

Community Grants

Level 1



CITY of GOSNELLS

**Application Form Template – For Draft workings only – DO NOT submit this form.
All submission MUST be completed through the ONLINE APPLICATION FORM.**

Application Details

Before completing your application, please:

- Read the Community Funding Program Guidelines for Applicants.
- Contact the Funding and Sponsorship Officer on 9397 3000 or by email at council@gosnells.wa.gov.au to discuss your project.
- Read through the application to ensure you have all the additional information and attachments needed.
- Funding may be provided for up to 100% of the Total Project Cost, up to a maximum grant of \$2,000. All questions in the application with sufficient detail.
- Incomplete applications will not be accepted.

Applications from individuals – **DO NOT** complete questions specifically to organisations.

Question	Response
Applicant Details	
Are you registering as an individual, or on behalf of an organisation?	
Organisation Name:	
Contact person:	
Position:	
Postal address:	
Daytime phone:	
What is the name of your organisation's governing body (State/National Association or similar)?	
What is your organisation's purpose?	
Is your organisation located or delivering services within the City of Gosnells?	
What is your organisation's ABN, if applicable?	
Is your organisation registered for GST?	
Is your organisation Incorporated?	

Please attach a copy of your organisation's Certificate of Incorporation.	
Does your organisation have current public liability insurance?	
Public liability insurance is a requirement for funding. Please attach a copy of your Certificate of Currency.	
Project Details	
Project Title:	
Detailed description of project:	
Project start date:	
Project end date:	
Where will the project be delivered? (Facility name or street address – must be within the City of Gosnells)	
Assessment Criteria	
What specific community need will be satisfied by this project? (Why are you doing it)?	
How have you identified the need for this project? Who will be responsible for the delivery?	
Who is the target audience for your project?	
How many people will directly benefit from the project?	
How many people will indirectly benefit from the project?	
How have you ensured that your project is accessible to all members of the community and what methods have you used to promote your project? Note: if not relevant – please advise why?	
Have you consulted with other organisations that may be affected by your proposed project? If yes, please list the names of the organisation(s) and the part of your application they relate to. Note: if not relevant – please advise why?	
How will this project affect the future financial sustainability of your organisation? Are there any ongoing costs as a result of your project and how will these costs be met? Note: if not relevant – please advise why?	
Please attach any supporting documentation that is relevant to this application. This should include quotes over \$1,000, secured donations or in-kind support.	

Budget	
Total Project Cost?	\$
Requested funds from the City?	\$
Your organisation's contribution?	\$
Please upload your completed Budget template. Note: ensure complete template is uploaded!	
Checklist	
Did you attend a Community Funding Program information session?	
Have you discussed this project with the City's Funding and Sponsorship Officer?	
Please indicate date and method of contact.	
Have you enclosed a copy of your Certificate of Incorporation?	
Have you completed the budget and attached details as outlined in the application form?	
Have you enclosed a copy of any quotes from a supplier/service provider?	
Submission	
Declaration:	
Name:	
Position Held:	
Today's Date:	