

# COMMUNITY ASSISTANCE PROGRAM

APPLICATION FORM



The Shire of Corrigin values the important role community groups play in delivering activities, services, and events that benefit residents and contribute to a vibrant, inclusive and resilient community. The Community Assistance Program provides financial and non-financial support to local community groups and not-for-profit organisations to deliver projects, events, and initiatives that strengthen community connection and align with the Shire of Corrigin Council Plan 2025-2035.

## OBJECTIVES

- Provide financial and non-financial support to community groups for projects, programs, and events.
- Encourage projects that deliver social, economic, and environmental benefits to the Corrigin community.
- Support initiatives that build community capacity, participation, and wellbeing.
- Promote collaboration, partnerships, and volunteer involvement.
- Ensure funded projects align with the Shire of Corrigin Council Plan.

Please complete all sections of this form, along with all requested documents and submit to the Shire of Corrigin via email ([shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)) or in person at the Shire Administration Office. This form should be completed in conjunction with reading the Community Assistance Program Guidelines.

## APPLICATION ELIGIBILITY

- The applicant is a not-for-profit incorporated community organisation, OR an unincorporated not-for-profit group applying through an eligible auspice (auspice details and confirmation letter attached).
- The project or event will be delivered within the Shire of Corrigin and provides benefit to the wider community.
- The project or event aligns with the Shire of Corrigin Council Plan 2025–2035 and the Community Assistance Program Guidelines.
- The applicant holds current public liability insurance appropriate to the project or event.
- The applicant has no outstanding acquittals or unreturned funds from previous Shire funding.
- For Community Grants and Significant Event Sponsorship/Assistance: the organisation is applying within the program limits for the financial year (including any auspiced applications).

Note: Community Grants are generally based on a one-third Shire contribution and a two-thirds applicant contribution (up to the category maximum).

## APPLICANT DETAILS

Organisation/Group Name	
Contact Person	
Position	
Phone Number	
Email Address	

Postal Address	
Street Address	
ABN	

Is the Organisation registered for GST?  Yes  No

Public Liability Insurance Provider & Policy Number: \_\_\_\_\_

Number of Paid staff: \_\_\_\_\_

Number of volunteers: \_\_\_\_\_

Is this the first time applying for funding through the Shire of Corrigin?  Yes  No

*if no (please provide details of previous funding received):*

Does the organisation receive any waivers/discounted fees (rates, rubbish, facility/equipment)?  Yes  No

*if yes (please provide details):*

Are you incorporated?  Yes  No If no, complete the auspicing section below (required).

Auspicing organisation name	
Contact Person	
Position	
Phone Number	
Email Address	
Postal Address	
Street Address	
ABN	

Please attach a confirmation letter from the auspicing organisation confirming it will auspice this application.

Will the auspicing organisation also be submitting an application under this program this financial year?

Yes  No

## PROJECT DETAILS

Funding Category (tick one):

Community Donation  Community Grants  Significant Event Sponsorship/Assistance

Project Name: \_\_\_\_\_

Start date: \_\_\_\_\_

Finish date: \_\_\_\_\_

Amount requested (ex GST): \_\_\_\_\_

Applicant contribution (cash and/or in-kind): \_\_\_\_\_

Project Description (include what is your project, what is the purpose of your project, describe how your event/activity meets the selection criteria):

Additional information may be attached on a separate sheet if required.

Main location of activities for this event/activity? (Please outline the activities involved in your project)

Additional information may be attached on a separate sheet if required.

Describe the target group for your project, and how they will benefit from the project

Additional information may be attached on a separate sheet if required.

List any additional grants that you have applied for/or will apply for in relation to this Project.

Additional information may be attached on a separate sheet if required.

How will you measure the success of your project?

Additional information may be attached on a separate sheet if required.

Impact if funding is reduced or unsuccessful:

Additional information may be attached on a separate sheet if required.

Partnerships (if any): \_\_\_\_\_

Previous similar projects delivered: \_\_\_\_\_

## ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

## RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy

## BUDGET SUMMARY

Sample Budget Detail Template

<b>Project Title:</b> Museum Upgraded Picnic Area		
<b>Income:</b> \$1,000.00		
Contributor	Description	Amount
Applicants Contribution	Cash	\$1,000.00
Lotterywest	Grant	\$1,500.00
Local Service Club	Sponsorship	\$500.00
Local Service Club	Sponsorship	\$70.00
Shire of Corrigin	Grant Assistance	\$1,100.00
<b>Total income (inc GST)</b>		<b>\$4,170.00</b>

Project Expenditure			
Description	Amount (ex GST)	GST	Amount (inc GST)
Equipment Hire	\$454.55	\$45.45	\$500.00
Plants	\$290.91	\$29.09	\$320.00
Brochures	\$227.27	\$22.73	\$250.00
Treated Pine	\$1,818.18	\$181.82	\$2,000.00
Van Hire	\$454.55	\$45.45	\$500.00
New Seating	\$545.45	\$54.55	\$600.00
<b>Total Expenditure</b>		<b>\$379.09</b>	<b>\$4,170.00</b>



## DECLARATION

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriate sponsoring body on behalf of the applicant:

- I am authorised to submit this application on behalf of the applicant organisation (or auspicing organisation, where applicable).
- I confirm the information provided is true and correct and that supporting documents are attached.
- I confirm the organisation will deliver the project as described and use any approved funding for the stated purpose only.
- I confirm appropriate insurance and any required approvals will be in place for the project or event.
- I understand funding is subject to Council approval and, if approved, an acquittal with supporting evidence will be required within 30 days of project completion.
- I acknowledge the Shire of Corrigin's support in accordance with the program guidelines.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## REQUESTED ATTACHMENTS

Please attach all relevant documents (copies only – originals not required):

- Meeting minutes showing an endorsed motion for the application to be submitted.
- The organisation's most recent bank and financial statements (audited copy preferred if available).
- Certificate of Incorporation (if applicable).
- Current Public Liability Insurance certificate.
- Relevant quotes or estimates to match the submitted budget.
- Auspicing letter confirming the auspice arrangement (if applicable).
- Evidence of other grant funding or donation approvals (if applicable).
- Project or Event Plan and/or timeline (if applicable).
- Any other supporting information relevant to the assessment criteria.