



Government of Western Australia
Department of Local Government and Communities

COPY

3/5/17

Office Use Only

Grant Reference Number:	
Date Received:	
Acknowledged:	

Youth Activities Grants Program form

Thank you for your interest in the Youth Activities Grants Program. Before completing this form, please ensure that you:

1. Have read and understood all of the information in the Grant Program Guidelines.
2. Contact Ms Marline Lee, A/Grants Officer, Community Funding Unit, Department of Local Government and Communities to discuss your project proposal and how this will meet the objectives of the program, on telephone (08) 6551 8416 or email grants@dlgc.wa.gov.au

Section One - Applicant Details

1.1 Organisation

Legal name of organisation:	Shire of York		
Trading name (if applicable):	Shire of York		
Postal address:	PO Box 22		
Suburb:	York	Postcode:	6302
Telephone:	0896412233		

1.2 Entity type

Please tick the box that best describes your organisation:

- | | | | |
|---|-------------------------------------|--|--------------------------|
| • Incorporated association | <input type="checkbox"/> | • Unincorporated group | <input type="checkbox"/> |
| • Local government authority | <input checked="" type="checkbox"/> | (Must apply under auspice of an incorporated organisation or WA local government authority. See question 1.4.) | |
| • Not-for-profit trust | <input type="checkbox"/> | • Other | <input type="checkbox"/> |
| • Organisation established under an Act of Parliament | <input type="checkbox"/> | Please detail:
Click here to enter text. | |
| • Not-for-profit company | <input type="checkbox"/> | | |
| • Aboriginal corporation | <input type="checkbox"/> | | |

Have you attached a copy of the organisation's Certificate of Incorporation to this application?

- Yes. ☐
- No, the department has a copy of this document on file. ☐
- No, this is not an incorporated organisation (see 1.4 Sponsoring Organisation). ☐
- Not applicable (local government authority or incorporated under an Act of Parliament). ☒

1.3 Contact Person

Name the contact person responsible for the daily coordination of the project.

Name	Esmeralda Harmer
Position	Community Economic Development Officer
Telephone	0896412233
Mobile	
Email	cedo@york.wa.gov.au

1.4 Sponsoring organisation

If your organisation is incorporated please skip this question.

If your organisation is **not** incorporated, the grant must be applied for on your behalf by a not-for-profit incorporated organisation or a local government. The sponsoring organisation will be responsible for accepting and adhering to the conditions of the grant, maintaining financial records and providing acquittal information, should your application be successful.

The sponsoring organisation's legally authorised officer must sign the declaration in Section Five and the taxation and bank details in Section Six.

Legal name of incorporated sponsoring organisation:	Click here to enter text.		
Trading name (if applicable):	Click here to enter text.		
Contact person:	Click here to enter text.		
Postal address:	Click here to enter text.		
Suburb:	Click here to enter text.	Postcode:	Enter text.
Telephone:	Click here to enter text.		
Facsimile:	Click here to enter text.		
Email:	Click here to enter text.		

A copy of the **sponsoring organisation's Certificate of Incorporation** is attached to this application:

- Yes. ☐
- No, the department has a copy of the document on file. ☐
- Not applicable (local government authority or incorporated under an Act of Parliament). ☒

Section Two - Project Details

2.1 Project Name: to be decided by popular vote

2.2 Outline the aims of your project and how they will help to achieve the program objectives outlined in the Youth Activities Grant Program Guidelines? Refer to page 4 of the Guidelines.

- Promote and/or create environments and accessible options to keep young people well and promote lifelong healthy lifestyles. The Festival aims to collaborate with other larger organisations such as Cyclewest, Natureplay WA, York Cadetship, Youth Advisory and Night Hoops WA to create a festival atmosphere of activity that strengthens these relationships and provides environments and options to young people and their families that peak their interest in outdoor activity, healthy lifestyle choices whilst simultaneously being interactive, fun and inclusive.

2.3 Describe your project and how you are planning to carry it out.

Include the activities you will run to reach your aim(s). You may wish to include a copy of your project plan.

The Festival will run over three nights and two days with the entire focus on outdoor recreation, conservation, imaginative and unstructured play, whilst also promoting healthy and active living. Subject to funding, the Shire will start festivities on the Friday evening with family friendly entertainment along York's main street to potentially include circus acts, free street theatre, live music and twilight market stalls. Saturday sees presenting partner; Cyclewest host criterium racing in Yorks CBD (1km route; as many laps as possible in a set time) as part of their winter series, recreation racing and family team bike races for spectators and competitors throughout the entire day. Saturday after dark see's Wheatbelt NRM conduct guided nature torchlight tours, Astronomy WA offer Astrogazing sessions and the Shire host a free outdoor movie screening in York's beautiful Peace Park; Sunday introduces presenting partner; Natureplay WA who will activate York's parks and selected heritage buildings with activities such as kite making, cubby building, geocaching, nature crowns and heritage hunts. It is estimated the Shire will partner with approx. 10 different organisations over the festival weekend all with local and regional links and up to 50 youth actively engaged in planning, advocating, promoting and creating components of the program and activities.

2.4 If you are a community based organisation, have you made contact with your Local Government Authority to discuss your project idea?

Yes ☐ No ☐ Not applicable ☒

If yes, how does the project relate to the Strategic Community Plan?
Please note your Local Government Authority will be able to provide
information on their Strategic Community Plan.

**2.5 If you are a Local Government Authority have you discussed your project
idea with local community based organisations?**

Yes ☒ No ☐ Not applicable ☐

If yes, please provide further information in Section 2.11 Community Support
and Partnerships.

How does the project relate to the Strategic Community Plan?

- THE PLACE TO LIVE: To be a place which is attractive and accessible for the young and elderly and attracts people in the middle age groups to work and settle in the Shire. The York community aspires to a balanced population structure in the long term.
- DRIVING THE YORK ECONOMY FORWARD: To have a vibrant, diverse and prosperous local economy which is sustainable in the long term, makes sustainable use of its natural and built heritage and community assets and delivers benefit in the form of local jobs, business opportunities and a positive image for the Shire.

2.6 Timeline of your project. Please indicate the dates you expect to start and finish your project.

Please note, applications can take up to 12 weeks to process so you will need to allow approximately three months' lead time before you can start the project. Please insert actual estimated dates rather than simply stating 'when the grant is approved'.

Estimated project start date: FEB 2017

Estimated project finish date: 2 OCTOBER 2017

2.7 What region will your project run in?

- Gascoyne ☐
- Goldfields/Esperance ☐
- Great Southern ☐
- Kimberley ☐
- Mid West ☐
- Peel ☐
- Pilbara ☐
- South West ☐
- Wheatbelt ☒
- North West Metropolitan ☐
- North East Metropolitan ☐
- South West Metropolitan ☐
- South East Metropolitan ☐

2.8 Is your event run by, or does it target, any of the following:

- Young people with a disability; including those with a mental illness ☐
- Young people from culturally and linguistically diverse backgrounds ☐
- Young Aboriginal people ☐
- N/A – Universally for all young people ☒
- Other ☐

As a regionally local government entity, our focus is on engaging the youth and their families within the region of all ages and demographics to be involved.

2.9 How many young people will be involved in the event?

Please tick the relevant age groups, and insert the approximate numbers of young people involved.

- 12 – 14 years ☐
30 engagement, advocacy, mind mapping
- 15 – 17 years ☐
45 including YDHS cadetship assistance
- 18 – 25 years ☐
Approx. 15 – 25 dependant on community group involvement. To be finalised.

2.10 Youth involvement. Please provide details on how young people (12 to 25 years) are involved in both the planning and delivery of your project.

1. Potential to organising the 'naming' competition to 'name' the event
2. Conducting community consultations with local businesses to be involved, donating prizes or potential venue hire
3. Engaging fellow peers to be involved
4. Facilitating components of the activities such as the WA Cadetships running the knot tying activities
5. Providing fundraising opportunities for their clubs such as sausage sizzles and hot food stands on Friday and Saturday evening activities.

2.11 Community partnerships

What other groups, organisations or local governments are involved in planning and implementing your event/activity. Please list ALL the organisations involved, with contact details and how they are contributing.

Organisation Name	Contact Person/Phone	How is this organisation involved?
e.g. XYZ Council	John Smith, xxxx xxxx	On planning committee, free venue
Cadetship WA	York District High School	Facilitating activities, providing community support and engagement including planning, volunteer support
Nature Play WA	Nicole McNamara	Activity support, facilitators, some marketing support, resources, collaborating partner
West Cycle	Glenn Te Raki	Cycle racing facilitator, programming and associated equipment, risk management plans and volunteer contribution to run this component of the festival successfully
Wheatbelt NRM	Jacqui Hines	Facilitating the Nature torchlight tour, promoting conservation and wildlife education
Night Hoops / PCYC Northam	James West	Engaging at risk and disadvantage youth from rural and regionally disadvantaged areas to attend the Festival and ensuring the safety of these youth whilst at the Festival
Astronomy WA	Phillip Bedingfeild	Facilitating the Astrogazing tours with the assistance of Year 11 Science and Technology students from Northam Senior High School to set and prepare telescopes which will be used at the event
York Residency Museum	Katie Benfeild	Conducting the geocaching heritage hunts with Nature Play assistance.

Section Three - Project Budget

It is important to show how you plan to spend the grant and whether you expect any other income to support your project.

Use the table below to show where the money for your project is coming from and how it will be spent. Include the Youth Activities Grant Program grant (maximum of \$5,000) and specifically **outline what areas the grant will be allocated to**. If you are getting funds from other sources to support your project, it is important you show evidence of where the money is coming from. **Do not include GST in your costings.**

Note: Please also include your organisation's cash and 'in-kind' contributions.

(1) Budget Items (i.e. what the money will be spent on.	(2) This Grant Amount (\$ (excl. GST)	(3) Other Funding Amount (\$ (excl. GST)	(4) In-Kind Support - Please estimate the dollar value of the in-kind support (\$)	Source of Other Funding or In Kind Support — Please state if confirmed or unconfirmed
For example: Catering	\$500.00	\$2000.00	\$500	Shire of XYZ Confirmed
Town Hall Hire x2 days			342.00	Shire in kind support confirmed
Peace Park Hire x2 days			400.00	Shire in kind support confirmed
Works support to setup hall and parks (mow, retic marking, marquee setups, road closure signs for cycle racing)			5,000	Shire in kind support confirmed

Facilitators for specific activities such as knot tying, geocaching, torchlight and astronomy tours, cubby building, kite making			2400	12 facilitators @ \$25p/hr = \$300 per hour @ 4 hrs per day of festival = \$1200 per festival day = \$2400 voluntary hours total supplied by unpaid facilitators. Pending confirmation of additional community organisations
Nature Play resources, facilitators, marketing		15,000		Shire funding confirmed through area promotion and festival assistance GL budgets
West Cycle WA Traffic management plans, race management, scrutineers, timing equipment, PA gear and safety fencing		15,000		Shire funding confirmed through area promotion and festival assistance GL budgets
Cinema west outdoor movie screen hire + movie license	1500			Request to support this activity through DLGC grant application
Friday night entertainers such as circus, street theatre, live music	1500			Request to support this activity through DLGC grant application
Marketing collateral, engagement and paid advertising and promotion to include posters, programs, online advertising and promotion	2000			Request to support this activity through DLGC grant application for items such as paid print publications, marketing collateral, graphic designer fees etc
Total:	5,000	\$ 30,000	\$ 8,142	

Section Four - Grant Conditions

The grant is provided under the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Local Government and Communities during the funding period.
2. If you wish to change the approved purpose or seek an extension of the funding period you must obtain the Department of Local Government and Communities' prior written approval.
3. Any part of the grant funds that are not used in accordance with Condition 1 must be repaid to the Department of Local Government and Communities unless you obtain prior written approval.
4. If you cease carrying out the activities for which the grant was made or if the Department of Local Government and Communities has terminated the arrangement on account of your breach or breaches of these conditions then:
 - (a) the balance of the grant monies unspent must be repaid to the Department of Local Government and Communities; and
 - (b) any property acquired with the grant monies must be transferred to another not-for-profit organisation with similar objects and purposes to your organisation, provided the Department for Local Government and Communities' prior approval has been given.
5. Providing you with a grant does not mean you are entitled to any further funding.
6. The Department of Local Government and Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. You must provide the Department of Local Government and Communities with any documents or information relating to the grant or the approved purpose that we ask for within ten (10) business days of receiving our request.
8. You must meet any payment conditions and/or reporting requirements as specified by the Department of Local Government and Communities.
9. You must allow the Auditor General for the State of Western Australia, or an authorised representative, to have access to and examine your records and information concerning this grant.
10. You must comply with all Local, State and Commonwealth laws applicable to the approved purpose.
11. If your project involves working with children you must ensure that your organisation and all employees and volunteers comply with the ***Working with Children (Criminal Record Checking) Act 2004***. Please refer to this website for further information: www.checkwwc.wa.gov.au.

12. The Department of Local Government and Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
13. Recipient organisations are required to be appropriately incorporated and be responsible for their own insurances. This includes, but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.
14. An acknowledgement of funding assistance provided by the Department of Local Government and Communities must be included in any advertising and on any material relating to the project by using the words 'Supported by the Department of Local Government and Communities'.
15. You must ensure that participants in the project are not exposed to significant promotions for alcohol or unhealthy food and drinks during the project.
16. The total grant payment provided by the Department of Local Government and Communities includes an amount to cover any liability for GST, if applicable.
17. The Grantor will issue a Recipient Created Tax Invoice (RCTI) in respect of the grant payment and which complies with the GST Act. The Organisation will not issue a tax invoice in respect of the grant.

[Note: The addition of this clause is a requirement of the Australian Taxation Office]

18. (a) For the purposes of clause 16 and 17:
 - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
 - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
 - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
 - (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue tax invoice in respect of that supply;
 - (ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
 - (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the Term; and

- (iv) the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which the Grantor issues a RCTI under this Agreement.
19. If you breach any of these terms and conditions, the Department of Local Government and Communities can terminate the arrangement at any time without giving you prior notice.

Section Five - Declaration

This declaration is made by the applicant (an eligible incorporated organisation or local government authority) or an appropriate sponsoring organisation on behalf of the applicant:

- I declare that I am currently authorised* to sign legal documents on behalf of the organisation.
- I declare that all the information provided is true and correct.
- I declare that the organisation is financially viable and is able to meet all accountability requirements.
- I give permission to the Department of Local Government and Communities, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.
- If a grant is provided, I am aware the Grant Conditions as outlined in section four will apply to ensure projects are appropriately completed and accountability requirements are met.
- If a grant is provided, I agree to ensure that appropriate insurances are in place (e.g. worker's compensation, volunteers, professional indemnity, public liability, motor vehicle etc.).

- If a grant is provided, I agree to run the project as stated and provide:
 - a final acquittal report, and
 - a statement of income and expenditure (signed by the authorised signatory)

to demonstrate how the grant funds were utilised to the Department of Local Government and Communities by the agreed date, which will be outlined in the payment advice letter.

Name of the organisation:	Shire of York
Legally authorised officer name:	Paul Martin
Legally authorised officer position:	Chief Executive Officer
Legally authorised officer telephone:	0896412233
Legally authorised officer signature:	
Witness name:	Esmeralda Harmer
Witness signature:	
Date:	29/4/2017

***Important:** The application must be signed by the person legally able to enter into contracts on behalf of the organisation. For incorporated organisations this is generally the chairperson, president or equivalent officer. For local government authorities this is generally the chief executive officer. The application may be signed by a formally authorised delegate, according to the organisation's constitution or as bound by law.

Please note: all formal correspondence will be sent directly to the legally authorised officer.

Section Six - Taxation and bank details of the organisation managing the grant funds

Taxation details

ABN	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Bank account details

Bank name	Bendigo
Bank branch (suburb)	York
Name of bank account (e.g. Youth Group Inc.)	Shire of York - Municipal Funds
BSB number (must be 6 digits)	633000
Bank account number (up to 9 digits)	118630623

I confirm that the above taxation and banking details are true and correct.

Signature:

Date:29/04/2017

Application Checklist

Before you send your application – please ensure you have completed the following.

Check each item when you have completed or attached it.

Item	Check box
1. Completed all questions in the application form.	<input checked="" type="checkbox"/>
2. Legally authorised officer has read and completed the declaration in section five of the application form. Where an application is being submitted by an organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the declaration and banking details.	<input checked="" type="checkbox"/>
3. The confirmation of taxation and banking details in section six of the application form is signed.	<input checked="" type="checkbox"/>
4. Attach a copy of your organisation's Certificate of Incorporation, if applicable	<input checked="" type="checkbox"/>
5. Attach appendices to support your project (i.e. references, etc.), if applicable. Please list: Natureplay proposal for York, West Cycle overview and engagement	<input checked="" type="checkbox"/>

Enquiries

Should you have any queries regarding the Youth Activities Grants Program, or this Application Form, please contact Ms Marline Lee, A/Grants Officer, on 6551 8416, or at grants@dlgc.wa.gov.au.

Please submit completed Application Form to:

Email (preferred): grants@dlgc.wa.gov.au

Please ensure that a scanned copy of the signed Declaration page is included, or a hard copy is posted within 5 business days.

Or

Post: Ms Marline Lee
A/Grants Officer
Department of Local Government and Communities
GPO Box R1250
PERTH WA 6844

Or

Fax: (08) 6552 1555