



# Alcoa Sustainability Fund Application Pack 2021-2022

**Closes Thursday, 15 April 2021 at 3pm**

**Enquiries: Cassie Curulli**

**Phone: 9729 0326**

**Email: [shire@harvey.wa.gov.au](mailto:shire@harvey.wa.gov.au)**

**Incomplete and/or late applications will not be accepted**

Office Use Only. Budget Submission Application

Group/organisation:

Project:

File Number:

Registration:

Date Received:



ORGANISATION DETAILS:			
Organisation / Group Name:			
Postal Address:			
Phone:	Email:	Website:	
President / Chairperson or Executive Officer:			
Phone:	Mobile:	Email:	
Contact Person for this project: (if different to above)		Position:	
Phone:	Mobile:	Email:	
Is your Organisation / Group registered for GST?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Australian Business Number (ABN):			
Incorporated Association:		Yes <input type="checkbox"/> No <input type="checkbox"/> (if no you must have an auspicing organisation to hold the funds for you).	
Other Community group.Please specify			
Do you have Deductible Gift Recipient (DGR) Status?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have Tax Concession Charity Endorsement?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

How many paid staff does your organisation have?	
How many volunteers does your organisation have?	
Does your organisation have members?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many members do you currently have?	
How long has your organisation been operating?	
How many people will benefit from this project? (per year)	

Please provide details of your main operating account:	
Bank:	
Account Name:	
BSB:	
Account Number:	







### WHICH PRIORITY AREAS WILL BENEFIT FROM YOUR PROJECT?

(You may tick more than one box)

☐ Aged Care / Seniors

☐ Arts & Culture

☐ Child Care

☐ Community or Economic Development

☐ Disability

☐ Education & Training

☐ Environment

☐ Agriculture

☐ Health

☐ Indigenous

☐ Research

☐ Unemployment

☐ Youth

☐ Sporting

☐ Other \_\_\_\_\_

**PROJECT PURPOSE / OBJECTIVES:** How it will benefit the community (if insufficient space attach further information)

**DESCRIBE THE EXTENT TO WHICH THE PROJECT FACILITATES PARTNERSHIPS WITH OTHER COMMUNITY GROUPS OR ORGANISATIONS.**



**DESCRIBE THE LONG TERM SUSTAINABILITY OF THE PROJECT:** (e.g. the capacity of the Organisation to maintain the project into the future including ongoing costs.)

**DOES THE PROJECT PROVIDE ANY ENVIRONMENTAL AND / OR ENERGY SAVING BENEFITS?** If yes, please provide details

Yes ☐

No ☐

**ORGANISATION: What are your Organisation's main activities?**



**How does this project match your Organisation's goals and objectives?**

**Does your Organisation have a Management / Business or Strategic Plan?**

(Please attach)

*Essential for projects over \$50,000*

Yes ☐ No ☐

**HOW WILL YOU CARRY OUT THE PROJECT?** Please describe or attach your project plan including timeline, skills and experience of the person / people managing the project.



**FINANCIAL INFORMATION:**

**Is your Funding request:**

Between \$5,000 and \$49,999 ☐ \$50,000 or more ☐

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## PROJECT BUDGET:

Please provide details of the income and expenditure budget for your project

<b>INCOME (Ex GST)</b>	<b>AMOUNT \$</b>	<b>EXPENDITURE ITEMS (Ex GST)</b>	<b>AMOUNT \$</b>
Amount requested from this fund:			
Your organisation's financial contribution:			
Your organisation's in-kind contribution:			
Other grants/contributions (please list)			
<b>TOTAL INCOME:</b>		<b>TOTAL EXPENDITURE:</b>	

CONFIRMATION OF OTHER FUNDING (As listed above)	
FUNDING BODY	CONFIRMED Yes/No

[illegible]



**ACKNOWLEDGEMENT:** Please describe how your organisation will acknowledge the Alcoa Harvey Sustainability Fund.

**APPLICATION CHECKLIST:**

**To ensure your application meets the eligibility criteria, please ensure that you have completed the following checklist:**

- ☐ The amount requested and total value on page two is the same as on page six.
- ☐ Every question on the application form has been addressed.
- ☐ Attached quotes as per guidelines.
- ☐ Attached letters of support.
- ☐ Attached Certificate of Incorporation.
- ☐ Attached a copy of the current Public Liability Insurance Certificate.
- ☐ Attached a copy of the organisation's Management/Business or Strategic Plan (for projects over \$50,000).
- ☐ Attached copy of the Organisation's most recent signed audited Statements and one recent bank statement.
- ☐ Attached a copy of a letter of support from Landowner if different from the applicant organisation.
- ☐ Attached any other supporting documentation and photos.

**Supporting Documentation:**

Please note materials/documentation/photos etc. sent in support of your application cannot be returned. Please endeavour to send copies, not originals.



**DECLARATION:**

I have read and understood the Funding Guidelines for this application and declare that;

- ☐ All information provided is to the best of my knowledge true and correct.
- ☐ The group /organisation have full knowledge of and are supportive of this project.
- ☐ The funds requested would be used only for the purpose described in this application.

(The person with delegated authority must sign this declaration i.e. President, Chairperson, CEO.)

<b>NAME:</b> (of authorised representative)	
<b>POSITION:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	

**SUBMITTING YOUR APPLICATION:**

**Signed and completed applications must be submitted no later than 3pm on Thursday, 15 April 2021.**

**Please note: Incomplete or late applications will not be accepted.**

**Applications will be addressed to:**

Ms Annie Riordan  
Chief Executive Officer  
Shire of Harvey  
PO Box 500, Harvey WA 6220

**By Hand:**  
102 Uduc Road, Harvey 9am-4pm  
7 Mulgara St, Australind 9am-4pm  
Email: [shire@harvey.wa.gov.au](mailto:shire@harvey.wa.gov.au)