

APPLICATION COVER SHEET

Grant Reference Number: Ex-Gr/ _____

APPLICANTS DETAILS	
COMMUNITY ASSOCIATION:	Wickham Community Association
APPLICATION CONTACT PERSON:	Fiona White-Martyn
POSITION HELD:	Chairperson
POSTAL ADDRESS:	PO Box 165, Wickham WA 6720.
TELEPHONE:	MOBILE: 0409324630
EMAIL:	Cr. white-martyn@roebourne.wa.gov.au
AUSTRALIAN BUSINESS NUMBER:	424 278 289
ARE YOU REGISTERED FOR GST?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
TOTAL AMOUNT REQUESTED:	\$ 203,000 -

PLEASE read the Annual Community Association Development Scheme Guidelines before completing this application. Appropriate supporting documentation must be attached with this application form.

Queries should be directed to:
Community Development Team, Community Services on 9186 8555.
Guidelines can be requested from our Community Development Team
Ph: 9186 8555 Fax: 9185 1626
Postal: PO Box 219, KARRATHA WA 6714

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 1

PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

<p align="center">PROJECT TITLE</p>	<p>WICKHAM YOUTH EVENT (WYE)</p>
<p>PROJECT DESCRIPTION Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p>The WCA has held an Annual Youth Event over the past two years for youth aged 10-17 years. This involves a dance event with a performer + DJ. The event is free and there are giveaways provided.</p>
<p>COMMUNITY BENEFITS If approved, describe how this project will benefit your broader community.</p>	<p>The WYE has become a popular annual event that attracts youth from across the shire. In 2014, the WYE was held at the commencement of National Youth Week. It is anticipated that this will continue for 2015. The event provides an opportunity for local youth to socialise in a safe environment & enjoy acts they wouldn't ordinarily get to experience.</p>
<p>COMMUNITY CAPACITY Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</p>	<p>The WCA has delivered events for the past 3 years successfully. We also hold weekly movies - and have done so for nearly 40 years.</p>
<p align="center">RISK MANAGEMENT</p>	<p align="center">Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</p>

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 2
TIMEFRAME**

When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due

PROJECT START DATE	April 2015 (National Youth Week).
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	The WCA engages the services of Event Managers, Wrapped Creations to undertake all planning of the WYE. Quotes will not be received until Dec 2014.
AWARD WORKS	December 2014.
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	December 2014.
MILESTONES / DATE PAYMENTS REQUIRED	April 2015.
END DATE	After Event completion - April 2015.
ACQUITTAL DUE	30 June 2015

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost			EXAMPLE
				\$100,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	WYE. Funding Partner	Amount Secured	Funding Partner	Amount
	1.	\$	1. X	\$10,000.00
	2.	\$	2. Y	\$10,000.00
	3.	\$	3. Z	\$10,000.00
	4.	\$	4.	
	5.	\$	5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount \$ —			\$20,000.00
FUNDS REQUESTED	Amount (This amount must be transferred to Section 4) \$ 53,000.			\$50,000.00
LIFECYCLE COSTS (Required for facility development projects)	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall	Any funding shortfall will be covered by the W.C.A.			
ACKNOWLEDGEMENT OF FUNDING Please outline all methods you would use to acknowledge the support you have received from the Shire	The WCA will acknowledge the Shire in all advertising & media surrounding the event. The Shire will also have their logo on all material produced - eg T-shirts.			

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

<p align="center">SECTION 1 PROJECT / ACTIVITY DETAILS Please provide a brief summary of the activity/project.</p>	
<p>PROJECT TITLE</p>	<p>Wickham Family Event.</p>
<p>PROJECT DESCRIPTION Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p>The Wickham Family Event usually coincides with the Wickham Youth Event and is targeted at families with children under 10 years. The event has an age appropriate act and DJ dance party following. Entry is free + giveaways are provided.</p>
<p>COMMUNITY BENEFITS If approved, describe how this project will benefit your broader community.</p>	<p>The Wickham Family Event aims to provide entertainment locally for families that ordinarily would not get the opportunity to attend locally. This year, the Sesame Street show proved to be a huge success with many families travelling from other towns to attend.</p>
<p>COMMUNITY CAPACITY Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</p>	<p>The WCA has had extensive experience in delivering events over 40 years. We now conduct 4 events annually which have all been very successful.</p>
<p>RISK MANAGEMENT</p>	<p>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</p>

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 2
TIMEFRAME**

When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due

PROJECT START DATE	April 2015 (in conjunction with the WYE).
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	Quotes will be received in Dec 2014.
AWARD WORKS	The WCA engages Wrapped Creations to manage the event. Dec 2014.
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	Dec 2014
MILESTONES / DATE PAYMENTS REQUIRED	April 2015.
END DATE	April 2015
ACQUITTAL DUE	30 June 2015

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost			EXAMPLE
	<i>Family Event.</i>			\$100,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Amount
	1.	\$	1. X	\$10,000.00
	2.	\$	2. Y	\$10,000.00
	3.	\$	3. Z	\$10,000.00
	4.	\$	4.	
	5.	\$	5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	<div>Amount</div> <div>\$ <i>—</i></div>			\$20,000.00
FUNDS REQUESTED	<div>Amount</div> <div>(This amount must be transferred to Section 4)</div> <div>\$ <i>30,000</i></div>			\$50,000.00
LIFECYCLE COSTS (Required for facility development projects)	<p>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</p>			
FUNDING SHORTFALL Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall	<p><i>Any funding shortfall will be covered by the WCA.</i></p>			
ACKNOWLEDGEMENT OF FUNDING Please outline all methods you would use to acknowledge the support you have received from the Shire	<p><i>The WCA will acknowledge the Shire in all advertising & media surrounding the event.</i></p> <p><i>The Shire will also have their logo printed on promotional items, eg T-Shirts.</i></p>			

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 1

PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

<p>PROJECT TITLE</p>	<p>Annual Citizenship Awards</p>
<p>PROJECT DESCRIPTION Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p>The WCA holds annual Citizenship Awards which recognises the effort of volunteers in the Eastern Corridor in 5 categories.</p>
<p>COMMUNITY BENEFITS If approved, describe how this project will benefit your broader community.</p>	<p>The annual Citizenship awards recognises volunteers in our community who selflessly give their time in making the town a better place to live. The event promotes volunteers, recognises the efforts of local groups & individuals and promotes community spirit.</p>
<p>COMMUNITY CAPACITY Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</p>	<p>These Awards have been in operation for several years and the ceremony has been successfully run by the WCA throughout this time. The Award ceremony is at the completion of the celebrity Cricket match</p>
<p>RISK MANAGEMENT</p>	<p>Briefly outline the Associations Risk Management Strategy for each of the stipulated projects attachment A</p>

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 2
TIMEFRAME**

When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due

PROJECT START DATE	10 th October 2014
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	
AWARD WORKS	Wrapped Creations have already been contracted for this event.
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	planning for this event commenced in March 2014
MILESTONES / DATE PAYMENTS REQUIRED	October 2014
END DATE	10 th October 2014
ACQUITTAL DUE	30 June 2015

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 1
PROJECT / ACTIVITY DETAILS**

Please provide a brief summary of the activity/project.

<p align="center">PROJECT TITLE</p>	<p>CELEBRITY CRICKET MATCH.</p>
<p align="center">PROJECT DESCRIPTION Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p>THIS EVENT HAS BECOME A POPULAR ANNUAL EVENT SINCE OUR 40 year celebrations in 2012. The cricket match is the Wickham Cricket Club Vs the World. The World team comprises of local players & celebrity guests.</p>
<p align="center">COMMUNITY BENEFITS If approved, describe how this project will benefit your broader community.</p>	<p>This event is a family event held at the Wickham oval. The celebrities that attend mingle with the whole community and sign autographs for the kids. The Annual Citizenship Awards follow this event and are presented by the celebrities. The event helps to promote community spirit and allows community members to meet sporting identities they usually would not have access to.</p>
<p align="center">COMMUNITY CAPACITY Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</p>	<p>This will be the 3rd year that this event will be held. This event is held in Partnership with the Wickham Cricket Club.</p>
<p align="center">RISK MANAGEMENT</p>	<p align="center">Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</p>

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT


**SECTION 2
TIMEFRAME**

When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due

PROJECT START DATE	October 10 ^m 2014.
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	
AWARD WORKS	The WCA has already engaged Wrapped Creations and Guru Entertainment for for this event.
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	Planning for this event commenced in March 2014.
MILESTONES / DATE PAYMENTS REQUIRED	after event completion - October 2014.
END DATE	October 10 th 2014
ACQUITTAL DUE	30 June 2015

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost			EXAMPLE
	<i>Celebrity Cricket Match + Awards</i>			\$100,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Amount
	1.	\$	1. X	\$10,000.00
	2.	\$	2. Y	\$10,000.00
	3.	\$	3. Z	\$10,000.00
	4.	\$	4.	
	5.	\$	5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	<div>Amount</div> <div>\$ </div>			\$20,000.00
FUNDS REQUESTED	<div>Amount</div> <div>(This amount must be transferred to Section 4)</div> <div>\$ 50,000</div>			\$50,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	<p>Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).</p>			
FUNDING SHORTFALL <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	<p><i>Any funding shortfall will be covered by the WCA.</i></p>			
ACKNOWLEDGEMENT OF FUNDING <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<p><i>The WCA will acknowledge the Shire in all advertising & media surrounding the event.</i></p>			

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 1

PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

<p align="center">PROJECT TITLE</p>	<p>Wickham Band Event (over 18).</p>
<p align="center">PROJECT DESCRIPTION</p> <p><i>Please provide a brief summary of the activity/project that you are planning to undertake.</i></p>	<p>The Wickham Band event is an over 18 event held at the Picture Garden Theatre. Each year the WCA aims to bring an act to Wickham for the local Community to enjoy.</p>
<p align="center">COMMUNITY BENEFITS</p> <p><i>If approved, describe how this project will benefit your broader community.</i></p>	<p>A local event, so people are not required to travel distances. Provides fundraising opportunities for local community groups. Promotes Community spirit by bringing the community together to enjoy an evening of entertainment celebrating Wickham's annual "birthday"</p>
<p align="center">COMMUNITY CAPACITY</p> <p><i>Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</i></p>	<p>The WCA has been holding this event for the past 2 years successfully. The WCA has been conducting events for the past 40 years.</p>
<p align="center">RISK MANAGEMENT</p>	<p>Briefly outline the Associations Risk Management Strategy for each of the stipulated projects attachment A</p>

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 2

TIMEFRAME

When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due

PROJECT START DATE	11 th October 2014.
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	
AWARD WORKS	Wropped Creations have been appointed to manage the event.
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	1 July 2014. - planning has already commenced.
MILESTONES / DATE PAYMENTS REQUIRED	after event completion October 2014
END DATE	11 th October 2014.
ACQUITTAL DUE	30 June 2015

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost <i>WCA Band Event.</i>			EXAMPLE
				\$100,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Amount
	1.	\$	1. X	\$10,000.00
	2.	\$	2. Y	\$10,000.00
	3.	\$	3. Z	\$10,000.00
	4.	\$	4.	
	5.	\$	5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$ 10,000 .	\$20,000.00
FUNDS REQUESTED	Amount (This amount must be transferred to Section 4)		\$ 100,000 -	\$50,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>	<i>Any funding shortfall will be covered by the WCA.</i>			
ACKNOWLEDGEMENT OF FUNDING <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>	<i>The WCA will acknowledge the Shire in all advertising & media surrounding the event.</i>			

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1. WYE	\$ 28,000.00
2. WICKHAM FAMILY EVENT	\$ 30,000.00
3. CITIZENSHIP AWARDS	—
4. CELEBRITY CRICKET MATCH.	\$ 50,000
5. OVER 18 BAND EVENT.	\$ 100,000
6.	
7.	
8.	
9.	
10.	
Total funds requested	\$ 203,000-

SECTION 5 DECLARATION

I hereby certify that I have been authorised by the President:

Association: Wickham Community Association

The information contained herein, is the best of my knowledge, true and correct.

Name of President: Fiona White-Mary

Signature: 

Date: 29.04.2014

Please Note: The application form must be signed by the President/Chairperson to be accepted.

SECTION 6

APPLICANT CHECKLIST

Before you submit your application, please ensure you have:

- ☐ Spoken to the Shire's Community Development Team
- ☐ Attached a detailed project brief outlining proposed event, activity service or project including:
 - ☐ Identified benefits to the broader community
 - ☐ Outline of the Association's risk management strategy
 - ☐ Financial sustainability should the project will have ongoing costs
 - ☐ Outline of any additional funding support
 - ☐ Income and expenditure budget
 - ☐ Forecast timeline for progressive payments
 - ☐ Demonstrated that the Association has capacity to deliver the project outcomes
- ☐ Attach a copy of Association's minutes, demonstrating that the project has been endorsed by the Association
- ☐ Ensure the Association President/Chair has signed the application
- ☐ Ensure the project can be completed and acquitted by 30 June 2015

ATTACHMENT A

RISK MANAGEMENT

Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

Risk Description	Likelihood ¹	Impact ²	Type ³	Treatment plan (AV, R, T, AC) ⁴

All our events are managed by Wrapped Creations who are a professional Event Management Company & are responsible for completing all risk assessments

¹ Risk Likelihood: Almost Certain / Likely / Possible / Unlikely / Rare

² Risk Impact: Catastrophic / Major / Moderate / Minor / Insignificant

³ Impact Type: Budget / Schedule / Resources / Scope

⁴ Risk Treatment:

AV	Avoid (by deciding not to proceed with the activity likely to generate the risk)
R	Reduce likelihood or impact (preventative action)
T	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
AC	Retain / accept the risk

ATTACHMENT B

LIFE CYCLE COST

LIFE CYCLE COST PARAMETERS

Building Life (years)	
Inflation Rate (%)	
Building Area (m2)	

ASSUMPTIONS

Economic life cycle is assumed to be 25 Years	
Annual inflation rate is assumed to be	
The following economic life cycles for replacement purposes have been assumed: <i>(list assumptions)</i>	

LIFE CYCLE COSTS COMPOUNDED

YEAR	Operating Costs (A)	Replacement Costs(B)	Total Costs (C)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
TOTAL			
AVERAGE COST PER YEAR (C) / Number of years			\$

ANNUAL OPERATING EXPENSES *(List all expenses eg. insurance, power, repairs, water etc.)*

TOTAL	\$
TOTAL OPERATING EXPENSES per annum (D)	\$

ANNUAL INFLATION RATE

Initial Cost Year 0	(D)	\$
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
TOTAL	<i>(Add all years)</i>	

CASHFLOW FOR REPLACEMENT COSTS (From the list of assumptions)

[illegible]

WICKHAM COMMUNITY ASSOCIATION
MINUTES- 30th April 2014

MEETING OPENED: 7.40PM

PRESENT: F. White-Hartig, Kirsty Levi, Bec Ladyman, Kirsty Stone, Ruth Ellis, Brittany Moxham (SoR), Leigh Cover (SoR), Kendell Kenway (SoR), Brett Ball (Tidy Towns), Taryn Higgins (Tidy Towns)

APOLOGIES: M. Slater, Kristie Willock Danielle Salathiel

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Kirsty to follow up on purchasing a new WCA BBQ to be located at the Picture Garden Theatre – ongoing
2. Picture Garden Theatre- new toilets. Ongoing- liaising with Rio.
3. Youth and Community Centre- Shire has applied to the PDC for funding. Being presented at the PDC meeting in June

RIO TINTO UPDATE

None available

SHIRE UPDATE

Leigh presented the plans for the new Wickham Hub. The committee expressed a number of concerns in relation to the design and usable spaces, including the skate- park, splash pad and playground.

Will wait on the outcome of the PDC funding application before proceeding to detailed design.

Brittany presented fliers for the new Wickham Youth Group program which is now in operation.

TIDY TOWNS UPDATE

Brett and Tarryn updated the WCA on a project Tidy Towns is undertaking. They are looking for sponsorship to install outdoor fitness equipment around the Wickham Oval. This would comprise of 15 pieces of equipment and 12 stations at a cost of \$200,000.00. Each sponsorship is approximately \$10,000.00. The WCA advised we are happy to support the proposal and would consider sponsorship if we have some spare funds available.

NEW BUSINESS

1. Olga will be back soon to resume cleaning. Kirsty L to follow up with her on her return.
2. Kyle Crain will be doing the PGT gardens regularly, including whipper snipping around the fence line.
3. Community Bus- WWFC have sent through an apology letter in relation to the incident with some of their players at the Youth Event. Paul Lott has requested use of the bus this weekend, with him supervising. The committee has agreed to this, but have also requested that the WWFC maybe assist by doing a cleanup at the PGT (picking up the rubbish and putting on the rest of the seat covers). Fiona to follow up. Ruth is following up on getting the bus booked in for detailing as it hasn't been detailed properly for a couple of years.
4. Facebook- Our Facebook page is old, therefore that may be causing issues with people being able to see new posts if they join after they had been posted. The only alternative is to set up a new page and direct everyone to join that page. We now have over 370 members.
5. ACADS and Birra Birra- The committee agreed to submit the following application for funding to the Shire for the \$303,000.00 in 2014/15

ACADS

- \$100,000.00 towards the construction of a new shed to house the Community Bus and trailers.

BIRRA BIRRA

- \$30,000.00 towards a family event
- \$23,000.00 towards a youth event
- \$50,000.00 towards the Citizenship Awards and Celebrity Cricket Match event
- \$100,000.00 towards the over 18's band event

Moved: Kirsty S

Seconded: Ruth E

6. Picture Garden lease- Fiona is working with Rio Tinto to get this finalized. Hope to be able to present it to the committee within the next month. Rio are looking to hand over all the assets at the PGT as part of the lease. Fiona has advised that all damage from the cyclone has been reported to be repaired by Rio Tinto and the WCA would not be interested in taking over the lease until all of the lease area is up to standard.
7. Fiona and Kirsty will meet with BL Construction in the next couple of days to get the works commenced on the PGT that was in last year's ACADS funding. This will include a new door and separate key lock for the projection room.
8. WCA funding- we need to organise a new application form for our grants which specify conditions and how much we are willing to sponsor groups and individuals. Fiona to follow up with Rebecca Jarvis to see if she can design one for us.

9. 2014 Band event- Adam Brand and Renegade has been booked for the 11th October and we have paid the deposit. Will ask Dave to start putting together some 'save the date' information to be released.
10. Toll Priority are now delivering the movies each week and this is working well, however they are expensive.
11. Wickham Entry Statement- Kirsty S gave an update from the recent meeting she attended with Rio Tinto and Archipelago Arts. Fiona will follow up with the Shire about possibly sealing the entry statement.
12. We need a new notice board. The one on Walcott Drive is falling apart. Kirsty S to follow up.

FINANCIAL REPORT

Ruth presented the financial report to 30/03/2014.

Moved: Kirsty S

Seconded: Bec L

MEETING CLOSED - 10pm

Annual Community Association Development Scheme 2014 / 2015 GS.41

APPLICATION COVER SHEET

Grant Reference Number: ACS/ _____

APPLICANTS DETAILS	
COMMUNITY ASSOCIATION:	Wickham Community Association
APPLICATION CONTACT PERSON:	Fiona White-Harding
POSITION HELD:	Chairperson.
POSTAL ADDRESS:	PO Box 165, Wickham WA 6720.
TELEPHONE:	MOBILE: 0409324680.
EMAIL:	cr.white-hardy@roebourne.wa.gov.au.
AUSTRALIAN BUSINESS NUMBER:	424 278 289.
ARE YOU REGISTERED FOR GST?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
TOTAL AMOUNT REQUESTED:	\$ 100,000-

PLEASE read the Annual Community Association Development Scheme Guidelines before completing this application. Appropriate supporting documentation must be attached with this application form.

Queries should be directed to:
Community Development Team, Community Services on 9186 8555.
Guidelines can be requested from our Community Development Team
Ph: 9186 8555 Fax: 9185 1626
Postal: PO Box 219, KARRATHA WA 6714

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

SECTION 1

PROJECT / ACTIVITY DETAILS

Please provide a brief summary of the activity/project.

<p>PROJECT TITLE</p>	<p>Wickham Community bus Shed.</p>
<p>PROJECT DESCRIPTION Please provide a brief summary of the activity/project that you are planning to undertake.</p>	<p>To build a shed to house the WCA Community bus, The WCA BBQ trailer & WCA Enclosed trailer. If funding permits- will make it larger to fit other Community Groups trailers also.</p>
<p>COMMUNITY BENEFITS If approved, describe how this project will benefit your broader community</p>	<p>THE COMMUNITY BUS IS USED BY MANY COMMUNITY GROUPS & ORGANISATIONS THROUGHOUT WICKHAM & SURROUNDING TOWNS. A SHED WOULD ASSIST IN HOUSING OUR BUS & TRAILERS TO PROTECT THEM FROM CYCLOES AND INCLEMENT WEATHER.</p>
<p>COMMUNITY CAPACITY Please provide a brief summary on the capacity for the community association to deliver on the projects being planned.</p>	<p>THE WCA HAS MANAGED MANY PROJECTS, INCLUDING INFRASTRUCTURE BUILDS EG- PICTURE GARDENS UPGRADE. THE WCA WILL OWN THIS SHED & MAINTAIN THE ASSET, INCLUDING INSURANCE. THE SHIRE WILL HAVE NO RESPONSIBILITY TOWARDS THE ASSET.</p>
<p>RISK MANAGEMENT</p>	<p>Briefly outline the Associations Risk Management Strategy for each of the stipulated project/s attachment A</p>

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 2
TIMEFRAME**

When are you proposing to undertake this activity/project? Please attach your funding timeline indicating dates and amounts that progressive project payments are due

PROJECT START DATE	T.B.A
QUOTES – RECEIVED OR DATE TO BE REQUESTED <i>Please remember to include any quotes you have already received</i>	T.B.A CURRENTLY SOURCING QUOTES
AWARD WORKS	T.B.A
COMMENCEMENT DATE <i>25% upfront funding paid to CA on this date</i>	T.B.A.
MILESTONES / DATE PAYMENTS REQUIRED	T.B.A.
END DATE	T.B.A
ACQUITTAL DUE	30 June 2014

PLEASE COMPLETE SECTIONS 1-3 FOR EVERY PROJECT

**SECTION 3
FINANCIAL DETAILS**

TOTAL COST OF PROJECT	Total Project Cost		\$	EXAMPLE
				\$100,000.00
FUNDING PARTNER/S & FUNDING AMOUNT/S	Funding Partner	Amount Secured	Funding Partner	Example
	1.		1. X	\$10,000.00
	2.		2. Y	\$10,000.00
	3.		3. Z	\$10,000.00
	4.		4.	
	5.		5.	
COMMUNITY ASSOCIATION FUNDS ALLOCATED	Amount		\$	\$20,000.00
FUNDS REQUESTED FROM ACADS	Amount <i>(This amount must be transferred to Section 4)</i>		\$	\$50,000.00
LIFECYCLE COSTS <i>(Required for facility development projects)</i>	Please include details about the lifecycle costs incurred and proposed annual ongoing costs on attachment B. (i.e. maintenance, insurance, upkeep).			
FUNDING SHORTFALL <i>Please outline how your Association will raise any additional funds should the Shire's funding be insufficient to cover the full project cost. Please note the Shire will not contribute to any shortfall</i>				
ACKNOWLEDGEMENT OF FUNDING <i>Please outline all methods you would use to acknowledge the support you have received from the Shire</i>				

SECTION 4 APPLICATION SUMMARY	
Project Title	Funding Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total funds requested from ACADS	\$ 100,000-

☐ We acknowledge that the unallocated funds will be reassigned to the Annual Community Sponsorship Scheme.

<p align="center">SECTION 5 DECLARATION</p>
--

I hereby certify that I have been authorised by the President:

Association:

Wickham Community Association

The information contained herein, is the best of my knowledge, true and correct.

Name of President:

Fiona White-Hawthorn

Signature:



Date:

29.04.2014

Please Note: The application form must be signed by the President/Chairperson to be accepted.

SECTION 6
APPLICANT CHECKLIST

Before you submit your application, please ensure you have:

- ☐ Spoken to the Shire's Community Development Team
- ☐ Attached a detailed project brief outlining proposed event, activity service or project including:
 - ☐ Identified benefits to the broader community
 - ☐ Outline of the Association's risk management strategy
 - ☐ Financial sustainability should the project will have ongoing costs
 - ☐ Outline of any additional funding support
 - ☐ Income and expenditure budget
 - ☐ Forecast timeline for progressive payments
 - ☐ Demonstrated that the Association has capacity to deliver the project outcomes
- ☐ Attach a copy of Association's minutes, demonstrating that the project has been endorsed by the Association
- ☐ Ensure the Association President/Chair has signed the application
- ☐ Ensure the project can be completed and acquitted by 30 June 2015

ATTACHMENT A

RISK MANAGEMENT

Risk management

Risks are those key items which, if they were not properly managed or mitigated, would prevent the project from achieving its stated business and project objectives. Issues include all problems, large and small, that will impact the progress of the project

Risk Description	Likelihood ¹	Impact ²	Type ³	Treatment plan (AV, R, T, AC) ⁴

¹ Risk Likelihood: Almost Certain / Likely / Possible / Unlikely / Rare

² Risk Impact: Catastrophic / Major / Moderate / Minor / Insignificant

³ Impact Type: Budget / Schedule / Resources / Scope

⁴ Risk Treatment:

AV	Avoid (by deciding not to proceed with the activity likely to generate the risk)
R	Reduce likelihood or impact (preventative action)
T	Transfer risk (through various mechanisms, including insurance, partnerships or joint ventures)
AC	Retain / accept the risk

ATTACHMENT B

LIFE CYCLE COST

LIFE CYCLE COST PARAMETERS

Building Life (years)	
Inflation Rate (%)	
Building Area (m2)	

ASSUMPTIONS

Economic life cycle is assumed to be 25 Years	
Annual inflation rate is assumed to be	
The following economic life cycles for replacement purposes have been assumed: <i>(list assumptions)</i>	

LIFE CYCLE COSTS COMPOUNDED

YEAR	Operating Costs (A)	Replacement Costs(B)	Total Costs (C)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
TOTAL			
AVERAGE COST PER YEAR (C) / Number of years			\$

ANNUAL OPERATING EXPENSES *(List all expenses eg. insurance, power, repairs, water etc.)*

TOTAL	\$
TOTAL OPERATING EXPENSES per annum (D)	\$

ANNUAL INFLATION RATE

Initial Cost Year 0	(D)	\$
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
TOTAL	<i>(Add all years)</i>	

CASHFLOW FOR REPLACEMENT COSTS (From the list of assumptions)

[illegible]