



# Boyup Brook Co-Operative Community Fund Application Form

## Who can apply?

Community Grants are available to not-for-profit groups in the Boyup Brook who:

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- Primarily serve the residents of Boyup Brook.
- Can demonstrate a high level of community support.
- Can demonstrate financial stability and sound project management. (For requests over \$5,000, a copy of the most recent financial statement must be provided with the application).
- All applications must contain a bank statement showing official name of organisation.
- Include a financial and/or in-kind contribution to the project.

Applications are invited from not-for-profit community-managed groups, welfare, education, arts/cultural, youth, seniors, children, and related groups.

## What can I apply for?

Community Grants can be used for a range of purposes including:

- Minor capital works
- Pilot programs
- Activities
- Equipment

The project or activity must:

- Be of benefit to the local community generally.
- Meet an identified need.
- Not require commitment to ongoing funding..
- Not duplicate an activity already available in the local area.



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## How are applications approved ?

All applications will be tabled and discussed at the board meeting following the close of date for applications. Those that can demonstrate a financial or in-kind contribution will be considered favourably, as will those who source funding from other sources.

## What we look for?

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- How your project relates to your organisation's purpose?
- How the idea of the project came about, its community importance and expected benefits.
- Strong project research and planning.
- Priority will be given to those projects that can provide a well researched plan and budget.

## When can I apply?

Community grant applications will be open from May 1 - May 15 and October 1 - October 15 each year. Applicants will be notified up to 3 weeks after applications close if they have been successful.

## Acquittal Process

Successful applicants are required to submit a completed Acquittal Report within 60 days of project completion. The purpose of the Acquittal Report is to confirm that the funding has been used for the purpose intended as outlined in this application. Organisations may not be considered for further funding if the acquittal conditions have not been met. It is recommended that you refer to your copy of the application submitted to assist you in completing this form.



# Boyup Brook Co-operative Community Fund Application Form

Please complete form and submit via email to Board Chair Morris Mead and Board Secretary Mary-Anne Inglis:

[morris.mead@boyupbrookco-op.com.au](mailto:morris.mead@boyupbrookco-op.com.au)

[mary-anne.inglis@boyupbrookco-op.com.au](mailto:mary-anne.inglis@boyupbrookco-op.com.au)

Please ensure you have also attached the relevant financial documentation required for your application together with a plan including costings/quotes.

Date of application: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

How many members do you have: \_\_\_\_\_

Name of person submitting application: \_\_\_\_\_

Contact Details

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_ Amount requested: \_\_\_\_\_

- If you have any queries regarding the application process please contact Emma Fortune via email [emma.fortune@boyupbrookco-op.com.au](mailto:emma.fortune@boyupbrookco-op.com.au)



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What are you seeking this funding for?:

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Do you have funding from elsewhere to contribute and if so where from?

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What will be benefit be to the community?

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