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**Bin 2 Bin Community Benefit Fund**

**APPLICATION FORM**

**ROUND 1**

**Applications Open 1 October 2025**

**Applications Close 31 October 2025**

The **Bin 2 Bin Benefit Fund** exists to support initiatives and projects that improve the wellbeing, connectedness, and resilience of the Shire of Narembeen community. Inspired by the principles of Hurt to Help Limited, the Fund recognises that even small contributions, born from shared challenges, can create lasting, positive change.

Grounded in our mission and vision, the Fund strives to deliver **full transparency**, connecting donors directly with community outcomes and ensuring every dollar donated **directly benefits** those most in need. We prioritise support for individuals and groups navigating adversity, turning hardship into hope through community-led action.

**Who Can Apply?**

* Community groups and not-for-profit organisations operating within the Shire of Narembeen.
* Individuals or informal groups seeking to deliver a project with demonstrable community benefit.

**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:

* Address a need or gap within the community.
* Build community capacity, participation, and connectedness.
* Enhance amenities, facilities, or shared spaces.
* Improve community wellbeing (cultural, emotional, physical, social).
* Improve inclusivity or support vulnerable groups

**Funding Priorities**

Priority will be given to projects that:

* Address issues that arise from hardship, change, or adversity.
* Demonstrate lasting benefit to the wider community.
* Encourage collaboration between groups and/or sectors.
* Have a sustainable impact beyond the funding period.
* Represent good value for money, with clear, reportable outcomes.

**What Cannot Be Funded?**

* Ongoing administrational or operational costs.
* Political campaigns or activities.
* Projects outside the Shire of Narembeen.
* Projects that primarily benefit an individual without wider community impact.
* Retrospective funding for completed projects.

**Funding Amount**

* A maximum allocation of $7,500 is available each financial year.
* Applications will be assessed on merit against the program criteria.
* Partial funding may be offered based on demand and project impact.

**Selection Criteria**

Each eligible application will be assessed against the following criteria:

* Alignment with the Fund’s purpose, priorities, and transparency mission.
* Capacity of the applicant to successfully deliver the project.
* Feasibility, planning, and realistic budgeting.
* Evidence of community collaboration, need, and support.
* Potential meaningful, measurable community benefit.

**Application Assessment Process**

* Applications will be invited twice a year (March and October) or as determined by available funds.
* Applications must be submitted on the official Bin 2 Bin Benefit Fund application form.
* Supporting information such as budgets, letters of support, or plans may be required.
* Applications will be assessed by a Bin 2 Bin appointed panel.

**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 Bin 2 Bin Community Benefit Fund” must be made in all publicity associated with the project. The use of the logo 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?**

|  |  |  |
| --- | --- | --- |
| [ ]  Community Activities or Events | [ ]  Educational Workshops or Training | [ ]  Health & Wellbeing Programs |
| [ ]  Initiatives Supporting Youth, Seniors, or Minority Groups | [ ]  Small Infrastructure Projects | [ ]  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 Bin 2 Bin Community Fund, this includes print and online platforms (newsletters, social media, and websites).* |