**SHIRE OF BROOME QUICK RESPONSE GRANTS**

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

**APPLICATION FORM**

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| **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**  |  |

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| **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.*

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| **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 or shire@broome.wa.gov.au.

**Please return your completed application form:**

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