



Activate Goomalling Grant Program 2026 – Round 9

Application Form

Before completing this form, please ensure:

1. All the information contained in the Program Guidelines is read and understood.

Section One – Applicant Details

1.1 Organisation

Legal name of organisation:			
Trading name (if applicable):			
ABN/Incorporation No.			
Postal address:			
Suburb:		Postcode:	
Telephone:			

1.2 Brief description of your organisation

Please provide details on the year established, your organisation's mission and purpose.

1.3 Contact person and officer bearers

List the contact person responsible for the daily co-ordination of the project.

Name	
Position	
Telephone	
Mobile	
Email	

List the other officer's bearers of the organisation

Name	
Position	
Mobile	
Email	

Name	
Position	
Mobile	
Email	

Name	
Position	
Mobile	
Email	

1.6 How does your organisation raise funds

Please provide a copy of your latest financial statements as an attachment to this application.

Section Two – Project Details

2.1 Project/Program Name:

2.2 Please tick the box that best describes the type of event/activity you will hold.

- Equipment
- Small capital project
- Workshop, seminar or speaker
- Expo
- Excursion or day trip
- Community event, i.e. a movie
- Sport activity
- Educational Activity
- Arts Activity
- Environment Protection/Conservation
- Other, please describe

2.3 Please tick the box that best describes your target audience

- youth
- low socio-economic people
- Aboriginal people
- People with disability
- children
- aged people
- wider community
- Other, please describe

2.4 Project/event/program description:

2.5 What are the benefits of your project/program to the community?

2.6 How does your project/program/activity align with the grant project objectives and outcomes.

2.7 Timeline of your project.

Event/program/project start date:	
Event/program/project completion date:	
Event/Program address/location(s):	

Section Three – Project Budget

Preference is given to support of local businesses and suppliers

Use the table below to show where the project income is coming from and how it will be spent. The requested Activate Goomalling Grant amount of between \$500 and \$2,000

Do not include GST in your costings.

(1) Budget Items (i.e. what the money will be spent on)	(2) This Grant Amount (\$ (excl. GST)	(3) Other Funding Amount (\$ (excl. GST)	(4) In-Kind Support Please estimate the dollar value of the in-kind support (\$)	(5) Source of Other Funding or In-kind Support Please state if confirmed or unconfirmed
Catering	\$500.00	\$2000.00	\$500	

Section Four – Grant Conditions

Grants provided through the Activate Goomalling Grants are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by Goomalling Community Opshop during the funding period.
2. Written approval must be sought from Goomalling Community Opshop for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Goomalling Community Opshop unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of the any of these Conditions, then:
 - (a) the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Goomalling Community Opshop within ten business days, and
 - (b) any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Goomalling Community Opshop.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. Goomalling Community Opshop will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant or the approved purpose must be provided to Goomalling Community Opshop within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by Goomalling Community Opshop.
9. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
10. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to the Working with Children Check website for further information www.workingwithchildren.wa.gov.au.
11. Goomalling Community Opshop is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.

12. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers' Compensation, and Professional Indemnity.
13. An acknowledgement of funding assistance provided by Goomalling Community Opshop must be included in any advertising and on any material relating to the project by using the words 'Supported by the Goomalling Community Opshop – Activate Goomalling Grant'.
14. Any individuals involved with the project must not be exposed to significant promotions for alcohol or unhealthy food and drinks during the term of the project.
15. If any of the terms or conditions are breached by the recipient organisation, Goomalling Community Opshop may terminate the grant agreement at any time and without giving prior notice.
16. If you breach any of these terms and conditions, the Goomalling Community Opshop can terminate the arrangement at any time without giving you prior notice.

Section Five - Declaration

On behalf of the applicant organisation, I declare that:

- I am currently authorised to legally enter into contracts on behalf of the organisation, according to its constitution or as bound by law.
- All the information provided in this application, including any attachments, is true and correct.
- The organisation is financially viable and able to meet all accountability requirements.
- I give permission to the Goomalling Community Opshop, when applicable, to contact any persons or organisation in the processing of this application and I understand that information may be provided to other agencies, where appropriate.
- If a grant is provided:
 - I am aware the Grant Conditions outlined in this document will apply to ensure a project is appropriately completed and accountability requirements are met.
 - I agree to ensure that appropriate insurances are in place (including but not limited to worker's compensation, volunteers, professional indemnity, public liability, motor vehicle, etc.).
 - I agree to undertake the project as stated and provide the required qualitative and financial reports to demonstrate that the grant was expended in accordance with the agreement.
 - I agree to acknowledge Goomalling Community Opshop – Activate Goomalling Grant Program.

Name of the organisation	
Legally authorised officer name	
Legally authorised officer position	
Legally authorised officer telephone	
Legally authorised officer email	
Legally authorised officer signature	
Witness name	
Witness signature	
Date	

Application Checklist

Before applying, ensure the following have been completed and checked:

Checklist item	Complete
The Guidelines and Grant Conditions have been read and understood by the authorised signatory or delegate of the administering organisation, and any other relevant parties.	<input type="checkbox"/>
All questions in the application form are complete.	<input type="checkbox"/>
The application has addressed all selection criteria specified in the program Guidelines.	<input type="checkbox"/>
The declaration has been signed by the authorised signatory or delegate of the administering organisation.	<input type="checkbox"/>
All attachments have been included in the application (i.e. project plan, letters of support, etc.), where applicable.	<input type="checkbox"/>

Applications close

Applications close at **4pm, Tuesday 31 March 2026** and will be accepted:

via **email:** cdo@goomalling.wa.gov.au (preferred)

in person to: 32 Quinlan Street, Goomalling WA 6460 OR

Post to: PO Box 118, Goomalling WA 6460

Applications received after the closing date will not be accepted.

All applications will be acknowledged via email within five business days of receipt. Contact the 08 96291101 or cdo@goomalling.wa.gov.au to confirm receipt if no acknowledgement is received by this time.