



## ***Community Benefit Fund***

### **APPLICATION FORM ROUND 7**

**Applications Open 1 October 2024**  
**Applications Close 31 October 2024**

The Shire of Narembeen and Ramelius Resources Ltd has established the Ramelius Resources & Shire of Narembeen Community Benefit Fund (RRSNCBF). 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 money to assist with projects/events or activities that will benefit the community.

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

Projects may be jointly funded (that is money may come from other organisations, grants, or fundraising).

#### **Who Can Apply?**

- Eligible applicants must be:
  - an incorporated organisation or group or
  - an unincorporated organisation, group or individual, applying through the auspice of an incorporated body.

#### **Who Cannot Apply?**

- an unincorporated organisation without an auspice arrangement
- an Individual, sole traders, private or commercial businesses
- Educational institutions
- State or Federal 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 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 Can't be Funded?**

- Ongoing expenditure in the form of operating or administrative costs e.g., rent, staff wages, utility costs, insurance, and stationery.
- Expenditure or projects that benefit individual or personal 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 State or Federal 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 \$1000-\$5000, additional quotes may be required for items over \$5000).
- 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 Benefit Fund Grants will be assessed by the advisory committee. The committee consists of the Shire President or his or her nominee, the Mine Manager of the Tampia Gold mine or his or her nominee and a Go Narembeen representative who also acts as a community member. The committee will make a recommendation to the Shire of Narembeen Council. The Council will determine if your application is approved. You will receive a letter advising of the outcome.

This is a competitive program, and not all applications will be successful. Your chances of success depend on how well you can demonstrate that your application meets the priority areas and assessment criteria.

Applicants should answer all the questions provided with as much detail as possible. Your responses will enable the advisory committee to make their decision. When completing the application form consider how the proposed activity or project addresses the criteria.

## **Grant Conditions and Requirements**

### **1. Financials**

Grant applications must include supporting quotes or cost estimates. For requests over \$2,500, applicants are also required to submit a copy of the organisation's current financial statements or bank statement.

### **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 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 [crcmanager@narembeen.wa.gov.au](mailto:crcmanager@narembeen.wa.gov.au) from the applicant.

### **4. Revoked Funding**

Where approved funding is not claimed, the Economic Development 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 Economic Development 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 Economic Development 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 Community Resource Centre Coordinator at [crcmanager@narembeen.wa.gov.au](mailto:crcmanager@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 Manager on 90647055 or by email [crcmanager@narembeen.wa.gov.au](mailto:crcmanager@narembeen.wa.gov.au).

## **Who do I submit my application to?**

Your application can be submitted to [crcmanager@narembeen.wa.gov.au](mailto:crcmanager@narembeen.wa.gov.au), posted or hand delivered to the Community Resource Centre – 2/19 Churchill Narembeen WA 6369.

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## Community Benefit Fund

### 1. Applicant Details

|                    |  |        |  |
|--------------------|--|--------|--|
| Organisation Name: |  |        |  |
| Postal Address:    |  |        |  |
| Contact Person:    |  |        |  |
| Phone No:          |  | Email: |  |

### 2. ABN, Tax Status and Other Legal Requirement *(circle applicable)*

|  |      |    |
|--|------|----|
| Does your organisation have an ABN?  | Yes  | No |
|  | ABN: |    |
| Is your organisation registered for GST?   | Yes  | No |
| Is your organisation incorporated?<br><i>*If yes, please attach a copy of your certificate of incorporation.</i>                       | Yes  | No |
| Does your organisation have Public Liability Insurance?<br><i>*Attach a copy of your certificate of currency for public liability.</i> | 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 |

### 3. About Your Project

#### 3.1 Project Details

|  |       |                             |                          |
|--|-------|-----------------------------|--------------------------|
| Project Name   |       |                             |                          |
| Project Date   | Start | Finish                      |                          |
| Total Cost of Project  | \$    | Amount of funding requested | \$                       |
| 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<br>How many? |

#### 3.2 What is the project's Primary focus? *(circle applicable)*

|                        |            |             |        |
|------------------------|------------|-------------|--------|
| Cultural / Arts        | Sporting   | Environment | Events |
| Sustainable Enterprise | Historical | Other       | .....  |

#### 3.3 Who is your main target groups *(circle applicable)*

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

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

**3.5 Please describe how your project will benefit the Community? (100 words or more)**

**4. 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.

| <b>INCOME</b>   | <b>Amount \$</b><br><i>(Excluding GST)</i> |
|---|--|
| <b>Community Benefit Fund contribution</b><br><i>(This is the amount of grant requested)</i>  | \$   |
| <b>Your contribution</b><br><i>(This is your organisation \$ contribution to the project)</i>   | \$   |
| <b>Other contributions</b><br><i>(Please itemise your other \$ income streams for the project e.g., Sponsorship, funding, ticket sales, vendor fees, etc)</i>                     | \$   |
| <b>Total \$ of all contributions</b><br><i>(Total of Fund contribution, your contribution and other contributions)</i>  | \$   |
| <b>Total of 'In-Kind' contributions</b><br><i>(Total \$ value of any In Kind support from you or other organisations to deliver the event estimated \$ value) @ \$40 per hour</i> | \$   |

## 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.**

| <b>EXPENSES</b>   |                          |                              |
|---|--------------------------|------------------------------|
| Item/s Description<br><input type="checkbox"/> Please mark items covered by the grant request |                          | Amount \$<br>(Excluding GST) |
| <input type="checkbox"/>  | Equipment Purchases      | \$                           |
| <input type="checkbox"/>  | Promotions / Advertising | \$                           |
| <input type="checkbox"/>  | Delivery costs / Fuel    | \$                           |
| <input type="checkbox"/>  | Venue Hire               | \$                           |
| <input type="checkbox"/>  | Other                    | \$                           |
| <b>Total Expenditure</b>  |                          | <b>\$</b>                    |

## 5. 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 including newsletters, social media, and websites.*