

## Garry Bird

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**From:** Matt Sivyer - Denmark CRC [manager@denmark.wa.au]  
**Sent:** Tuesday, 28 August 2012 11:01 AM  
**To:** Garry Bird  
**Subject:** CFAP clarification  
**Attachments:** "AVG certification".txt

Garry

I am writing to request a review of our CFAP application as I believe there may have been some misunderstanding regarding requirements surrounding the simulcasting of Westlink events (opera, theatre, musical and other cultural screenings).

As stated in the application, a requirement of Westlink simulcasts is admission may not be charged; leaving limited opportunities for Denmark CRC to recoup running costs.

I noted in the council minutes regarding assessment of CFAP applications, it was determined that:

“Hire fees would be considered and ongoing cost to the CRC in terms of providing this service and as such is not recommended. Cost should be recovered from attendees to events and not necessarily provided free of charge.”

Considering the accessible (i.e. free) nature of this community entertainment, successful attendance at previous events (current maximum attendance stands at 63) and the minimal yet essential contribution from the Shire of Denmark required to make this possible, I request a review of our CFAP application.

Please contact me if you need to discuss.

Regards

Matt Sivyer  
**Manager**

**Denmark Community Resource Centre**  
PO BOX 293 DENMARK WA 6333  
p: 9848 2842  
f: 9848 2843  
e: [manager@denmark.wa.au](mailto:manager@denmark.wa.au)  
w: [www.denmark.crc.net.au](http://www.denmark.crc.net.au)

For everything happening in Denmark, click on the image below!







Shire of Denmark

Shire Of Denmark  
~~2012~~ IAPP12442  
 24 APR 2012  
 PBR.10A  
 EPH  
 COUNCILLORS  
 CEO  
 DIR of FINANCE ✓  
 DIR of INFRASTRUCTURE  
 DIR of COMMUNITY  
 OTHER

# Community Financial Assistance Program

## APPLICATION FORM 2012/13

The closing date for applications is -

**27 April 2012**

Successful applicants will be notified.

Applications are to be addressed to:

Chief Executive Officer  
 Shire of Denmark  
 PO Box 183  
 DENMARK WA 6333

### APPLICATION SUMMARY SHEET

PLEASE COMPLETE CAREFULLY.

All relevant information must be provided. If assistance is required, please contact the Senior Finance Officer

**Name of Organisation/Group/Applicant:**  
 Denmark Community Resource Centre

Address: PO BOX 293 Denmark WA 6333

Contact Person Email: manager@denmark.wa.au

Contact Person: Matt Sivyer

Position: Manager

Telephone: (M) 0435 730 557

(W) 9848 2842

Amount requested: **\$ 988 (incl GST)**

Grant Requested (please tick a box)

- Major Community Grant (\$5000 +)
- Minor Community Grant (less than \$5000)**
- Community Donation (up to \$200)

### INFORMATION FOR APPLICANTS

- Before completing this form, applicants should read the Community Finance Assistance Program Guidelines.
- Applications should be printed or typed clearly in black ink.
- Please summarise the information in the space provided on the form. If you require further space to describe your project, provide the information as briefly as possible on A4 paper, marking clearly the item to which this additional information refers, and listing these attachments on page four of this application.

### PLEASE NOTE

An application received outside the above deadline will be returned to the Applicant with the request that it be resubmitted for consideration in the following financial year funding round.

Applications for Community Donations (maximum \$200) can be submitted at any time.

**Applicant:** Denmark Community Resource Centre

Postal Address: PO BOX 293 Denmark WA 6333

ABN: 37 464 298 309

Registered for GST? Please select **YES**  **NO**

(If yes, the grant will be grossed up by 10% for GST and a **tax invoice** must be provided prior to payment)

Contact Person 1: Matt Sivyer Position: Manager

Email: manager@denmark.wa.au

Telephone (M) 0435 730 557 (wk) 9848 2842

Contact Person 2: Karen Mills Position: Chairperson

Email: karen@frmonline.com.au

Telephone: (wk) 9848 1855

**Objectives of the Organisation:**

- Build the capacity of the Denmark community.
- Deliver services and information on behalf of government and other agencies relevant to the needs of the Denmark community.
- Develop partnerships and negotiate business opportunities for the benefit of the Denmark community.
- Increase the profile of the CRC and the Community Resource Network.
- Develop and maintain high standards of management and governance.

**Current Membership Numbers:**

<b>20 years and over</b>	<b>male 25</b>	<b>female 37</b>
<b>Junior (&gt;20 years)</b>	<b>male 0</b>	<b>female 0</b>
<b>TOTAL</b>	<b>male = 26</b>	<b>female = 38</b>

**Community Group Members: 10**

**Existing Facilities:**

Public internet access with 8 iMacs, printing/photocopying/faxing facilities, video editing suite, video-conferencing facilities, media conversion suites, online government information access point, Centrelink agency facilities, meeting room.

**Project Description:**

The Denmark Community Resource Centre is fortunate to have access to Westlink satellite television; designed to service regional WA.

On a number of occasions throughout the year Westlink simulcast culturally-significant entertainment live from a range of Perth venues. Previous simulcasts have included the Berlin Philharmonic Orchestra, Vienna Philharmonic Orchestra and WA Opera's production of 'The Pearlfishers'.

Denmark CRC wishes to provide these events for free to the community and, after providing and operating the projector and sound system (an in-kind contribution of \$650 per event) seeks support from the Shire of Denmark in the form of waived hire charges for use of the Civic Centre (at \$123.50 per event). There is no formal program of upcoming events available (each show is announced approximately one month before the event) however it is anticipated there will 8 events during the 2012-2013 financial year for which the CRC will seek the aforementioned support of the Shire.

**Location:**

**Denmark Civic Centre**

**Demonstrated Need / Benefit:**

There is a need (and demand) for the broadcasting/simulcasting of culturally significant works for the Denmark community; a community characterised by its creativity, cultural awareness and appreciation of the arts. The simulcasts offered on Westlink will allow the Denmark community to engage with artistic productions from the State capital that would not otherwise be available (or, at best, available in Albany).

Denmark CRC wishes to address this community need via free community entertainment using the Westlink service. Denmark CRC is able to provide and operate high quality audio and video equipment however, in order to make these events highly accessible to the community (i.e. free) no entry fee may be charged (and any charges imposed by the Shire for use of the Civic Centre would be difficult to recoup).

**Other organisations involved or sharing facility:**

N/a

**If Council contribution does not meet requested amount how will project be financed or affected?**

A requirement of Westlink simulcasts is admission may not be charged; leaving limited opportunities for Denmark CRC to recoup running costs. Were the Shire not to provide support, this exercise would not be financially viable nor would it be a highly accessible event for the Denmark community.

<b>Applicant Cash Contribution</b>	<b>\$50 per event (tea, coffee, biscuits, snacks)</b>
<b>Applicant In Kind Contribution</b>	<b>\$650 per event (PA, projector &amp; operator)</b>
<b>Other Cash contribution (specify)</b>	<b>\$0</b>
<b>SUB TOTAL</b>	<b>\$700</b>
<b>REQUEST FROM COUNCIL</b>	<b>\$123.50</b>
<b>TOTAL PROJECT COST</b>	<b>\$823.50</b>

The above figures are 'per event'. Total project cost over 2012-13 financial year (8 events) \$6,588. Denmark CRC contribution: \$5,600. Total request from Shire: \$988



**Ongoing Management:**

DCRC will manage the booking of the Civic Centre, promotion of events, execution of events and pack-down/clean up.

**Financial Viability / Analysis:**

DCRC has the funds and expertise to undertake the activity in the aforementioned capacity provided Shire support is forthcoming.

**DECLARATION**

I the undersigned, certify that I have been authorised to submit this application and that the information contained therein or in the attachments is, to the best of my knowledge, true and correct.

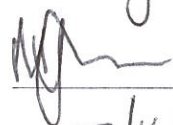
**Name:**

Matt Sivyer

**Position Held:**

Manager

**Signature:**



**Date:**

23/4/12



## ADDITIONAL INFORMATION REQUIRED

The following additional information must accompany all applications for:

### Minor Grants – less than \$5,000

- Income and expenditure statement for previous year and current bank balance
- Written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council  
eg. Dept of Sport & Recreation, LotteryWest, Local Drug Action Group etc.
- Copies of quotations

### Major Grants \$5,000 to \$10,000

- Audited financial statements for past two (2) financial years
- Written confirmation of other financial contributions – this will apply where the project is to receive funding from sources other than the applicant and Council  
eg. Dept of Sport & Recreation, LotteryWest, Local Drug Action Group etc.
- Where project is for a building/building additions/building alterations – building design, specifications and site plan
- Itemised project costing and copies of quotations
- Copy of Incorporation Certificate

### Major Grants - \$10,000 to \$50,000

- Above as required for Major Grants to \$10,000
- Copy of Constitution
- Information supporting financial viability of organisation / project

### Major Grants greater than \$50,000

- All of the above
- Needs analysis study
- Feasibility Study

For further information or advice please contact Garry Bird Director of Finance & Admin by telephone (08) 9848 0300 or email to email: [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au).

Please forward completed applications to:

Chief Executive Officer  
Shire of Denmark  
PO Box 183  
DENMARK WA 6333

**Applications are to be received in the Shire Office by 4.00 pm Friday 27 April 2012.**

**Denmark Community Resource Centre**

*PO Box 293*

*Denmark WA 6333*

**As of April 2012**

Cash on Hand	
BWA 0115544 Chq Acct	\$140.04
NAB Daily Trading 166014947	\$7,945.99
BWA Internet Inv.	\$18.92
NAB Bus Cash Max 166015093	\$86,535.47

# Denmark Community Resource Centre

PO Box 293  
Denmark WA 6333

## Profit & Loss Statement

July 2010 through June 2011

19/04/20  
10:18:11 AM

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Income		
Recurring Income		
Daily Sales		
Internet / Telephone	\$17,308.65	
Hire	\$3,155.92	
Printing	\$13,790.02	
Calendar Sales	\$1,951.65	
Sales Other	\$5,375.80	
Labour and Secretarial Service	\$5,548.47	
Membership	\$458.18	
Video Editing General	\$779.10	
Total Daily Sales	\$48,367.79	
Westnet Commission	\$12,857.70	
Examination Supervision	\$2,454.30	
Centrelink payments		
Centrelink payments	\$35,949.72	
Centrelink other	\$1,527.22	
CRC Support		
Equip Fixture & Fittings Grant	\$6,500.00	
Governance Grant	\$10,000.00	
ICT Support & Dev Grant	\$10,000.00	
Marketing and Promotions	\$5,000.00	
Operational Support Grant	\$50,000.00	
Professional Dev & Training	\$5,000.00	
Trainee #1 Support Grant	\$16,000.00	
Westlink	\$500.00	
Miscellaneous Income	\$4,363.64	
Interest	\$14,977.75	
Total Recurring Income	\$223,498.12	
Non Operating Income		
Other grants	\$14,759.25	
Total Non Operating Income	\$14,759.25	
Total Income	\$238,257.37	
Cost of Sales		
Freight	\$322.04	
Total Cost of Sales	\$322.04	
Gross Profit	\$237,935.33	
Expenses		
Recurring expenses		
Consumables		
Paper	\$1,106.98	
Printer+Copier Maintenance	\$3,376.15	
Printer Cartridge refill	\$1,141.18	
Stationery	\$656.17	
Misc consumables	\$43.54	
Blank Disks & CD's	\$124.93	
Software Purchases/Upgrades	\$2,152.42	
Equipment Replace/Repair	\$2,185.17	
Hardware Upgrade	\$567.27	
Computer & Parts Resale	\$31.82	
Dues & Subscriptions	\$549.95	
Insurance	\$4,242.19	
Auditing	\$600.00	
Room Hire External	\$34.09	
Building Maintenance	\$7.18	
Postage & Shipping	\$382.92	

# Denmark Community Resource Centre

## Profit & Loss Statement

July 2010 through June 2011

19/04/20  
10:18:11 AM

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Gifts to volunteers	\$62.73
Security	\$369.55
Telephone	\$2,304.10
Internet Access	\$1,552.29
Domain Costs	\$146.35
Travel	\$1,275.88
Utility	\$3,371.29
Rubbish removal	\$85.91
Advertising	\$7,764.44
Promotional Expenses	\$3,958.03
Bank Fees	\$603.63
Till Variations	-\$12.62
Tea, coffee, etc	\$429.71
Staff Amenities	\$1,716.05
Meeting costs	\$2,508.94
Training - Staff	\$771.09
Bad Debt Written Off	\$347.59
Total Recurring expenses	<u>\$44,456.92</u>
Employment Expenses	
Superannuation	\$10,313.34
Wages & Salaries	\$127,266.64
Contractors	\$8,879.09
Workers Compensation Insurance	\$614.55
Total Employment Expenses	<u>\$147,073.62</u>
Capital purchases	\$2,402.89
Depreciation	\$23,522.65
Total Expenses	<u>\$217,456.08</u>
Operating Profit	<u>\$20,479.25</u>
Other Income	
Net Surplus / (Deficit)	<u>\$20,479.25</u>