the project certified by the president of the applicant or any other form, information or supporting original documentation as required by the Council). Such evidence is not required for untied grants for operating expenditure.
2. Acknowledgment of the Shire's contribution must be made in an appropriate manner in a form acceptable to the Shire. (ie: the Shire of Plantagenet expects to be noted as sponsor in any advertising or promotional material in relation to the funded project. If the project is a building or other similar physical structure a plaque to be mounted in recognition of the Shire's contribution, signs erected in relation to the project to note the Shire of Plantagenet as sponsor, etc).
3. The grantee must use the grant funds within the relevant grant application financial year.
4. The grantee will provide an invoice to the Shire of Plantagenet in order for funds to be released, together with the evidence noted in Point 1 (including or excluding GST depending on grantee's GST status).