**Economic, Events and Tourism Development Funding Program**

**Application form**

**Organisation information:**

Organisation:

[Type here]

Contact person:

[Type here]

Position:

[Type here]

Postal Address:

[Type here]

Phone:

[Type here]

Email:

[Type here]

Is your organisation incorporated: Yes [ ]  No [ ]

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

[Type here]

Name of Sponsor organisation:

ABN:

[Type here]

Is your organisation registered for GST: Yes [ ]  No [ ]

Is your organisation a not-for-profit or charity organisation: Yes [ ]  No [ ]

Has your organisation received Shire of Broome funding in the last 12 months:

Yes [ ]  No [ ]

If yes, have you submitted an acquittal to the Shire of Broome, including examples of recognition, in regards to this funding?

Yes [ ]  No [ ]

Has your organisation donated to or sponsorship of a charitable organisation in the last 12 months – if so provide details and amount.

[Type here]

**Project Details:**

Please tick the box below which best describes your initiative:

Economic Development [ ]  Event/s [ ]  Tourism [ ]

Project title:

[Type here]

Commencement Date: Completion date:

[Type here]

[Type here]

**Project Summary**

Provide a succinct project summary. (Max 100 Words)

[Type here]

**Funding being requested:**

Please indicate the total amount of funding you are requesting from the Shire.

|  |  |
| --- | --- |
| Cash | $ |

**Statement addressing the Assessment Criteria**

[Type here]

**Outcomes and evaluation:**

Please list the expected outcomes of the project and how these will be evaluated once the project is complete. It is important to ensure that outcomes are measurable to assist with the assessment of the project’s success.

[Type here]

**Requests over $70,000 Cash per annum or multi year agreements**

Funding requests that exceed $70,000 cash or more than a two year may be assessed as part of the Economic, Events and Tourism Development Funding Program if the project or initiative demonstrates a significant or exceptional benefit to Broome. Please provide these details below if applicable.

[Type here]

**How will the Shire of Broome’s Sponsorship be acknowledged?**

[ ]  Radio Announcement [ ]  Logo Branding [ ]  Event Invitation

[ ]  TV Advertising [ ]  Media Release [ ]  Certificate

[ ]  Newspaper Advertising [ ]  Newsletter [ ] Website

[ ]  Brochures / Flyers / Posters [ ]  Banner / Signage [ ]  Speech acknowledgement

[ ]  Other – please specify

**Project Budget:**

Please complete the table below. (*You may be requested to provide further budget details or quotes to support your application*)

|  |
| --- |
| **PROJECT BUDGET** |
| **PROJECT INCOME** |
| Budgeted items | Cash Funding  | In-kind Value  | Funding Source | Status of funding requests(confirmed or Pending) |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **SUB TOTAL** |  |  |  |  |
|  |  |  |  |  |
| **PROJECT EXPENDITURE** |
| Budgeted items | Cash Cost | In-kind Cost | Provider | Quote Attached |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **SUB TOTAL** |  |  |  |  |
|  |  |  |  |  |
| **BUDGET SURPLUS/DEFICIT** |  |  |  |  |
|  |

**Declaration:**

This declaration is made by the applicant:

* I declare that I am currently authorised to sign legal documents on behalf of the organisation
* I declare that all information provided in this application, including attachments, are true and correct
* I declare that the organisation is financially viable and are able to meet all accountability requirements
* If funding is provided, I am aware of the funding guidelines as outlined that will apply.
* If funding is provided, I agree to ensure that appropriate insurances are in place
(eg worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle etc).
* If funding is provided, I agree to run the project as stated and provide:
	+ a final acquittal report within the acquittal term specified in the funding agreement; and
	+ a statement of income and expenditure for the project (signed by the authorised signatory);
	+ to the Shire of Broome by the agreed date, to demonstrate how the funds were -expended.

[Type here]

Name:

[Type here]

Position:

[Type here]

Signature:

[Type here]

Date:

**Application Checklist:**

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

Applications must contain all documents below to be considered:

[ ]  Fully completed application form

[ ]  Business registration or Certificate of Incorporation (if sponsored by another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation)

[ ]  Financial statement for the most recently completed financial year

[ ]  Evidence of public liability insurance (i.e. Certificate of Currency)

[ ]  Letter(s) of support from community organisations and/or other organisations

Please submit your completed application to:

**Shire of Broome**

Development and Community

PO Box 44

Broome WA 6725

Phone: (08) 9191 3456

Fax: (08) 9191 3455

Email: shire@broome.wa.gov.au