**SHIRE OF BROOME QUICK RESPONSE GRANTS**

**COMMUNITY PROJECTS AND INITIATIVES - GRANTS UP TO $1000**

**APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| **APPLICANT DETAILS** | | |
| **Organisation Name** |  | |
| **Incorporation Status** | Incorporated ☐ | Non- Incorporated ☐ |
| **If not incorporated, please provide details of auspice arrangement** |  | |
| **Contact name and position** |  | |
| **Contact Number** |  | |
| **Contact Email** |  | |
| **Australian Business Number (ABN)** |  | |
| **GST Registered** | Yes ☐ | No ☐ |
| **Does your organisation operate on a not-for-profit basis?** | Yes ☐ | No ☐ |

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| **PROJECT DETAILS** |  |
| **Total Amount Requested from the Shire of Broome (ex GST)** | **$** |
| **Total cash contributed by applicant or other funders (ex GST)** | **$** |
| **In-kind contribution by applicant or partners** | **$** |
| **Total project cost**  *Including in-kind* | **$** |

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| **Project or event focus/genre:** *tick ONE* | | | | |
| **Community** |  | **Arts** |  |  |
| **Sport** |  | **Youth development** |  |  |
| **Economic impact** |  | **Other (specify)** |  | |

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| **Project Name** |  |
| **Project description**  *Tell us about your project. What are you doing or delivering? What is the concept? Who are the key contributors?**Describe your approach and the planned activity.* |  |
| **Community impact**  *Please explain the social and /or economic impact that your project will have for the Broome Community.*  *Refer to the guidelines for examples.* |  |

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| **Project Start Date** |  |
| **Project End Date** |  |

|  |  |
| --- | --- |
| **How will the Shire of Broome’s sponsorship be acknowledged?**  *Tick all that apply* | ☐ Radio announcement  ☐ TV Advertising  ☐ Newspaper Advertising  ☐ Brochures / flyers / posters  ☐ Logo branding  ☐ Newsletter  ☐ Banner / Signage  ☐ Event invitation  ☐ Website  ☐ Speech  ☐ Other (please specify below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PROJECT BUDGET**

**Please complete the table below, adding additional rows if required.**

*The Shire of Broome encourages applicants 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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project item** | **CDF funding requested** | **Other cash or grants** | **In-kind contribution** | **Source of other cash or in-kind contributions** *Include whether source is confirmed or unconfirmed* |
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| **TOTAL:** |  |  |  |  |

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| --- | --- | --- |
| **OTHER DETAILS** | | |
| **Supporting Documentation**  *Please list all supporting documentation attached to your application*  *Including: quotes, letters of support, evidence of auspicing arrangement (if applicable) evidence of required permissions etc.* | 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| **Application Checklist**  *Please list all supporting documentation attached to your application (quotes, copy of incorporation status, letters of support, evidence of consultation etc.)* | ☐ Completed all sections of the application, including a detailed project budget  ☐ 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)  ☐ Included a quote for venue hire (required for venue sponsorship)  ☐ Attached any additional information about your organisation or project that would support your application  ☐ Retained a copy of this application for your records | |

For enquiries, please contact the Shire of Broome on ([08) 9191 3456](tel:0891913456) or shire@broome.wa.gov.au.

**Please return your completed application form:**

* **Via email to [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au) or**
* **In person at the Shire of Broome Administration Office - 27 Weld Street.**