



Shire of Cranbrook

Community Grant Program

Application Form 2026 – 2027

Before you complete this form, please ensure that you have read and understood all of the information in the Community Grant Application General Funding Guidelines.

PART A / Organisation Information

1. Organisation Details

Name of Organisation / Group			
Postal Address			
Telephone			
Are you registered for GST	Yes / No	ABN if applicable	

2. Contact Person

The person who will be responsible for the daily coordination of the project

Name	
Position	
Telephone	
Email	

3. Tick the box which best describes the organisation

<input type="checkbox"/>	Incorporated, Not for Profit
<input type="checkbox"/>	Community Group (unincorporated but auspiced by an incorporated body)
<input type="checkbox"/>	Commercial / For Profit (undertaking a not-for-profit activity)

Note: If you are not an Incorporated Association, Not for Profit Group, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.

Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.

4. Auspice Body (If applicable)

Auspicing Organisation		
Contact Person		
Address		
Telephone		
Email		

PART B / About your organisation

1. What is the core focus / vision of your organisation

2. Does your organisation involve volunteers, if yes please provide how many and the roles they serve

3. What is the main source of funding or income for your organisation

PART C / Details of the Project or Event

1. Name of the project or event

2. Brief summary of the project or event, including the objectives and outcomes

3. Amount requested from the Shire of Cranbrook

4. If successful, what will these funds be used for



PART C / Details of the Project or Event

- 5. What Shire of Cranbrook Objectives and Outcomes does your program, project or event align with**

- 6. Will the Shire of Cranbrook indirectly benefit from this funding, if yes, how?**

Note: Indirectly benefit means that there will be a flow on effect for the Shire of Cranbrook such as, external money from visitors staying in the Shire and contributing to the Local Economy

- 7. Does the applicant have evidence of preliminary planning for this funding, if yes please provide the document name and attach evidence to this application**

Note: This can be in the form of minutes, agendas. Committee memos etc. Preliminary planning is not quotes, emails to suppliers or emails between executive committee members

- 8. Please provide a timeline for this project, program, or event**

DATE	MILESTONE



9. Is this project, program, or event open and accessible to the wider community?

Yes	
No	
Not applicable	

10. How will you recognise the Shire of Cranbrook's contribution

Note: Please be advised that the level of recognition will be subject to the amount of funding you apply for.
The details are listed in the General Funding Guidelines

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PART D / Budget (ex GST)

TOTAL PROJECT COST (A)	EX GST	GST	INC GST
INCOME			
Group Funding			
Shire of Cranbrook Funding			
Other			
TOTAL			
EXPENSE			
Eg; Catering			
TOTAL (B)			

Note: Please ensure Total A and Total B Balance



PART E / Declaration

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by Community Grant Program Guidelines and funding received will be used for the purpose nominated in this application.

Signed by TWO senior members of organisation:

Full name:

Full name:

Position title:

Position title:

Signature:

Signature:

Date:

Date:

DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of _____ and abide by the Community Grant Program Guidelines.

Signed by TWO senior members of the auspicing organisation:

Full name:

Full name:

Position title:

Position title:

Signature:

Signature:

Date:

Date:



PART F / Submission

Please send this application before 4pm Friday 29 May 2026 via one of the following:

Mail

Shire of Cranbrook

PO Box 21, Cranbrook, WA, 6321

Email

admin@cranbrook.wa.gov.au

In person

19 Gathorne Street, Cranbrook

Checklist:

- Letter of support from auspice organisation (if applicable)
- Copy of Certificate of Currency for Public Liability Insurance
- Read through the guidelines
- Letters of support
- Project timeline (if applicable)
- Copies of quotes for all expenditure over \$1000 requested
- Discussed your application with the Community Development Manager
- Provided a copy the most current audited financials