

**APPLICATION FORM**

**ROUND 8**

**Applications Open 1 March 2025**

**Applications Close 31 March 2025**

The Shire of Narembeen and Ramelius Resources Ltd have established the Ramelius Resources and Shire of Narembeen Community Benefit Fund (RRSNCBF). Since its inception, Go Narembeen has also joined as a funding partner.

The purpose of the fund is to provide funding for community events, programs and/or community infrastructure on application from established Narembeen community groups.

These grants are only available to local members of the Shire of Narembeen community who need cash to assist with activities, events and/or projects that will benefit the community.

Projects should provide long-term benefits to the community and involve local participation (volunteers).

Projects may receive joint funding, with contributions coming from other organisations, grants, or fundraising efforts.

**Who Can Apply?**

* Eligible applicants must be:
* an incorporated organisation or group.
* an unincorporated organisation or group.
* Narembeen Community Resource Centre and Go Narembeen

*Preference will be given to incorporated and unincorporated organisations or groups that meet the funding selection criteria. If excess funds remain in a funding round, applications from the CRC and Go Narembeen may also be considered.*

**Who Cannot Apply?**

* An individual, sole traders, private or commercial businesses.
* Educational institutions.
* Federal or State Government.
* Applicants located outside the Shire of Narembeen.
* Organisations whose main purpose is to fundraise.
* Applicants who have failed to submit an acquittal for previous projects funded through the Community Benefit Fund

**What Can Be Funded?**

The following but not limited to can be funded:

* Publicity, communications, and marketing
* Printing and copying of advertising material.
* Purchase of equipment or hire fees for events.
* Assistance towards workshops/projects that benefit the Narembeen community.
* Groundworks, minor building construction, maintenance, or repairs
* Capital works or equipment.

**What Cannot Be Funded?**

* Ongoing expenditure in the form of administrative or operational costs (ie. rent, staff wages, utility costs, insurance, and stationery).
* Expenditure or projects that benefit individual or business aspirations.
* Projects that are taking place or servicing predominately outside the Shire of Narembeen.
* Applications where grant funds are to promote political purposes, unethical or profit-making purposes that benefit an individual.
* Applications where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
* Personal living, education, medical or travel expenses.
* Projects that are the responsibility of the Federal or State Government.
* Activities targeted at students in a school setting.
* Deficit funding of any operation activities.
* The purchase of alcohol and gifts.
* Expenditure on projects or purchases that have been made prior to grant approval (retrospective funding).

**Selection Criteria**

Each eligible application will be assessed against the following criteria:

* Demonstrated need or community benefit with achievable objectives and outcomes.
* Does the project benefit a sufficiently broad, or diverse, target group?
* Will the funding be spent largely or wholly within the Shire of Narembeen, and will it be largely or wholly for the benefit of the residents of the Shire of Narembeen?
* Completeness of application with budgetary details and supporting information (at least one quote for items between $1,000 - $5,000 / additional quotes may be required for items over $5,000).
* Capacity of the group both financial and otherwise to deliver the project within the timeline agreed on and approved by the Committee.
* Provide evidence of permission for your project to be conducted/undertaken on the Shire of Narembeen property if applicable.

**Application Assessment Process**

Applications for Community Benefit Fund grants will be assessed by the Advisory Group, which includes the Shire President (or their nominee), the Mine Manager of the Tampia Gold Mine (or their nominee), and a Go Narembeen representative. The Advisory Group will provide a recommendation to the Shire of Narembeen Council, which will determine whether the application is approved. Applicants will be notified of their success or otherwise following the Council meeting in the month after applications close.

This is a competitive program, and not all applications will be successful. The likelihood of success depends on how well the applicant demonstrates that their proposal aligns with the priority areas and assessment criteria.

Applicants should provide detailed responses to all questions in the application form. Comprehensive answers will assist the Advisory Group in making an informed decision. When completing the application, consider how the proposed activity or project meets the assessment criteria.

**Grant Conditions and Requirements**

1. Financials

Grant applications must include supporting quotes or cost estimates. For funding requests exceeding $2,500, applicants must also provide a copy of their organisation's current financial statements or bank statement.

Applications must detail **all** sources of **income and expenditure** related to the project, including cash contributions, grants, and in-kind support.

The Advisory Committee is more likely to support applications where the applicant contributes cash or in-kind resources to the project.

2. Acknowledgments and Logos

The Fund’s financial support must be acknowledged through means such as advertising, promotion and any media publicity associated with the project. Acknowledgement that “This project is assisted by the Ramelius Resources and Shire of Narembeen Community Benefit Fund” must be made in all publicity associated with the project. The use of the logos is encouraged.

3. Fund Payments

Community Fund payments (as approved) shall be paid to the applicant on receipt of an invoice made to the Shire of Narembeen and sent to gatkins@narembeen.wa.gov.au from the applicant.

4. Revoked Funding

Where approved funding is not claimed, the CRC Project Officer shall advise the organisation that their funding approval is revoked and that they should then re-apply in the following year.

5. Changes in Project Scope

Where the scope of the approved project changes, applicants are to contact the CRC Project Officer, who will determine if the changes are deemed to be ‘substantial’ and if a reconsideration of the grant funding is required.

6. Acquittal of Grants

* The acquittal form will be sent to applicants with the Funding Approval letter.
* The completed acquittal report form including the supporting documents must be submitted to the CRC Project Officer upon completion of the project competition or before the next funding round commences, whichever comes first.
* Failure to acquit will disqualify the applicant from applying for future grant funding.
* Requests to extend acquittal must be made in writing and addressed to the CRC Project Officer at gatkins@narembeen.wa.gov.au outlining the reason for the extension.

**How Do I Apply?**

Application forms can be collected from the Shire of Narembeen or downloaded from the Shire of Narembeen website [www.narembeen.wa.gov.au](http://www.narembeen.wa.gov.au). If you wish to discuss your project, or for other enquiries about the fund please contact the Shire of Narembeen Community Resource Centre Project Officer on 90647055 or by email gatkins@narembeen.wa.gov.au

**Who Do I Submit My Application To?**

Your application can be submitted to gatkins@narembeen.wa.gov.au, posted or hand delivered to the Community Resource Centre – 2/19 Churchill Narembeen WA 6369.



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1. **Applicant Details**

|  |  |
| --- | --- |
| Organisation Name: |  |
| Postal Address: |  |
| Contact Person: |  |
| Phone No: |  | Email: |  |
| Auspicing: | Yes [ ]  No [ ]   | Organisation: |  |

1. **ABN, Tax Status and Other Legal Requirement**

|  |  |
| --- | --- |
| Does your organisation have an ABN? | Yes [ ]  No [ ]  ABN:  |
| Is your organisation registered for GST? | Yes [ ]  No [ ]   |
| Is your organisation incorporated?*\*If yes, please attach a copy of your certificate of incorporation.* | Yes [ ]  No [ ]   |
| Does your organisation have Public Liability Insurance?*\*Attach a copy of your certificate of currency for public liability.* | Yes [ ]  No [ ]   |
| Has your organisation received grant funding from the Community Benefit Fund in the last two years? | Yes [ ]  No [ ]   |
| Has your organisation acquitted all funding previously received? | Yes [ ]  No [ ]   |

1. **About Your Project**

**3.1 Project details**

|  |  |
| --- | --- |
| Project Name |  |
| Project Date | Start | Finish |
| Total Cost of Project(Ex GST) | $ | Amount of Funding Requested (Ex GST) | $ |
| If you do not receive the full amount requested, can this project be delivered in some capacity, or would you still have the capacity to meet the shortfall? | Yes [ ]  No [ ]  |
| Will the project be carried out within the Shire of Narembeen?  | Yes [ ]  No [ ]  |
| If not, please provide the location |  |
| Does your project involve volunteers? If yes how many? | Yes [ ]  No [ ] How many: |

* 1. **What is the project’s primary focus?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Arts / Culture | [ ]  Environment | [ ]  Events | [ ]  Historical |
| [ ]  Recreation / Sport | [ ]  Sustainable Enterprise | [ ]  Other:  |

* 1. **Who is your main target Groups?**

|  |  |  |
| --- | --- | --- |
| [ ]  Children 0-10 | [ ]  Youth 11-18 | [ ]  Seniors |
| [ ]  General Community | [ ]  People with disabilities | [ ]  Other (Specify): |

* 1. **Please provide a brief description of your project. *(50 words or less)***

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|  |

* 1. **Please describe how your project will benefit the community? *(100 words or more)***

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1. **Budget and Financials**

**4.1 Income**

Please outline your project income in the table below, including details of other funding that you have applied for, whether confirmed or not and any in-kind contributions. ‘In-kind’ contributions are goods, services, time, expertise, or other non-cash contributions which assist the development, delivery and /or evaluation of the event.

|  |  |  |
| --- | --- | --- |
| **INCOME** | **Amount $**(Ex GST) | **Amount $**(Inc GST) |
| **Community Benefit Fund contribution***(This is the amount of grant requested)* | $ | $ |
| **Your contribution (cash)** | $ | $ |
| **Your contribution (in-kind)** | Labour -  | $ | $ |
| Plant -  | $ | $ |
| Other (specify) - | $ | $ |
| **Other contributions***(Itemise other cash income streams - funding, ticket sales, sponsorship, fees, etc)* |  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| **Total $ of all contributions***(Total of fund contribution, your contribution and other contributions)* | **$** | **$** |
| **Total of ‘In-Kind’ contributions***(Total $ value of any in-kind support from you or other organisations to deliver the project estimated $ value) @ $40 per hour* | $ | $ |

**4.2 Expenditure**

Please outline your project’s total expenses using the table below.

**Attach a copy of quotes for items covered by this grant request and a copy of your organisation’s current financial statement.**

|  |
| --- |
| **EXPENSES** |
| *Checkbox Crossed outline*Item/s Description*Please mark items covered by the grant request* | **Amount $**(Ex GST) | **Amount $**(Inc GST) |
|[ ]  Advertising / Promotions | $ | $ |
|[ ]  Delivery Costs / Fuel | $ | $ |
|[ ]  In-Kind | $ | $ |
|[ ]  Equipment Purchases | $ | $ |
|[ ]  Material Purchases | $ | $ |
|[ ]  Venue Hire | $ | $ |
|[ ]  Other (specify) | $ | $ |
|[ ]  Other (specify) | $ | $ |
| **Total Expenditure** | **$** | **$** |

1. **Declaration**

By submitting this application, I agree that:

|  |
| --- |
|[ ]  If my application is successful, I will acknowledge and ensure recognition of Benefit Fund funding using the provided logo as mentioned above. |
|[ ]  I have read the information relating to this funding and certify that to the best of my knowledge, the information provided in this form is correct and discloses a full and accurate account of income, expenditure and activities. |
|[ ]  At the completion of the project, I will provide an acquittal within 30 days or before the next round of funding becomes available. |
| Name |  |
| Position Held |  |
| Signature |  | Date |  |
| *I understand that any image submitted with my acquittal may be used for the purposes of display, publicity, and promotional materials for RRSNCBF, this includes print and online platforms (newsletters, social media, and websites).* |