COMMUNITY GRANTS 25/26 ROUND TWO - APPLICATION FORM

This application should be completed with reference to the **Community Grant Guidelines 2025/26 Round Two.** *If you're unsure about anything or would like some help at any stage, please feel free to contact me. I'm always happy to talk through your ideas. Contact me on* andy.percy@denmark.wa.gov.au *or 08 9848 0300*

1. APPLICANT DETAILS

Please tell us who you are and how we can contact you. (We only need one application per organisation each round.)

Organisation Name:		
Postal Address:		
Contact Person:		
Phone No:	Email:	

2. AUSPICING ORGANISATION DETAILS (IF APPLICABLE)

Fill out this section only if another organisation is acting as your auspice. If you're not sure what auspicing means, feel free to contact our Community Development officer, who will be happy to talk it through.

Auspicing Organisation's Name:		
Contact Person:		
Postal Address:		
Phone No:	Email:	

3. ABN, TAX STATUS AND OTHER LEGAL REQUIREMENTS

3.1	Does your organisation or auspicing body have an ABN? ⓘ *If Yes, please provide a copy.* *If No, please complete a **Statement by Supplier Form.***	Yes☐	No☐
3.2	Is your organisation or auspicing body registered for GST?	Yes☐	No☐
3.3	Is your organisation or auspicing body incorporated? ⓘ *If yes, please attach copy of your Certificate of Incorporation. If no, you may not be eligible to apply.* **Please refer to the Eligibility Section of the Guidelines.**	Yes☐	No☐
3.4	Does your organisation or auspicing body have Public Liability Insurance? ⓘ *If yes, please attach a copy of your Certificate of Currency for Public Liability.*	Yes☐	No☐

3.5	Do you have previous experience delivering a grant-funded project?	Yes☐ No☐

3.6	Has your organisation received grant funding from the Shire in the last two years?	Yes☐ No☐

Not sure how to answer a question or want some guidance? Don't hesitate to get in touch on andy.percy@denmark.wa.gov.au *or 08 9848 0300*

4. ABOUT YOUR PROJECT

4.1. Community Grant Category

Please choose the one category that best fits your project. You can request up to the maximum amount listed for that category, but keep in mind that funding is competitive and full amounts aren't guaranteed. For more information, refer to pages 3 and 4 of the guidelines.

☐ Startup ($1K)

☐ Equipment and Facilities ($10K)

☐ Environmental Sustainability ($5K)

☐ Be Active ($5K)

☐ Wellbeing ($5K)

☐ Build Future Leaders ($2K)

4.2. Targeted Groups

Let us know who will benefit most from your project. Tick all that apply.

☐ Children 0-11

☐ Youth 12-25

☐ Seniors 60+

☐ General community

☐ People with disability

☐ Other (please specify)

[   ]

4.3. Project Details

Project Title:	
Project Dates: **Must be within 1 April 2026 to 31 October 2027 (18 months)**	Start Finish
Total Cost of Project:	$ **Amount of funding requested** $
If we can't fund the full amount you request, will the project still be able to go ahead? *This helps our panel understand the project's flexibility* *We encourage you to think of additional ways to obtain support to complete your project in case we can't fund the full amount, see the Grant Guidelines (p.9) for examples. If you think there's any way you can make it work, tick yes. If not, tick no, but understand this may affect your application (see guidelines p.9)*	Yes☐ No☐
Will the project be carried out within the Shire of Denmark?	Yes☐ No☐
If no, please provide location details	

The Shire of Denmark's Council Plan: Our Future 2035 sets out our community's vision and priorities for the next decade. When applying for a community grant, we ask you to show how your project supports these goals. **View the Council Plan here**

Project Alignments and Success Tracking

This is the most important section for the panel when it comes to assessment, so it's a good idea to focus most of your time and energy here.

We have deliberately reduced the number of questions and removed the word limits to encourage your creativity and passion to shine through on the applications. Feel free to write as much as you like to ensure our panel has enough evidence to assess against!

If you're unsure about anything or would like some help at any stage, please feel free to contact me. I'm always happy to talk through your idea. Andy.percy@denmark.wa.gov.au or 08 9848 0300

Question 1. How does your project align with the Shire of Denmark's Council Plan: Our Future 2035?

The Plan has six key goals for our community. Your project doesn't need to address all of them, just tell us what genuinely fits.

Below are a few examples to help you think through. We aren't looking for fancy language here, just tell us about the project in your own words:

Goal	Examples	Think About
Connected and Safe	CRC Community Christmas Lunch	How does your project help people feel safe, supported, or more connected?
Public Spaces and Services	Establishment of the Denmark Town Team	Does your project make a space more welcoming, creative, or accessible?
Natural Ecosystems	DEC Nature Based School Holiday Program 2024	How does your project help look after the natural places we love?
Reduce Waste	Green Skills Tip Shop Strategic Plan	Does your project help people waste less or reuse more?
Net Zero Emissions	Green Skills Sustainable Homes Award	Will your project help reduce emissions or inspire climate-friendly choices?
Sustainable Economy	Sarabande 2025 Early Music Workshop	Does your project help strengthen local jobs, skills, or opportunities?

🔖 Additional Considerations

Don't think of this as selection criteria, they're just here to help you shape your thoughts.

- **Who will benefit?**
- **What problem your project helps solve.**
- **What long-term positive change it could create.**
- **How it reflects community values** like connection, sustainability and inclusiveness.
- **Whether it helps reduce pressure on Shire resources**, such as creating better spaces or cutting down on waste.
- **How it fits into the bigger picture of Shire priorities** (safety, environment, culture, economy).
- **Whether it brings people together**, such as schools, clubs, local businesses or volunteers.

🖊 **Use the space below to tell us what you're planning and why it matters to the community** (Use additional sheets if you need to):

Question 2: What measurable impact will your project have in supporting the Council Plan goals?

Please tell us what success will look like for your project and how you will know that your idea has made a difference. You don't need complicated data, just clear, practical ways you can check your project is having an impact. If your application is successful, this will form part of the acquittal process.

📌 Thinking About How You'll Measure Success

Why does this matter? Measuring success helps show the real difference your project makes for the community. It doesn't need to be complicated, just simple ways to show what changed because of your idea. We also understand some projects are easier to measure than others. For example, programs and events might track participation, while equipment projects may focus on improvements to access, safety, or use.

HERE ARE SOME EXAMPLES OF SUCCESS MEASURES YOU MIGHT USE:

- **Participation numbers:** People taking part, visiting, volunteering
- **Community engagement:** feedback, repeat attendance, volunteer hours
- **Environmental outcomes:** trees planted, habitat restored, rubbish collected
- **Waste reduction:** kilograms recycled, items repaired, compost produced
- **Accessibility improvements:** ramps, signage, equipment supporting inclusion
- **Economic benefits:** local suppliers engaged, jobs supported, increased activity
- **Equipment-based measures:** improved safety, reduced maintenance, usage logs, bookings

EXAMPLES OF SIMPLE METRICS YOU COULD TRACK:

- **Ongoing usage:** how often equipment, facilities, or resources are used over time (e.g., monthly bookings, loan numbers, or repeat use).
- **Condition and lifespan:** reduced maintenance needs, fewer replacements, or improved durability because of new equipment or upgrades.
- **Community participation trends:** not "we expect 50 people," but *"participation increased by 20% compared to last year"* or *"we retained 70% of our participants for future activities."*
- **Volunteer engagement:** number of volunteer hours contributed over time, new volunteers gained, or retention of existing volunteers.
- **Behaviour change:** more waste sorted correctly, more people choosing sustainable transport, increase in recycling/repair habits.
- **Environmental progress:** plant survival rates after 6 or 12 months, reduction in erosion, returning wildlife, or sustained biodiversity improvements.
- **Accessibility improvements:** more people able to use a space independently, new user groups accessing the facility, or increased inclusive program participation.
- **Strengthened partnerships:** ongoing collaboration with schools, clubs, or businesses; new joint initiatives or repeated shared events.
- **Economic sustainability:** Local suppliers used, ongoing revenue streams, reduced operating costs (e.g., energy savings tracked over 6–12 months).

Tip: Clear, practical measures help tell the story of your project's impact. Even small indicators make a big difference. *Don't forget – Reach out if you need assistance or to talk through your project –* andy.percy@denmark.wa.gov.au *or 08 9848 0300*

✍ **Use the space below to tell us what success looks like for your project and how you'll show the impact it creates over time** (Use additional sheets if you need to):

5. BUDGET AND FINANCIALS
6.1. Income

Please list all the income that will support your project, including other funding you've applied for (confirmed or not), your own contribution, sponsorship, ticket sales, and any in-kind support.

ⓘ 'In-Kind' means non-cash support such as volunteer time, donated materials, venue hire or professional skills

INCOME	Amount $ (Excluding GST)
Shire of Denmark Contribution (This is the amount of grant requested from the Shire)	$
Your Contribution (This is your organisation's cash contribution to the project)	$
Other contributions (Please itemise your other $ income streams for the project eg sponsorship, funding, ticket sales, vendor fees, etc)	$
•	
•	
•	
Total Cash contributions	$
In Kind' contributions (Total estimated $ value of any In Kind support from you or other organisations to deliver the event) One way to calculate is with the Volunteer Benefits Calculator	$

Not sure how to answer a question or want some guidance? Don't hesitate to get in touch, I'm more than happy to help. Andy.percy@denmark.wa.gov.au or 08 9848 0300

6.2. Expenditure

Please list all the expenses for your project. For any items you are asking us to fund please attach quotes or cost estimates.

ⓘ If you are requesting more than $1000, we also need a copy of your organisation's **current** financial statement.

EXPENSE TRACKER

List your project's total expenses in the table below.

A quote or cost estimation is required for item(s) covered under this grant request.

	Item/s Description	Amount $
☒	Please clearly indicate item(s) covered by the grant request**.** Please note if the supplier is local, and if not, provide a reason why this is not possible or preferred.	(Excluding GST)
☐		$
☐		$
☐		$
☐		$
☐		$
☐		$
☐		$
☐		$
☐		$
Total Expenditure		$

7. APPLICATION ATTACHMENTS

Please attach the documents that apply to your project, if you are unsure, feel free to ask us for help.

Section 3: ABN, Tax Status and Other Legal Requirements

☐ ABN or Statement by a Supplier Form
☐ Certificate of Incorporation
☐ Certificate Of Currency for Public Liability

Section 4: About Your Project

Attach any evidence materials to support the need of your project. This can include but is not limited to:

☐ Letter of Support
☐ Newspaper Articles
☐ Media Clips
☐ Meeting Minutes
☐ Project Plans
☐ Community Surveys

Section 6: Budget and Financials

☐ Quote or cost estimation for each grant funded item.
☐ A Current Financial Statement to support requests over $1000.

ⓘ **Note** Files cannot be larger than 10MB. If you have more files than the upload allows, you can zip them into a compressed folder, share a link so we can download the files from a cloud-based platform such as OneDrive or Google Drive, or contact us for further assistance.

8. DECLARATION

Before submitting, please read the statements below and sign to confirm that the information provided is true and that you understand your responsibilities if your project is funded.

I hereby certify that:
- I am authorised to sign legal document on behalf of the organisation,
- I have read the guidelines relating to grants under this program, and
- To the best of my knowledge, the information provided in this form is a correct and complete account of income, expenditure and activities.

By submitting this application, I agree that:
- If my application is successful, I will acknowledge and ensure recognition of Shire funding as detailed in the Community Grant Guidelines.
- At the completion of the project, I will provide an acquittal within 30 days.

Name			
Position Held			
Signature		Date	

What Happens Next? We will confirm receipt of your application via email to the address supplied. (This will be immediate for online applications). **If you don't hear within 2 working days please call us**. You do not need to prepare anything else unless we contact you. For any questions or comments please don't hesitate to contact Andy Percy – Community Development Officer on 08 9848 0300