

Council

COMMUNITY GRANT PROGRAM 2025/2026 –
CATEGORY 3, ROUND 1 APPLICATIONS

5. Extract – RSPCA Application

Meeting Date: 28 October 2025

Number of Pages: 10



Shire of Plantagenet

Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

File Number: GS/125/72

Doc #: _____

Application Form Community Grant Program (CGP) Category 3 & 4 Grants

The Community Grants Program offers four (4) categories, allowing applicants to select the one that best fits their needs.

1. CEO Donation (up to \$1,000) *(Do not use this form)*
2. Quick Response Grant (less than \$3,000) *(Do not use this form)*
3. **Community Grant (more than \$3,000)**
4. **Industry Support (Triennium Community Grants)**

**** Only use this form for Category 3 and 4 grant applications ****

Important Dates:

Round 1: Open between 1 August 2025 and 30 September 2025 (Applications will be considered at the Public Ordinary Council Meeting in October.)

Round 2: Open between 1 February 2026 and 31 March 2026 (Applications will be considered at the Public Ordinary Council Meeting in April.)

LATE APPLICATIONS WILL NOT BE ACCEPTED.

APPLICATION ROUND/YEAR	
Which round and financial year are you applying for? (eg. R1 - 2025/2026)	2025/2026
What category are you applying for?	☒ 3 - Community Grant ☐ 4 - Industry Support
GROUP/ORGANISATION DETAILS	
Group/Organisation:	RSPCA WA
Postal address:	108 Malaga Drive, Malaga, WA, 6090
ABN:	48626609587 <i>If not supplying ABN, please complete and attach a Statement by Supplier form available on the ATO website here</i>
Does your group/organisation have Public Liability Insurance?	☒ Yes - Please attach a copy of your Certificate of Currency ☐ No - You will need an auspicing organisation with a current Public Liability Insurance policy and provide a copy of their Certificate of Currency.

Is your organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	☒ Yes ☐ No
Is your group/ organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	☐ Incorporated Association ☒ Not for Profit Company or charity ☐ Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.</i>

GROUP/ORGANISATION CONTACT PERSON	
Contact Title & Name <i>E.g. Mr Joe Bloggs</i>	Mrs Nicky Kelly
Position title within the group/organisation:	Programs Manager
Contact number: (mobile preferred)	9209 9315
Email:	nkelly@rspcawa.org.au
GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
Contact's Title & Name	Miss Zahlia Boyd-Ratcliff
Position held within the group/organisation:	Prevention Programs Officer
Contact number: (mobile preferred)	9209 9376
Email:	zboydratcliff@rspcawa.org.au
AUSPICING ORGANISATION (IF APPLICABLE)	
Auspicing organisation name:	
ABN of auspicing organisation:	
Contact Person, Title & Name <i>Eg. Mr Joe Bloggs</i>	
Position title within the group/organisation:	
Contact numbers:	
Email:	

ABOUT THE APPLYING GROUP/ORGANISATION

Briefly describe your group/organisation's goals?

Core Objectives of RSPCA WA

- Prevent Animal Cruelty - Enforce the Animal Welfare Act 2002 and investigate cruelty reports across WA.
- Promote Animal Welfare - Advocate for stronger animal protection laws and educate the public on responsible pet ownership.
- Rescue and Rehabilitate - Provide care for animals suffering from neglect, abuse, or abandonment.
- Rehome Animals - Find loving homes for animals through adoption and foster care programs.
- Educate and Empower - Deliver school programs (like AWARE), community events, and resources to promote animal welfare awareness.

Describe all services/activities your group/organisation provides to the community?

RSPCA WA provides a variety of different services to the community, including pet surrender, dog training, Community Action Days and Education programs. RSPCA WA has Inspectors who enforce the Animal Welfare Act and educate those that may not know how to care for their animals, and rescuing animals facing animal cruelty.

Select your main target groups?

- | | | |
|--|---|---|
| ☐ General community | ☒ Women | ☒ Aboriginal or Torres Strait Islander people |
| ☐ Children 0-10 | ☒ Men | ☐ People with disabilities and/or carers |
| ☐ Youth 11-25 | ☒ Seniors | ☒ Other (please specify) <u>Pet Owners</u> |

If your application is successful, how will you recognise the Shire of Plantagenet's contribution to this project?

- | | |
|--|--|
| ☐ Press release | ☒ Logo on Banners/Posters |
| ☐ Annual report inclusion | ☐ If purchasing equipment: You will need to attach a label or plaque on the item/s purchased recognising the Shire's contribution. |
| ☒ Social media posts | ☐ Other (please specify) _____ |
| ☒ Logo on promo flyers | |

Has your organisation received funding from the Shire in the last 3 years?

Please note you cannot apply for a CGP more than once within the same financial year.

- ☒ No – skip to Project Details section
- ☐ Yes – please answer below questions

If yes, please list the dates and amounts of funding received from the Shire in the last 3 years.

Date		Amount	
Date		Amount	

Has your organisation provided a completed acquittal to the Shire for each grant received?

Yes - The organisation's acquittal has been received and accepted by the Shire.

No - If a previous grant has not been acquitted with the Shire **you are not eligible to apply.**

PROJECT DETAILS	
Project Title	RSPCA WA Community Action Day (CAD)
Please outline your project/funding requirements: (attach an extra page if required) The community action day is a free, inclusive event, open to all community members to provide access to information and advice, free resources such as food, parasite treatments for all pets and free health checks and microchipping for dogs. With the cost-of-living soaring, it is a timely event for those who may be struggling with the expenses of caring for a pet. We can help ease the burden and improve outcomes for pets and pet owners by engaging with them and encouraging them to sustain their connection with RSPCA and the Shire of Plantagenet and their many services. The funding requested will allow for a greater amount of pet food, and parasite treatment to be handed out at the event, as well as helping to fund the marketing of the event.	
Funding Requested (excluding GST)	\$ 4975.35
Total Project Cost (excluding GST, please include in-kind and financial)	\$ 13698.10
Provide a timeline for your project including start and finish dates and any milestones (Attach a separate page for timeline if required). The event will take place on the 19th April 2026 between 10:30am and 12:30pm.	
How and where will your project/purchases take place? Our purchases will take place from local suppliers where possible, otherwise, we will purchase the stock needed through reliable suppliers.	
What is your group/organisation's contribution to this project? Please include in-kind and financial. Towards the project, RSPCA WA will be contributing to the travel, staff wages, accommodation and food, microchip costs, BBQ supplies and the remaining advertising costs. RSPCA WA will also reach out to volunteers that would like to assist at the event.	
How many people do you expect to attend/participate in your project/event? 60 -100 Pet Owners	
How many people from the Plantagenet Shire do you expect to attend/participate in your project/event? 60-100 Pet Owners	

What benefits will your project provide to the Plantagenet community?

Members of the Plantagenet community who attend this event will enjoy a range of free services and giveaways for their dogs, including:

Complimentary health checks
Expert advice on responsible pet ownership
Free pet food (while supplies last)
Free parasite treatments (while supplies last)
Free accessories such as leads, collars, jackets, toys, and beds
A free sausage sizzle for attendees

The event is completely free to attend, meaning there's no cost for community members to participate or benefit from these offerings.

Explain how you know this project is needed and is supported by the community? (research?)

The Shire of Plantagenet was identified by our team of Inspectors as a community in need of support, leading to the recommendation for a Community Action Day.

With the ongoing cost-of-living pressures, this event offers valuable assistance and education for pet owners who may be finding it difficult to afford extra care for their animals. It's a great opportunity for those in need to access free resources and expert advice in a welcoming and supportive environment.

Name any other groups/individuals that will be involved in the project? (Attach letters of support)

Shire of Plantagenet Rangers - Pending their availability
Mount Barker Veterinary Hospital - Pending their staff availability

If you are applying for funds to purchase equipment, describe what equipment and how it will be used in the future?

N/A

If your CGP application is unsuccessful, how will the project be delivered?

Support from the Shire plays a vital role in the success of these events, enabling us to purchase and distribute a greater range of resources to community members. Without this funding, we cannot guarantee that the event would be able to proceed as planned.

PROJECT QUOTE RECORD

THREE quotes are required for goods or services purchased with grant funds. At least one quote from a local supplier is required if the item/s is available locally. Please include all quotes with the application.

Detailed description of the goods and/or services to be purchased with grant funds if successful:

If the grant funding is successful, we would be using the funds to purchase the pet food, parasite treatment, cover the venue hire and cover some marketing costs involved in the event. Having these goods and services covered through the grant allows for a more successful event and the ability to reach more individuals in need.

LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS: (who you approached for quotes)

SUPPLIER 1

Supplier	Petbarn Albany	Quote \$ (ex GST)	1219.72
Contact Name		Contact Number	
Delivery	Pick up day before event	Availability	Ordered in months in advance

SUPPLIER 2

Supplier	Lyppard	Quote \$ (ex GST)	966.29
Contact Name		Contact Number	
Delivery	2 days from order	Availability	Always Available

SUPPLIER 3

Supplier	Coates Hire	Quote \$ (ex GST)	637.93
Contact Name		Contact Number	
Delivery	Placed a week prior to event	Availability	Available

Have three quotations been obtained:

☒ Yes ☐ No

If no, please explain the reason for not obtaining three quotes:

Is the quotation accepted the lowest price?

☒ Yes ☐ No

If no, please explain the reason for not accepting the lowest price:

PROJECT BUDGET

Please note that applications with multiple funders/contributors are favoured. PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.

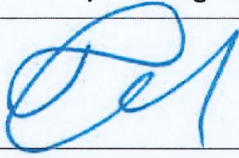
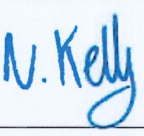
Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

In-kind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations in-kind hours for the project.

PROPOSED PROJECT CONTRIBUTIONS	BUDGET (ex GST)	STATUS
<i>For example: This CGP grant request</i>	1000	Unconfirmed
<i>Organisation in-kind contribution (labour/admin hrs in-kind)</i>	200	Confirmed
<i>For example: Lotterywest grant</i>	2000	Pending
<i>For example: Entry Fees</i>	500	Estimated
CGP Grant Request	4975.35	Unconfirmed
RSPCA WA Contribution	7704.43	Estimated/Unconfirmed
In-Kind contribution	1018.32	Unconfirmed
TOTAL INCOME:	13698.10	

PROJECT EXPENDITURE

PROPOSED PROJECT EXPENDITURE	COST (ex GST)	BUDGET SOURCE
<i>For example: Newspaper Advertisement</i>	500	CGP Grant
<i>For example: Purchase of chairs and tables</i>	500	CGP Grant
<i>For example: Venue hire</i>	200	Own organisation in-kind contribution
<i>For example: Bouncy Castle hire</i>	2000	Lotterywest Grant
BBQ Supplies	110.00	RSPCA WA
Dog and Cat Food	1219.72	CGP Grant
Parasite Treatment	966.29	CGP Grant
Staff Time	4794.68	RSPCA WA
Travel	1083.74	RSPCA WA
Accommodation	651.41	RSPCA WA
Staff Food	651.41	RSPCA WA
Microchips	138.75	RSPCA WA
Venue Hire	0.00	CGP Grant
VMS + Marketing/Advertising	2137.93	CGP Grant and RSPCA WA
TOTAL EXPENDITURE:	13,698.10	including \$1018.32 in-kind support

DECLARATION FROM ORGANISATION AUTHORISED REPRESENTATIVE			
I declare that the organisation I represent does not operate for profit and the information provided in this application is true and accurate. I agree to abide by the Shire of Plantagenet's CGP Guidelines and any funds received will be used for the purpose nominated in this application only.			
Signed by TWO senior members of organisation:			
Full name:	Hannah Dreaver	Full name:	Nicky Kelly
Position held:	Chief Operating Officer	Position held:	Programs Manager
Signature:		Signature:	
Date:	25/09/2025	Date:	25/09/2025

DECLARATION FROM AUSPICE ORGANISATION (if applicable)			
I declare that no funding will be retained or returned to the auspice organisation by way of fees/charges or administration costs, etc. I agree to manage the funds on behalf of _____ and abide by the CGP Guidelines.			
Signed by TWO senior members of auspice Organisation:			
Full name:		Full name:	
Position held		Position held	
Signature:		Signature:	
Date:		Date:	

CHECKLIST	
Please ensure you have:	
☒	Read the application guidelines carefully.
☒	Attached Copies of ALL required quotes for all expenditure
☒	Attached Certificate of Currency for organisation/auspice Public Liability Insurance
☐	Attached a Letter of Support from the auspice organisation (if applicable)
☐	Attached a Statement of Supplier form (if applicable)
☒	Attached additional Letters of support from other groups to strengthen your application
☒	Attached project timeline
Completed ALL sections of the Application Form	

PLEASE SEND ALL COMPLETED APPLICATIONS AND ATTACHMENTS ADDRESSED TO:

ATTN: **Community Development Officer**

Email: info@sop.wa.gov.au

or

Post: PO Box 48, MOUNT BARKER WA 6324

or deliver in person to: 22-24 Lowood Road, MOUNT BARKER.

Community Action Day Timeline - MT Barker

Date	Activity/Milestone
30/09/2025	Submit grant application
October/ November 2025	Grant application confirmed
October/ November 2025	Grant agreement between the Shire of Plantagenet and the RSPCA WA to be signed.
Week after confirmation	Confirm all quotes (Marketing, Pet Food, VMS, Venue)
Week after confirmation	Staff and volunteer recruitment
Week after confirmation	Confirm venue
Week after confirmation	Contact local rangers to confirm event and involvement
2 months before	Book accommodation
2 months before	Contact local Vets to see if they have capacity to help on the day and to help spread the word
1.5 months before	Submit Vet Board Application
2 months before	Create marketing artwork
1.5 month before	Gain Shire of Plantagenet approval on marketing material with "Supported by Shire of Plantagenet"
1 month before	Confirm staff attendance
1 month before	Event is listed on our website
3 weeks before	Paid advertising begins
2 weeks before	Press release is sent out to the media
2 weeks before	Facebook event is created
2 weeks before	Send volunteers and staff briefing of the event
2 weeks before	Confirm attendance of local rangers
2 weeks before	Order parasite treatment
1 week before	Organise all supplies to be taken to Mt Barker
1 week before	Buy supplies that may be needed for Mt Barker
18/04/2026	Pick up pet food from Albany Petbarn
19/04/2026	Drive from Albany to Mt Barker
19/04/2026	Event Day
20/04/2026	Drive from Mt Barker to Perth
22/04/2026	Post event post on socials with stats of the day
23/04/2026	Post event email with stats and thanks to all parties involved
19/05/2026	Acquittal Documentation Complete