



Eastern Metropolitan Regional Council

Community Grants Program

Application Form

1 Contact information

Please provide all below information.

1.1 Community Group

Group name:	
Street address:	
Postal address: <i>(if different to above)</i>	

1.2 Group's Contact Person:

Name:	
Position/Title:	
Phone number: <i>(preferred / during business hours)</i>	
Other phone number: <i>If applicable</i>	
Email address:	

2 Community Group Information

Certificate of Incorporation attached:	Yes <input type="checkbox"/>
ABN (Australian Business Number): Unique 11 digit number	
OR Reason for ABN exemption: Please attach supporting document(s)	
What is the main aim / objective / purpose of the community group?	

3 Your Project

3.1 Project title

3.2 Grant category

Which grant category does your project contribute towards? If applicable, you may select more than one.

- | | |
|---|---|
| ⇒ Sustainability <input type="checkbox"/> | ⇒ Cultural <input type="checkbox"/> |
| ⇒ Social <input type="checkbox"/> | ⇒ Recreational <input type="checkbox"/> |

3.3 Project eligibility

Please answer the following questions:

- | | Yes | No |
|---|--------------------------|--------------------------|
| a) Does this project require ongoing funding or support other than the initial grant? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Is this project routine or regular maintenance work to an existing facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Will there be ongoing public access to the facilities, goods or services funded? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Is this application related to the replacement/repair of facilities or goods damaged by vandalism, fire or other natural disasters where the act should be covered by insurance? | <input type="checkbox"/> | <input type="checkbox"/> |

3.4 Community to benefit

Please tell us who will benefit from your project.

Where? Choose at least 1:

- | | |
|--|--|
| <input type="checkbox"/> ⇒ Gidgegannup | <input type="checkbox"/> ⇒ Guildford |
| <input type="checkbox"/> ⇒ Hovea | <input type="checkbox"/> ⇒ Midland |
| <input type="checkbox"/> ⇒ Parkerville | <input type="checkbox"/> ⇒ Woodbridge |
| <input type="checkbox"/> ⇒ Stoneville | <input type="checkbox"/> ⇒ Bellevue |
| <input type="checkbox"/> ⇒ Hazelmere | <input type="checkbox"/> ⇒ Bushmead |
| <input type="checkbox"/> ⇒ South Guildford | <input type="checkbox"/> ⇒ Helena Valley |
| <input type="checkbox"/> ⇒ Guildford | |

Who? Choose at least 1:

- | | |
|---|--------------------------|
| <input type="checkbox"/> ⇒ Children | <input type="checkbox"/> |
| <input type="checkbox"/> ⇒ Youth | <input type="checkbox"/> |
| <input type="checkbox"/> ⇒ Families | <input type="checkbox"/> |
| <input type="checkbox"/> ⇒ Seniors | <input type="checkbox"/> |
| <input type="checkbox"/> ⇒ Aboriginal or Torres Strait Islander | <input type="checkbox"/> |
| <input type="checkbox"/> ⇒ People living with disability | <input type="checkbox"/> |
| <input type="checkbox"/> ⇒ Culturally and Linguistically Diverse (CALD) | <input type="checkbox"/> |
| <input type="checkbox"/> ⇒ Other (please specify) | <input type="checkbox"/> |

3.5 Project Summary

Please briefly and clearly state the project’s purpose including the community and / or environmental benefits.
(Approximately 50-100 words)

➤ Where possible, please provide evidence of the need, e.g., statistics, letters of request/support, media stories.

Example: To purchase 200 trees to plant at Wedgetail Reserve in Parkerville to provide shelter and food source for the threatened Black Cockatoo species, rehabilitate the reserve and encourage positive involvement from the community. The attached letters are from Parkerville community members requesting restoration of the reserve to help protect the cockatoos.

3.6 EMRC Acknowledgement

How will your community group acknowledge EMRC’s assistance?

e.g. photographs, brochures / flyers, newsletters, social media, website, news articles, etc.

4 Project Plan

4.1 Tasks

Please list and briefly describe the tasks that will be completed to achieve your project objectives.

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4.2 Project Milestones

Please state the significant milestones / steps of your project and the date you estimate to start and finish.

Your project cannot start until the grant has been awarded and must be completed before 30 June the following year.

Project Milestones	Start Date (estimated)	Finish Date (estimated)

4.3 Project Costs

Please list and provide details of the goods or services to be purchased with the grant funding. Attach all quotes and additional costs.

Details of Good / Services <i>E.g. products, services, equipment hire.</i>	Estimated Cost (incl. GST)	Quote attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Total funding requested from EMRC. (incl. GST)		

5 Acknowledgment of EMRC

Please complete ALL questions.

Yes

1. Do you agree to recognise EMRC as a provider of funding and give evidence of this recognition?
2. Do you agree that EMRC will be formally recognised and promoted in ways such as brochures / flyers, newsletters, social media, website, news articles, signage at the site/location, or at program launches or event (i.e. via speeches or signage)?
3. Do you agree to notify and invite the EMRC to any public relations activities associated with the project? (e.g. program launch, event day).
4. Do you agree to complete and provide EMRC with a 2024/2025 Community Grants Program Project Completion Report within two months of project completion or by 30 June 2025 (whichever comes first)?

6 Past applications

To be eligible for funding, you must have completed and submitted a Project Completion Report for the previous year or previous year funded. Please tick the relevant box:

1. Our group has never received funding from EMRC Community Grants Program.

OR

2. Our group last received funding in [YEAR]: [Click or tap here to enter text.](#)

And, our group has completed and submitted the Project Completion Report to EMRC for that year.

7 Application Checklist

Please complete the below checklist to ensure you have provided the required information and supporting documentation.

ABN or explanation to prove exemption	<input type="checkbox"/>
Certificate of Incorporation attached	<input type="checkbox"/>
All prior project completion reports have been returned to EMRC and accepted	<input type="checkbox"/>
Adequate responses have been provided for <u>ALL</u> questions in the completed application form	<input type="checkbox"/>
Documentation demonstrating community / environmental need (if available)	<input type="checkbox"/>
Evidence that your community group has endorsed the project / initiative to be undertaken (if relevant)	<input type="checkbox"/>
Copies of quotes for goods / services for which you're requesting funding are attached	<input type="checkbox"/>
Copies of drafted materials that demonstrate how the community group will acknowledge EMRC's assistance	<input type="checkbox"/>



8 Declaration

Two members of your organisation are required to complete the declaration below. One member must be the President (or equivalent) of the community group.

“We declare that we have been authorised by the applicant community group to prepare and submit this application to EMRC for the EMRC Community Grants Program. We declare that the information included in this application is true and correct and that we will abide by the conditions set out in EMRC’s 2024/2025 Community Grants Program Guidelines, which we have read and understood.”

Name:			
Position/Role: (President or similar)			
Signature:		Date:	

Name:			
Position/Role: (Other committee member)			
Signature:		Date:	

9 Submitting Your Application

Please return the completed form via -

Email:
mail@emrc.org.au

Deliver:
EMRC
Attn: Community Grants Program
226 Great Eastern Highway
ASCOT WA 6104

Post:
Attn: Community Grants Program
EMRC
PO Box 234
BELMONT WA 6984

Applications **MUST** be received no later than 11.59pm (midnight) Wednesday, 11 December 2024

Late applications will not be accepted.