



Ramelius Resources and Shire of Narembeen
Community Benefit Fund

Application Form & Guidelines

Round 11

Applications Open: 1 October 2026

Applications Close: 31 October 2026





Community Benefit Fund

GUIDELINES

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 benefits to the community and involve local participation. Projects may receive joint funding, with contributions coming from other organisations, grants, or fundraising efforts.

Important – Complete Every Section

Applications are assessed only on the information submitted. Assessors will not assume or supply missing information. Do not leave questions blank. If a question does not apply, write 'Not Applicable'. General statements such as 'this will benefit the community' are not enough. Provide specific details, numbers and evidence wherever possible. Incomplete applications or applications missing required supporting documents may not proceed to assessment.

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 on 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 or any operation activities.
- The purchase of alcohol and gifts.
- Expenditure on projects or purchases that have been made prior to grant approval (retrospective funding).

Application Process

Applications for Community Benefit Fund grants will be assessed by the Advisory Group, which includes the Shire President (or their nominee), a Ramelius Resource and 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.

Selection Criteria

Each eligible application will be assessed against the following criteria:

Criterion	Weight	What you need to demonstrate
Community need and expected benefit.	30%	Explain the need or opportunity and provide relevant evidence.
Reach and inclusiveness of beneficiaries.	15%	Identify who will benefit and approximately how many people.
Delivery plan, readiness and organisational capacity.	20%	Provide a realistic plan, responsibilities, approvals and capacity to deliver.
Budget accuracy, value for money and applicant contribution.	20%	Provide a complete budget, quotes and confirmed contributions.
Alignment with Fund objectives and benefit to the Shire.	10%	Show how the project will principally benefit the Narembreen community.
Quality and relevance of evidence.	5%	Responses must be relevant, specific and supported.

How Do I Apply?

Application forms can be collected from the Shire of Narembreen or downloaded from the Shire of Narembreen website www.narembreen.wa.gov.au. If you wish to discuss your project, or for other enquiries about the fund please contact the Shire of Narembreen Community Resource Centre Project Officer on 9064 7055 or by email gatkins@narembreen.wa.gov.au

Who Do I Submit My Application To?

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



Community Benefit Fund

APPLICATION FORM

1. Applicant Details

Organisation Name:			
Postal Address:			
Contact Person:			
Phone No:		Email:	
Auspicings:	Yes No	Organisation:	

2. ABN, Tax Status and Legal Requirement

Question	Response		
Does your organisation have an ABN?	Yes	No	
Is your organisation registered for GST?	Yes	No	
If auspicings, is the auspicings organisation registered for GST?	Yes	No	
Is your organisation incorporated? <i>If yes, please attach a copy of your certificate of incorporation.</i>	Yes	No	
Does your organisation have Public Liability Insurance? <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	N/A

Previous Community Benefit Fund Grants (last two years)

Round/Year	Project	Amount Received	Acquittal Date

3. About Your Project

3.1 Project details

Project Name		
Project Start Date		
Project Finish Date		
Total eligible project cost (ex GST)	\$	
Community Benefit Fund Grant 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 Narembreen?	Yes	No
If not, please provide the location		
Does your project involve volunteers? If yes how many?	Yes Approx # ____	No

3.2 What is the project's primary focus?

Arts / Culture	Environment	Events	Historical
Recreation / Sport	Sustainable Enterprise	Other:	

3.3 Who is your main target groups?

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

3.4 What are you proposing to do? Describe the activity, event, project or purchase and clearly state what the Community Benefit Fund grant will pay for (100-200 words).

3.5 Why is the project needed? Describe the community needs, problem or opportunity and provide evidence where available (for example condition reports, community feedback or other supporting information).

3.6 Who will benefit? Identify the main beneficiary groups, approximately how many people will benefit, and how the project will be inclusive and accessible to the Narembreen community.

3.7 What will the project achieve? List the specific, measurable outcomes expected from the project, such as activities delivered, increased organisational or community capacity, equipment made available, or infrastructure completed.

4. Project Delivery Plan

List the key activities or milestones, when they will occur and who is responsible.

Activity / Milestone	Timing / Date	Person / Organisation Responsible

5. Approvals and Permissions

Identify any approvals required. For example, landowner, planning/building approvals, licenses or event approvals and the status.

Approval / Permission Required	Required?		Status / Date Obtained
	Yes	No	
	Yes	No	
	Yes	No	

5.1 What are the key risks to successfully deliver the project and how will it be managed? If not applicable, write N/A.

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5.2 If the project involves asset, equipment or infrastructure, who will own it and how will it be maintained after the grant-funded project is complete? If not applicable, write N/A.

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6. Budget and Financials

Budget Rules

- Total cash income must equal total cash expenditure. In-kind contributions are shown separately and are not included in the cash balance. Volunteer hourly rate calculated at \$40 per hour.
- Identify whether other fundraising, grants or sponsorships are confirmed. Attach quotes or written cost estimates for items to be funded by this grant if project value is over \$2,500.
- For funding requests over \$2,500 attach your organisation's current financial statements or bank statement.

6.1 Cash Income

Cash Funding Source	Confirmed	Amount (Ex GST)
Community Benefit Fund Grant Requested	<i>Leave Blank</i>	\$
Applicant cash contribution	Yes No	\$
Other fundraising / grant / sponsorship: _____	Yes No	\$
Other cash source:	Yes No	\$
TOTAL CASH INCOME		\$

6.2 In-Kind Contribution

In-kind Contribution	Provider	Quantity / Hours	Rate	Estimated Value
Volunteer labour			\$	\$
Equipment or plant			\$	\$
Materials			\$	\$
Services			\$	\$
Other			\$	\$
TOTAL IN-KIND VALUE			\$	\$

6.3 Cash Expenditure

List all project expenses and clearly show the amount to be paid from the Community Benefit Fund and the amount funded from other cash sources.

Expenditure Item / Supplier	Quote Attached	Grant Funded (Ex GST)	Applicant Funded (Ex GST)	Funded Other (Ex GST)	Total (Ex GST)
	Yes No	\$	\$	\$	\$
	Yes No	\$	\$	\$	\$
	Yes No	\$	\$	\$	\$
	Yes No	\$	\$	\$	\$
	Yes No	\$	\$	\$	\$
TOTAL CASH EXPENDITURE		\$	\$	\$	\$

6.4 Budget Check

Total cash income	\$
Total cash expenditure	\$
DIFFERENCE	\$

7. Supporting Document Checklist

Required Item	Attached / Completed / N/A <i>(please specify)</i>
Required approvals identified and status provided	
Income and expenditure budget completed	
Quotes/written cost attached for requests over \$2,500	
Certificate of Incorporation attached	
Current Public Liability Insurance certificate attached	
Current financial statement or bank statement attached for requests over \$2,500	
Other funding identified as confirmed or unconfirmed	
All previous Community Benefit Fund grants acquitted	

8. Grant Conditions and Requirements

- Fund payments: Community Benefit Fund payments, as approved, will be paid to the applicant after the GST treatment has been determined and on receipt of an invoice addressed to the Shire of Narembeen and emailed by the applicant to gatkins@narembeen.wa.gov.au.
- Acknowledgement: The Fund's support must be acknowledged in project advertising, promotion and media publicity. Use of the Go Narembeen, Ramelius Resources and Shire of Narembeen logos is encouraged. Suggested wording: "This project is assisted by the Community Benefit Fund, supported by Go Narembeen, Ramelius Resources and the Shire of Narembeen."
- If the approved project scope changes, contact the CRC Project Officer before proceeding with the changed scope. Substantial changes may require reconsideration of the grant approval.
- The completed acquittal and supporting document must be submitted within 30 days of project completion or before the next funding round commences, whichever comes first.
- Failure to acquit previous funding will disqualify an applicant from future Community Benefit Fund funding. Requests for an extension must be made in writing before the acquittal due date.

9. Declaration

By signing this application, I confirm that:

If my application is successful, I will acknowledge the Community Benefit Fund's support in project advertising, promotion and media publicity and, where practical, use the Go Narembeen, Ramelius Resources and Shire of Narembeen logos.	
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>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).</i>			

10. Auspicing Organisation Endorsement (complete only if applicable)

The authorised representative of the auspicing organisation confirms that the organisation agrees to auspice this application and accepts responsibility for the grant funds and associated financial obligations.

Auspicing organisation	
Authorised representative	
Position held	
Signature	
Date	