

**APPLICATION**

**Economic, Events and Tourism Development Fund (EETDF)**

Funding available for projects occurring between 1 July 2021 and 30 June 2022.

Please also refer to the EETDF Guidelines.

|  |
| --- |
| **SUMMARY**  |
| **Association/Organisation Name**  |  |
| **Incorporation Status**  | Incorporated ☐ | Non- Incorporated ☐ |
| **If not Incorporated, Auspice Details**  |  |
| **Project Name**  |  |
| **Project Contact Person** |  |
| **Position Held**  |  |
| **Postal Address**  |  |
| **Contact Number**  |  |
| **Contact Email**  |  |
| **Australian Business Number (ABN)**  |  |
| **GST Registered**  | Yes ☐ | No ☐ |
| **Does your organisation operate on a not for profit basis?**  | Yes ☐ | No ☐ |
| **Total CASH Amount Requested from the Shire of Broome (Cash)**  | **$** | ex GST |
| **Total CASH Amount Contributed by Applicant or Other Funders (Cash)** | **$** | ex GST |
| **Total Project Cost (Cash)** | **$** | ex GST |

|  |
| --- |
| **PROJECT DETAILS**  |
| **Is your Project based in the Broome District?** | Yes ☐ | No ☐ |
| **Project Dates** |  Start Date: | End Date: |
| **Project Description** (max 500 words)*Tell us about your project. What is the project purpose? What opportunities/issues does the project aim to address?*  |   |
| **Project Outcomes** (max 500 words)*What will the project achieve? Why should this project be supported?**What are the community and economic benefits for**Broome District?* |  |
| **Project Outputs** (Max 500 words)*What will the Shire of Broome funding be used for?* |  |
| **Project Plan**(max 500 words)*How is the project being delivered? What are the key milestones/dates? What government approvals are required to deliver the project?* |  |
| **Stakeholder Engagement**(max 500 words)*Outline the community support, engagement, and/or investment in the Project.**Do you intend to use local businesses and/or services for your project?* |  |
| **Project Sustainability**(max 500 words)*What is the sustainability or viability of the Project to avoid ongoing reliance on Shire of Broome funding?* |  |
| **Risk Management***Have you considered how COVID-19 measures or other risks are managed for your Project?*  |  |

|  |
| --- |
| **APPLICANT DETAILS**  |
| **Project Management Experience**(max 500 words)*Outline your organisations project management experience and capacity to deliver the Project.* |  |
| **Authorising Officer***CEO, Chairperson or equivalent.*  | Name:  | Position: |
| **Financial Reports***If requested is your organisation able to supply financial accounts and annual reports?* *Please note: Audited accounts may be requested for funding exceeding $50,000.* | Yes ☐ | No ☐ |
| **Other Shire of Broome Funding***Have you applied for other funding through the Shire of Broome for projects in 2021-22?* | Yes ☐ | No ☐ |
| **If Yes, please provide details.**  |  |

 **GRANT EXPENDITURE DETAILS (Cash)**

Please complete the table below.

Any item over $2,000 for which funding is requested from the Shire of Broome MUST be accompanied by two written quotes.

Preference will be given to projects with 50 per cent or more cash leverage of total project costs.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Item**  | **Total Cost****(ex GST)** | **Contribution requested from the Shire of Broome (ex GST)** |  **Other Contributions** |
| **Contributor** | **Amount (ex GST)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL:**  |  |  |  |  |

 **OPTIONAL: Other Contributions (In-Kind)**

In-kind (non-cash) contributions to the project will be considered, though preference will be given to secured cash leverage.

|  |  |
| --- | --- |
|  **Item**  |  **In-Kind Contributions** |
| **Contributor** | **Amount (ex GST)** | **Method of calculation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL:**  |  |  |  |

|  |
| --- |
| **OTHER DETAILS**  |
| **Supporting Documentation** *Please list all supporting documentation attached to your application (quotes, copy of incorporation status, letters of support, evidence of consultation, project plans etc).* | 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
|  **Application Checklist** *Please list all supporting documentation attached to your application (quotes, copy of incorporation status, letters of support, evidence of consultation etc).* | [ ]  Considered alignment with vision and strategies outlined in the EETDF Guidelines.[ ]  Included a copy of Certificate of Incorporation (if part of an auspice agreement with another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation).[ ]  Considered any government approvals required to deliver your project (e.g. Local, State or Federal). [ ]  Included evidence of public liability insurance (Certificate of Currency).[ ]  Provided two quotes for any purchase over $2,000 (ex GST).[ ]  Included letters of support from community groups and other stakeholders. [ ]  Retained a copy of this application for your records. |

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

* Email: shire@broome.wa.gov.au
* Post: PO Box 44 BROOME WA 6725
* Hand deliver: Shire of Broome Administration Office, 27 Weld Street BROOME

For enquiries or to discuss your application please contact Shire of Broome’s Community and Economic Development team on (08) 9191 3456.

**APPLICATIONS CLOSE 4:00pm Friday 23 April 2021.**