



Royalties for Regions Peel Community Chest Fund

2014-15 Application Form

Grants up to and including \$20,000

Applications that do not include the required information may not be competitive.

Applications may be submitted at any time until all monies are exhausted.

*Please note that consideration dates are subject to the continued availability of funds. It is recommended that you check the status of grant monies at www.peel.wa.gov.au prior to making application.

Please read the 'Guidelines' to assist in completing this application and for details of the submission process.

How to submit your application:

Post
PO Box 543
Mandurah WA 6210

Deliver
45 Mandurah Terrace
Mandurah WA 6210

Email
Grants@peel.wa.gov.au

The Peel Development Commission does NOT accept faxed applications.

1. GENERAL PROJECT INFORMATION

Project title:

Estimated start date:

Estimated completion date:

Funds requested from Community Chest Fund (excluding GST):

Total CASH cost of project (excluding GST)

(must match information shown at 8.2)

Total IN-KIND proportion of project (excluding GST)

(must match information shown at 8.3)

Total Project cost (CASH plus IN-KIND, excluding GST)

(must match information shown at 8.5)

Which Local Government area(s) will your project be delivered in?

2. ORGANISATION DETAILS

Organisation name:

ABN:

Is the organisation registered for GST?

YES

NO

Please attach a copy of relevant page from <http://abr.business.gov.au> supplying your incorporation status, correct ABN and GST status.

Authorising officer:

Position title:

Contact person:

Position title:

Postal address:

Street address:

Contact telephone:

Contact mobile phone:

Contact e-mail address:

3. PROJECT DESCRIPTION

3.1 What do you aim to achieve with the funds provided

Describe the project in detail. Please limit response to 200 words

3.2 Describe the benefits and/or outcomes of the project

Please limit response to 200 words

4. STATEMENT OF NEED

4.1 Outline what identified need in the Peel region your project is addressing. You may reference relevant industry and/or regional planning documents, statistics, or other documentation which demonstrates the need for this project.

4.2 Explain the implications of funding not being provided.
If applicable, attach relevant sections of nominated documents.

5. CATEGORY, SECTOR AND STRATEGIC OBJECTIVES

5.1 Which category of funding is most applicable to your project?

Please tick one box only.

- Infrastructure
- Services

5.2 Which sector of funding is most applicable to your project?

Please tick one box only.

- Agriculture
- Communications
- Culture
- Community
- Economic Development
- Education
- Environment
- Health
- Housing
- Mining
- Recreational
- Tourism
- Transport
- Utilities, Power & Water

5.3 Which Royalties for Regions Community Chest Fund objective is most applicable to your project?

Please tick one box only.

- Increase capacity for local strategic planning and decision-making.
- Retain and build the benefits of regional communities.
- Promote relevant and accessible local services.
- Assist communities to plan for a sustainable economic and social future.
- Enable communities to expand social and economic opportunities.
- Assist regional communities to prosper through increased employment opportunities, business and industry development opportunities, and improved local services.

5.4 Describe how the Royalties for Regions Community Chest Fund objective selected in question 5.3 is most applicable to your project?

5.5 Describe how your project aligns with relevant existing regional development strategic planning.

6. PARTNERSHIPS AND LOCAL DECISION MAKING

- 6.1 Provide evidence of partnerships, joint planning and other support for your project by listing letters of support or equivalent documents from your project partners, local government and/or other organisations.

Please attach the letters of support which are up to date and relevant to current project.

7. PROJECT PLANNING AND MANAGEMENT

- 7.1 To enable a grant agreement to be developed, your project must be ready for implementation immediately upon funding approval.

Will your project be ready by then? YES NO

- 7.2 Describe the current status of the project and the action you have taken to progress it. Demonstrate that the required project planning has been completed. For example, have you consulted with key stakeholders and obtained or applied for any relevant licenses, permits or approvals?

If applicable, attach copies of documents which demonstrate the approvals (e.g. planning and environmental approvals).

7.3 Provide details of the proposed timeline for your project.

TASK	START DATE	FINISH DATE	RESPONSIBLE ENTITY

7.4 Who will manage the project and what qualifications, skills and experience do they have?

Please use no more than 200 words and no attachments

7.5 Explain how your organisation will ensure the project is managed responsibly.

7.6 Has your organisation received program and/or grant funding from the State/Commonwealth Government and/or other organisations within the last three years for similar or related projects?

YES NO

The Peel Development Commission may contact any persons or organisations in the assessment of the application and information may be provided to other agencies, as appropriate.

If yes, please provide details of this funding.

YEAR	PROJECT	AMOUNT (\$)	ORGANISATION FUNDING RECEIVED FROM	CONTACT TELEPHONE NUMBER

Note – By submitting this application form the applicant authorises the Peel Development Commission to contact any party in relation to this application and the applicant.

8. TOTAL PROJECT BUDGET AND LEVERAGED FUNDS

Preference will be given to projects that can demonstrate a high level of financial commitment to the project through sourcing other project funding and/or a direct financial contribution.

8.1 Does your application demonstrate a financial (cash) commitment from your organisation or other sources?

YES NO

If no, please explain why this is the case.

8.2 Details of project items to be funded through CASH contributions

PLEASE ATTACH:

Quotes for all budget line items to justify funding requests wherever possible.

If funding has been approved from other sources, written evidence of funding contributions.

PROJECT ITEMS	OWN ORGANISATION \$ (EX GST)	OTHER SOURCE/S \$ (EX GST)	NAME OF OTHER FUNDING SOURCE/S, INCLUDING OTHER ROYALTIES FOR REGIONS FUNDING SOURCE/S	OTHER FUNDING STATUS: APPROVED OR REQUESTED	DATE DECISION EXPECTED ON REQUESTED FUNDS	FUNDS REQUESTED FROM THE PEEL DEVELOPMENT COMMISSION \$ (EX GST)	TOTAL \$ (EX GST)	QUOTE ATTACHED
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
TOTAL								

Please consider promotional aspects (eg. signage) of your project and include budget allocations, where relevant.

8.3 Details of project items to be funded through IN-KIND contributions

PROJECT ITEMS	OWN ORGANISATION \$ COST (EX GST)	OTHER SOURCE/S \$ COST (EX GST)	NAME OF OTHER IN-KIND SOURCE	TOTAL \$ COST (EX GST)
TOTAL				

8.4 Provide details of how the cost of all in-kind contributions have been calculated.

8.5 Please total the project cost (excluding GST)

Total value of project (excluding GST) CASH 8.2 + IN-KIND 8.3	\$
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This information must match the total project cost stated on page 2

APPLICATION CHECKLIST

By submitting this application, I acknowledge:

- The Peel Development Commission does not accept faxed applications
- Information provided in this application is to the best of my knowledge, accurate and complete.
- If lodged by hand or through the post, please provide two copies of the application (one original and one copy) unbound, but clipped together using a paper or bulldog clip or similar.
- This application is authorised by my organisation and includes the relevant CEO/Chair signature.
- Promotional aspects (eg. signage) of this project have been considered and budget allocations included where relevant.
- I have read the Guidelines and acknowledge the eligibility criteria for funding.
- The Peel Development Commission may request additional information from applicants.
- The Peel Development Commission may contact any persons or organisations in the assessment of the application and understand that information may be provided to other agencies, as appropriate. By submitting this application form the applicant authorises the (Insert Commission) to contact any party in relation to this application and the applicant.
- The Peel Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.
- This application includes all *required* attachments:
- Copy of relevant page from <http://abr.business.gov.au> supplying your incorporation status, correct ABN and GST status.
- Letters of support which are up to date and relevant to current project.
- Quotes for all budget line items to justify funding request.
- Written evidence of funding contributions from other sources.

9. DECLARATION

The declaration is to be signed by the Chief Executive Officer/Chairperson or equivalent.

I _____
NAME **TITLE**

of _____
ORGANISATION

do hereby declare that all the information supplied in this application form for Royalties for Regions funding is, to the best of my knowledge, accurate and complete; that I have read and accept the requirements of the *Guidelines*, and that the Peel Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

_____ this _____ day of _____ 201____
SIGNATURE **DAY** **MONTH** **YEAR**