



COMMUNITY DONATION REQUEST APPLICATION FORM

2023/2024 Budget preparations for the Shire are now underway. If you are considering putting in a request for Council funding for any project in the coming financial year, please note the following:

- Donation requests should be made before the advertised date for funding in the next financial year.
- Priority is given to new initiatives which enhance the lifestyle of those living within the area.
- Previously successful applicants should not assume funding will always be granted.
- Other sponsorship priorities and eligibilities are to be listed on the Donation Agreement page.

For enquiries or to discuss your application please phone the office on (08) 9835 1022.

Please return to: **Chief Executive Officer**
Shire of Jerramungup
PO Box 92
JERRAMUNGUP WA 6337
council@jerramungup.wa.gov.au

Applications close 4:00pm, Wednesday, 31 May 2023.

No late applications will be accepted.

APPLICANT DETAILS	
Name of Organisation	
Project Name	
Contact Person	
Position Held	
Postal Address	
Telephone	
Email	
When was your organisation established?	
Is your group a non-profit organisation?	
Is your group incorporated?	
Does your group have a ABN? Is so please list	
Aim of organisation	
Has the Shire of Jerramungup previously assisted your organisation by either direct donation or by waiving service costs If YES please provide date, amount and purpose of previous assistance	

Please note, Council can only make donation payments to organisations with a bank account

PROJECT DETAILS	
Total amount requested from the Shire of Jerramungup	
Total amount contributed by Applicant	
Total volunteer hours contributed by Applicant	
Date when donation requested is required	
<p>Project Description Tell us about your project. What is the concept? What will the project achieve? Why should this project be supported?</p>	
<p>Please detail how the sponsorship from the Shire of Jerramungup will be used</p>	
<p>How will the event/project benefit the Shire of Jerramungup community?</p>	
<p>Is this a regular project or a one-off event? Please provide details</p>	
<p>Will there be a cost involved for the community to participate in your event/project, eg: entry fee? If YES, please provide details</p>	

If you have any further info you would like to include with your application form please attach.

BUDGET SUMMARY		
EXPENDITURE	Item Details	Total Cost
TOTAL EXPENDITURE		
INCOME Your contribution	Item Details	Total Cost
	Box office/entry fees/sales estimates (if appropriate)	
	Amount requested from the Shire of Jerramungup	
TOTAL INCOME		

DONATION ACKNOWLEDGEMENT	
<p>How will the Shire of Jerramungup's donation be acknowledged? Eg: Advertising, Logo branding, Event invitation, Website, Flyers/Brochure/Posters, Banner/Signage Other – please specify</p>	

OTHER DETAILS		
Supporting Documentation Please list all supporting documentation attached to your application (quotes, copy of incorporation status, letters of support, evidence of consultation etc.)	1	
	2	
	3	
	4	
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	8	
	9	
	10	

Application Checklist	Completed all sections of the application form, including detailed budget	
	Included a financial statement for the most recently completed financial year	
	Included bank statement or deposit slip confirming the BSB, Account Number and Account Name on the bank's letterhead (transaction history not required)	
	Included evidence of public liability insurance (Certificate of Currency) if applicable	
	Provided quotes	
	Included letters of support from community groups and/or other organisations	
	Retained a copy of this application for your records	

DONATION AGREEMENT

If the donation is approved I agree:

- To provide the Shire of Jerramungup with a tax invoice for the amount granted
- To present the Shire of Jerramungup with a report on the project/event including a financial report of the sponsorship expenditure, copies of all material acknowledging the Shire's contribution and brief assessment of the project's success (donations over \$500 only)
- To notify Council immediately if the donation amount granted is to be used for a different purpose than that listed in this application form.

SIGNED: _____ DATE: _____

Applicants should note that donations will be made at the absolute discretion of Council and that Council may use the following criteria when addressing applications.

Donation requests will not be considered where:

- The applicant is a private and for profit organisation or association
- The applicant is an individual person
- The applicant is in relation to general fundraising
- The application is for funding for conferences and conventions

Priority will be given where:

- The applicant is a registered not for profit organisation and has a base or visible presence in the Shire of Jerramungup
- The applicant is a community group based in the Shire of Jerramungup, or has visible presence within the Shire of Jerramungup, or has a significant impact on residents of the Shire of Jerramungup
- The applicant can demonstrate that the funds will provide some benefit to the Shire of Jerramungup residents
- The funds are required for a new initiative or significant once off project
- The applicant has not received a donation from Council within the previous two years
- If the donation is for an event, entry to the event is free of charge to Shire of Jerramungup residents to attend and participate
- The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations

Office use only

Is this donation request out of budget Yes No

Once approved please hand form to Executive Assistant to record on the Delegations Register