

ENERGY DEVELOPMENTS LIMITED (EDL)

COMMUNITY DONATIONS



Application 2020

(Application close 4pm 30 Sep 2020)

The purpose of EDL Community Donations is to create lasting value throughout the Shire of Halls Creek and to nurture community wellbeing through support of not-for-profit, community driven projects or activities.

EDL Community Donations are available for up to a **maximum of \$10,000** at the discretion of Council and Energy Developments Limited, subject to funds being available. Requests for 'in-kind' contributions will not be accepted however organisations may apply for the equivalent cost.

Organisations are eligible for a maximum of \$10,000 funding over a 3 year period through the Shire of Broome Sponsorship Program. Funding will not be provided for the same initiative more than once.

Applications are open from **21 August 2020 and close 30 September 20** for projects occurring by November 2020.

Please tick to indicate that your project is consistent with the following principles (your project must address all four guiding principles):

- Support social cohesion, inclusiveness, equal opportunity, and the well being of the community
- Support long term development
- Be genuinely community driven initiatives
- Address community needs in the towns and/or communities located within the Shire of Halls Creek

Which category does your project address? (please tick all that apply):

- Improving the health and community life of people living in remote communities
- Improving employment opportunities and participation in the workforce
- Supporting youth in reducing unemployment and enhancing youth leadership skills
- Supporting youth to remain in secondary or tertiary education
- Supporting people to find education and training to improve job prospects
- Supporting Aboriginal people to realise their economic and social aspirations
- Capacity building through leadership training, mentoring, networking and partnership building
- Enhancing community wellbeing through improved use of community resources
- Recognising and enhancing the role of volunteers in building the capacity of remote communities
- Recognising and enhancing the role of women in rural community building and economic development

PART A - ORGANISATION

Name of Organisation:

Postal Address:

Contact Person:

Position:

Phone:

Mobile:

Email:

ORGANISATION PROFILE

Is your organisation incorporated

YES NO

If no, a sponsor organisation may be nominated to be responsible for the legal contractual arrangement and holding bank accounts in this name. Documentation acknowledging this arrangement must be attached.

Name of sponsor organisation (if applicable)

Does your organisation or sponsor organisation have an ABN?

YES NO

ABN number (if applicable)

Is your organisation registered for GST?

YES NO

Does your organisation operate on a not for profit basis?

YES NO

Has your organisation received sponsorship from the Shire of Halls Creek in the last 3 years?

YES NO

If yes, please provide details of the amount, when the funding was granted and what the sponsorship was for:

Describe the vision and mission of your organisation:

List the main source of funding for your organisation:

Describe the organisational structure of your organisation:

PART B – PROJECT DETAILS

Name of Project:

Date of commencement:

Venue / Location:

Total project cost:

Date of completion:

Number of participants:

Amount requested:

PROJECT OVERVIEW

Please provide a brief overview of your project (who/what/when/where) – minimum 150 words:

What do you propose to use the Shire of Halls Creek funding for?

What is the purpose and objectives of the project you are seeking funding for?

What benefits will the project bring to the Halls Creek communities and specifically, who will benefit? Please include expected outcomes of the project.

Please describe the community support demonstrate for your project, including established partnerships?

Will there be volunteers involved with this project YES NO If yes, how many?

Please describe the role the volunteers will play in implementation of the project?

Describe how you plan to measure success of the project? (i.e. attendance, media expose, sustainability impact etc...)

How do you plan to promote this project in the community?

Is this project to be an annual ongoing program?

YES

NO

If yes, please provide details on how you intend to ensure the project is sustainable in the future?

The Shire of Halls Creek does not guarantee funding for ongoing projects beyond the development stages, therefore applications must demonstrate planning for financially sustainable projects.

Where will your project/activity/event be held?

Halls Creek	Yiyili	Ringer Soak	Warmun
Balgo	Billiluna	Mulan	Mimbi
Kupartiya	Frog Hollow	Minkulkala	Moongardie
Mt Pierre Stn	Other (please specify)		

Which category does your project fall? (please tick as many as is needed)

Sport and Recreation

Art & Culture

Seniors

Education

Environment

Health & Welfare

Young people and children

Economic

PART C – PROJECT BUDGET

You may use this form, or create a budget document specific to your organisation/project, however please limit your budget proposal to two (2) A4 pages.

The Shire of Halls Creek encourages all applications to conduct their own fundraising and seek varied sources of funding for projects. Please detail your funding sources in the budget, including your organisation's contribution.

Please indicate how you intend to use the Community Sponsorship Program funding by completing the Sponsorship funding column on the far right.

PROJECT INCOME	CASH (\$)	Confirmed/ Pending
Shire of Halls Creek Community Sponsorship Program		
Organisation Contribution		
Other Funding – Please Specify		
Fees/Ticket Sales		
A. Total project income		

PROJECT EXPENDITURE	CASH (\$)	Sponsorship Funding (\$)
B. Total project Expenditure		

C. Budget Surplus / Deficit	
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(A) Total Project Income – (B) Total Project Expenditure = (C) Project surplus/Deficit

IN-KIND CONTRIBUTION (include volunteer time)

Organisation	Contribution	In-Kind (\$)
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Total In-Kind Contribution

How will the Energy Developments Limited's sponsorship be acknowledged?

Radio Announcement	Logo Branding	Event Invitation
TV Advertising	Media Release	Certificate
Newspaper Advertisement	Newsletter	Banner/Signage
Brochures/Flyer/Poster	Website	Speech
Other – Please list		

Provide the names and contact details of 2 referees who can be contacted to provide endorsement for your project/activity/event.

Referee 1	Referee 2
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APPLICATION CHECKLIST

Before submitting please ensure that you have included all necessary information and attachments with your application

- Completed all sections of the application, including a detailed budget
- Included a copy of Certificate of Incorporate (if sponsored by another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation)
- Included a financial statement for the most recently completed financial year (an audited financial statement may be requested)
- Included evidence of public liability insurance (Certificate of Currency)
- Provided two quote for any purchase over \$2,000
- Included letters of support from community groups and / or other organisations
- Retained a copy of this application for your records
- Provided two references
- Included other supporting materials e.g. business plan, annual report, presidents report etc

Please List:

DECLARATION

I certify that to the best of my knowledge the information provided in this application is true and correct
(please note the President, Secretary or Treasurer of the organisation must sign this declaration)

Name:

Position:

Signature:

(Insert digital signature or print)

Date

Please return your completed application form using one of the following options:

Email to hcshire@hcshire.wa.gov.au

Post to Director Youth & Community Development, Shire of Halls Creek, PO Box 21, Halls Creek

For enquiries or to discuss your application please contact the Shire of Halls Creek Director Youth & Community Development on (08) 9168 6007

APPLICATIONS CLOSE: 4.00pm 30 September 2020

PART D - GUIDELINES

Energy Developments Limited West Kimberley Community Donation Account has donated funds to the Shire of Halls Creek for the purpose of creating lasting value by contributing to not-for-profit projects or activities that benefit the Shire of Halls Creek.

Its **Vision** is to – *Nurture community wellbeing in the East Kimberley through support to not-for-profit, community-driven projects or activities.*

And its **Guiding Principles** are to;

1. Support social cohesion, inclusiveness, equal opportunity and the wellbeing of the community.
2. Support long-term community development.
3. Be genuinely community-driven initiatives.
4. Address community needs within the Shire of Halls Creek.

In principle, monies from the EDL Fund will not be provided for capital works. However, small capital projects can be considered as long as they have a strong correlation with the terms of the EDL Fund.

It is intended that successful projects or activities approved by the Shire will be funded by the EDL Fund. However, upon notifying and confirming to the Donor that the proposed project satisfies the guiding principles of the Energy Developments Limited West Kimberley Community Donation, a project or activity may be jointly funded through other means. It will be a requirement that the EDL Fund and the Shire is acknowledged in any event/activity/project that has received funding from this grant.

TYPES OF PROJECTS OR ACTIVITIES

The projects or activities that may benefit from this funding are limited to the following:

- ☐ Improving health and community life of people living in remote communities
- ☐ Improving employment opportunities and participation in workforce
- ☐ Supporting youth in reducing unemployment and enhancing youth leadership skills
- ☐ Supporting youth to remain in secondary and tertiary education
- ☐ Supporting people to find education and training to improve job prospects
- ☐ Supporting Aboriginal people to realise their economic and social aspirations
- ☐ Capacity building through leadership training, mentoring, networking and partnership building
- ☐ Enhancing community wellbeing through improved use of community resources
- ☐ Recognising and enhancing the role of volunteers in building the capacity of remote communities
- ☐ Recognising and enhancing the role of women in rural community building and economic development

NON-ELIGIBLE APPLICATIONS FOR ACTIVITIES, PROJECTS OR EVENTS ARE AS FOLLOWS:

- ☐ Community organisations or events where the grant funds are to promote political purposes, unethical or profit making purposes
- ☐ Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- ☐ Individuals (or sponsorship of cash prizes for individuals or teams).
- ☐ Individuals personal living, education, medical or travel expenses.

- ❑ Activities or events that are the responsibility of a state or federal government.
- ❑ Organisations whose main purpose is to fundraise.
- ❑ Commercial for-profit Organisations.
- ❑ Organisations that have acquitted previous projects funded through the Shire of Halls Creek.
- ❑ Applications that fail to address the criteria in their application.
- ❑ Applications that are received after the closing date.

APPLYING FOR A GRANT FROM THE COMMUNITY GRANTS SCHEME

- ❑ The Community Grants Scheme will be promoted through advertisements in the local newspaper, community radio broadcasts, fliers, word of mouth and the Shire of Halls Creek website. This will take place one month before the opening of the Community Grants Scheme.
- ❑ Application forms can be picked up from the front desk at the Shire Office in Halls Creek.
- ❑ Community Grant Scheme applications will open in August 2020 and will close one month later.

FUNDING CRITERIA

- ❑ Events, projects and services that provide a positive social return to the community in the areas of art and culture, educations, sport and recreation, youth, seniors, health and welfare, economic development and 'not-for-profit' business development.
- ❑ That services are accessible and affordable for the community.
- ❑ That community cultural activities and services are encouraged to assist in building identity within the Shire.
- ❑ That the grant money is distributed across a wide range of projects and services to ensure diversity of activities across the Shire and region.
- ❑ Projects and services which can demonstrate the involvement of volunteers.
- ❑ To ensure disadvantaged groups enjoy equal access and special programs targeting their needs may be required.
- ❑ Recipients must recognise and promote the Shire of Halls Creek's financial contribution to the event, project or services.
- ❑ For Community Grants, applicants will be required to provide a budget estimate including two quotes for any expenditure over \$2,000 (if applicable). In certain circumstances a detailed business plan may be requested by Council.
- ❑ In circumstances when Grants are auspiced by an incorporated organisation on behalf of a non-incorporated body, the responsibility for ensuring compliance with grant conditions rest with the auspicing body.

ASSESSMENT OF APPLICATIONS

Initial recommendations relating to which applicants should receive a Community Grant are made by the Shire of Halls Creek's Community Grants Committee.

The Community Grants Committee consists of:

- ❑ 2 × Shire Councillors
- ❑ Council Officer or proxy

Council sets an amount for the Community Grants Scheme in the Annual Shire Budget and will not distribute more than \$80,000 of the EDL Fund per annum. It is possible that Council will be asked for more funding than it is able to provide in any one year.

All recommendations of the Community Grants Committee will be presented to Council for a decision. 'In Principal' support will then be given to those projects which are considered to meet the Council's priorities.

All applications that are received and approved by the Council are forwarded on to the Company Secretary of the EDL Fund for final approval.

Council must inform the Donor (EDL) of its intention to approve an application and include details and the basis upon which the application satisfies the purpose and vision of the EDL Fund before any distributions of funds take place.

Applicants will be required to provide the names and contact details of 2 referees who can be contacted to provide endorsement for your project/activity/event.

Successful applicants will be notified in writing on the outcome of their application.

GRANT CLAIM AND VARIATION

If your grant application is successful, you will receive a letter of confirmation advising you of the grant amount and how your grant will be paid.

Council may also specify other grant conditions. If this applies to the applicant will be required to sign acceptance of the conditions prior to the release of funds.

All Community Grants must be claimed and expended within the specified period. If grants are not utilised within the given time, all funds allocated will be forfeited.

Applicants will immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

GRANT PAYMENT AND ACQUITTAL

All grant recipients are required to submit a funding acquittal within 3 months or as otherwise advised by the Council.

Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form.

Depending on the category of Grant, the applicant may be asked to provide related information as follows:

- ☐ Financial summary or audited income and expenditure statement.
- ☐ Reports and photographs of your project/event/activity.
- ☐ Evaluation including project outcomes.
- ☐ Evidence that demonstrates how the Shire of Halls Creek's financial contribution was recognised.
- ☐ Other grant conditions specified by the Shire of Halls Creek.

UNSUCCESSFUL APPLICATIONS

The Shire of Halls Creek will notify you by letter of your application being unsuccessful and can provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications (should you require this information).

ACCESSING AND SUBMITTING GRANT APPLICATION FORMS

To find out if you are eligible to apply for a Community Grant or if you would like more information about the Community Grants Scheme, contact the Director Youth & Community Development at the Shire of Halls Creek on (08) 9168 6007 or email hcs@hcshire.wa.gov.au.

The Community Grant Application form can also be found on the Shire of Halls Creek's website:

www.hallscreek.wa.gov.au

You can post your application to the following address, please attention it to:

Director Youth & Community Development
Shire of Halls Creek
PO Box 21
Halls Creek WA 6770

you can also hand in your application, marked as follows, to the following address:

Director Youth & Community
Community Grants Scheme
Shire of Halls Creek
71 Thomas Street
Halls Creek, WA 6770

Or you can email your application to: hcshire@hcshire.wa.gov.au

Grant round applications must be received or postmarked no later than the closing date.