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 www.bunbury.wa.gov.au

# CITY OF BUNBURY COMMUNITY BUDGET APPLICATION FORM CULTURAL FACILITIES/ORGANISATIONS (OPERATIONAL/CAPITAL FUNDING REQUESTS)

**Enquiries to:**  
 City Life Department  
 Kobi Halbert  
 Direct Ph: (08) 9792 7035  
 Email:  
 khalbert@bunbury.wa.gov.au

**DEADLINE: 5pm on 31 March**

**Privacy**

*The personal information collected on this form will be used by the City of Bunbury for the sole purpose of providing requested and related services. Information will be stored securely by the City.*

**Copyright**

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**Instructions:** Please type or print clearly using **black or blue pen** in the spaces provided.

**1. CONTACT DETAILS**

<b>Contact Surname:</b>		<b>First Name:</b>	
<b>Position Title:</b>			
<b>Organisation:</b>			
<b>Postal Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Street Address:</b>			
<b>Suburb:</b>		<b>State:</b>	
<b>Telephone (H):</b>		<b>Telephone (W):</b>	
<b>Mobile:</b>		<b>Facsimile:</b>	
<b>E-mail:</b>			
<b>Website:</b>			

**OFFICE USE ONLY:**

<b>Date Application Received</b>	
<b>Officer Name</b>	
<b>Distributed to Finance</b>	
<b>Data entered &amp; TRIM Ref</b>	

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## 2. LEGAL STATUS

If an **organisation**, what is your legal status:

Incorporated assoc.  Statutory body  Other, specify

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## 3. SUBMISSION DETAILS

Operational Funding Amount Requested: \$

Capital Funding Amount Requested: \$

Council Services Requested (if required):

Please note: Should you require Council services (such as building, construction and maintenance, traffic management etc) you must contact the City of Bunbury and request quotes. These quotes must be attached to this application and detailed below.

Council Service requested	Quoted amount

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## 4. GST INFORMATION

Australian Business Number:

If you do not have an ABN, please supply a Statement by Supplier form available from the Australian Tax Office

Are you registered for GST: Yes  No

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## 5. ESTABLISHMENT INFORMATION

Write a brief summary under each heading. Each summary should be no longer than 100 words.

**6a Brief description of your organisation:**


**6b Describe the vision/mission/core objectives for the organisation/group:**


**6c How long has the organisation been in operation?**

**6d What are your aims and objectives for the next financial year?**


**6e Benefits to the City of Bunbury**

**Describe what will be returned through the City's investment:**


**6f Recognition of the City of Bunbury support**

Please find attached a copy of the City of Bunbury Acknowledgement Guidelines.  
Failure to adhere to these guidelines may result in Council not funding future proposals.

Please tick which Acknowledgement Category your project falls into:

**Category One**

Organisations receiving financial support of \$5,000 or less in any one financial year

**Category Two**

Organisations receiving financial support over \$5,000 in any one financial year.

**Category Three**

Organisations receiving financial support over \$55,000 in any one financial year.

**6g Marketing**

**Detail what advertising / publicity you intend to carry out to promote your organisation:**


**6h Other support**

**Provide evidence of funding from other sources:**

Source	Funding \$


**6p Past Support:**

Please indicate the year and the amount of any sponsorship received from the City of Bunbury in the past 5 years:

Year	Amount sponsored

Should you be requesting additional funds to what was received last year, please provide an explanation:


**6. BUDGET** (Please Note: TOTAL INCOME and TOTAL EXPENDITURE must be equal)

<b>INCOME</b>		<b>EXPENSES</b>	
Earned Income (eg. Ticket sales, Box Office etc)		Operational costs (eg. Administration, consultant fees etc)	
<b>Sub Total – A</b>	<b>\$</b>	<b>Sub Total – F</b>	<b>\$</b>
Other Grants (eg. Australia Council, Dept of Culture and the Arts, Healthway etc. Please indicate if confirmed or TBC)		Capital costs: (eg. Furnishings, maintenance, equipment. Please also include any costs for Council services if applicable)	
<b>Sub Total – B</b>	<b>\$</b>	<b>Sub Total – G</b>	<b>\$</b>
Other sponsorship income (eg. Donations, in kind, private support)		Marketing and promotion costs	
<b>Sub Total – C</b>	<b>\$</b>	<b>Sub Total – H</b>	<b>\$</b>
Amount requested from the City of Bunbury including Council services– <b>D</b>	<b>\$</b>	Other Costs (please specify) – I _____ _____	<b>\$</b>
<b>PROJECT TOTAL: (A+B+C+D) = E</b>	<b>\$</b>	<b>PROJECT TOTAL: (F+G+H+I) = J</b>	<b>\$</b>

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## 7. SUPPORT MATERIAL

Please ensure you attach the below documentation

(Stapled or paper clipped only, do not bind attachments):

### APPLICATIONS OF \$10,000 OR UNDER:

#### Item

- |   |                          |
|---|--------------------------|
| Annual Business Plan  | <input type="checkbox"/> |
| Annual Budget including other funding sources   | <input type="checkbox"/> |
| Any quotes to support the provided budget, including those for Council Services if applicable | <input type="checkbox"/> |
| Included a copy of your incorporation certificate if necessary?                               | <input type="checkbox"/> |
| Letters of support from relevant bodies   | <input type="checkbox"/> |
| Copy of confirmation applicant is registered for GST (if applicable)                          | <input type="checkbox"/> |

### APPLICATIONS OF OVER \$10,000:

#### Item

- |  |                          |
|--|--------------------------|
| Organisation 5 year Strategic  | <input type="checkbox"/> |
| Board or committee membership and organisational structure                       | <input type="checkbox"/> |
| Copy of previous financial year's Annual Report (including financial statements) | <input type="checkbox"/> |

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## 8. APPLICANT CHECKLIST

Have you...

- |  |                          |
|--|--------------------------|
| Completed all details in your application?                     | <input type="checkbox"/> |
| Provided an accurately costed budget?                          | <input type="checkbox"/> |
| Retained a copy of the completed application for your records? | <input type="checkbox"/> |
| Included all necessary support material as indicated above?    | <input type="checkbox"/> |
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## 9. APPLICATION AUTHORISATION

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (if the 31 March falls on a day the Administration Building is closed, your application will be accepted on the first day open).

The statements in this application are true to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel named in this application.

I understand that any information given to applicants by a City of Bunbury staff member should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the City of Bunbury Acknowledgement guidelines and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous City of Bunbury funding.

I agree to accept the decision of the City of Bunbury Council regarding the assessment of this application.

I understand that Council's decision process concludes at the end of August and I will be notified by the City regarding the result of this application after this date.

I understand that should this application be accepted I will be required to provide an Acquittal by the 30 June the following year.

I authorise the City of Bunbury to reproduce any attachments provided with this form for internal purposes only.

I agree to advise the City of Bunbury immediately of any variations to information supplied in this application which may arise.

*I hereby certify that I am authorised to make this proposal for Sponsorship on behalf of the organisation detailed below and that all the information supplied is correct.*

**Applicants Signature:**

**Applicants Name:**

**Date:**

**Position in Organisation:**

**Organisation:**

**Witness Signature:**

**Witness Name:**

**Date:**

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**Please forward applications to:**

**Mail:** Domenic Marzano – Executive Manager City Life  
City of Bunbury  
PO Box 21  
BUNBURY WA 6231

**In Person:** City of Bunbury Administration Building  
4 Stephen Street  
BUNBURY WA 6230