

Busselton-Sugito Sister City Grant Funding Program 2025-2026

APPLICATION FORM

APPLICANT DETAILS

Organisation:

Contact Person:

Postal Address:

Phone:

Email:

Are you a not-for-profit organisation or community group located within the City of Busselton?

YES NO

Is your group an incorporated association?

YES NO

What is your ABN?

Is your organisation GST registered? (If YES please attach a copy of GST certificate.)

YES NO

Name and Address of your Bank:

Your Organisation's Bank Account Details:

BSB	
Account Number	
Account Name	

Has the City of Busselton previously assisted your organisation by either direct funding or by waiving service costs?

YES NO

If YES date and purpose of previous assistance:

If YES amount of previous assistance:

\$

Have you acquitted your previous funding?

YES NO

ACTIVITY/PROJECT INFORMATION

Name of Activity/Project:

Proposed Date(s) of Activity/Project:

Description of Activity/Project:

Please explain how this Activity/Project will meet the following criteria?

(Applicants are welcome to extend the space below provided for response and/or attach additional supporting information to the application form)

1. Delivery of activities which create, foster, celebrate and/or improve upon the social, cultural, artistic and/or sport and recreational links connecting communities in the City of Busselton and the Town of Sugito.

2. Delivery of activities which increase reciprocal knowledge and cultural understanding between the communities of the City of Busselton and the Town of Sugito.

Please detail how any language or cultural barriers will be addressed?

If you can demonstrate tangible support from the community of the Town of Sugito for your application please provide details here:

What acknowledgment will the City of Busselton receive for its funding?

BUDGET

What project costs will be covered by the City of Busselton funding (please itemise with a cost for each item)?

INCOME

Your organisation's cash contribution	\$
In-kind support	
Other funding sourced by your organisation for this activity/project	
Other income sources	
Amount requested from the City of Busselton	
<i>TOTAL INCOME</i>	

EXPENDITURE

ITEM	\$
TOTAL EXPENDITURE	

ACCEPTANCE OF FUNDING AGREEMENT

If funding is approved, I agree:-

- To provide the City of Busselton with an invoice for the amount granted.
- To confirm City logo use with the City’s Stakeholder Relations team.
- To only use the funds for the purpose for which they have been granted.
- To notify the City immediately if there is a likelihood of a request for any funding granted to be used differently to that described in the application form. Such requests must be put in writing to the City prior to expenditure of the funds in question. The City will reserve the right to approve or not approve any such requests.
- To return any unused funds to the City.
- To present the City of Busselton with an acquittal report within 3 months of the activity/project providing:
 - details of expenditure
 - copies of invoices
 - evidence demonstrating all uses of the City’s logo
- Future funding requests to the City may not be considered until the acquittal report has been received.

Signed _____ Date _____

(NOTE: Signatory must be an authorised representative from your organisation)

Copy of the Certificate of Incorporation (attached):

YES NO

Application Form Submission

Please submit your application to:

Tonia Kilian

Public Relations Officer

City of Busselton

2 Southern Drive

BUSSELTON WA 6280

E: tonia.kilian@busselton.wa.gov.au

T: 08 9781 1789