

## 2021-22 Service Agreement Program

### 2021-22 Service Agreement Funding Program - Application (Version 2 of 2)

#### Application 21/22SA-02 From Geraldton Cemetery Board

Form Submitted 16 Mar 2021, 1:58pm AWST

## 2021-22 Service Agreement Funding Program

**\* indicates a required field**

### Welcome

Welcome to the City of Greater Geraldton's Service Agreement Program for 2021-22.

The aim of this program is to provide assistance to local organisations that provide a service to the Greater Geraldton community that the City may be required to provide if they didn't.

Service Agreements may be provided for up to a three (3) year term for community-based projects, activities or services that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Applications for the 2021-22 Service Agreement Program open 4 January 2021 and close 24 February 2021.

### Lodging Your Application

The level of support provided through this program will be in line with the [Guidelines](#) and funds allocated in Council's annual budget. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Ensure that all sections of the application are completed, as incomplete applications are unable to be assessed.

### Funding Information

Applicants may request funding over a one, two or three year period. Please be aware that if a multi-year commitment is awarded, the option of phasing out the funding may be considered to ensure recipients aren't becoming reliant on the City to continue operations.

We are unable to advise of the outcomes of your application until the 2021-22 Budget has been adopted by Council (anticipated June 2021).

Amounts awarded to the successful applicants are final. There will be no opportunity for dispute against the final allocations.

### Guidelines

Please ensure you read through the [Community Funding Program Guidelines](#), as they contain further information regarding eligibility, assessment process and accountabilities.

**I confirm that we, the applicant, have read the Guidelines and that we have met the eligibility criteria \***

☒ Yes ☐ No

You must confirm that you have read the Guidelines and that you are eligible to apply for funding. If you answer no, you are not eligible for funding under the Service Agreement Program.

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## Applicant Details

**\* indicates a required field**

### Organisation \*

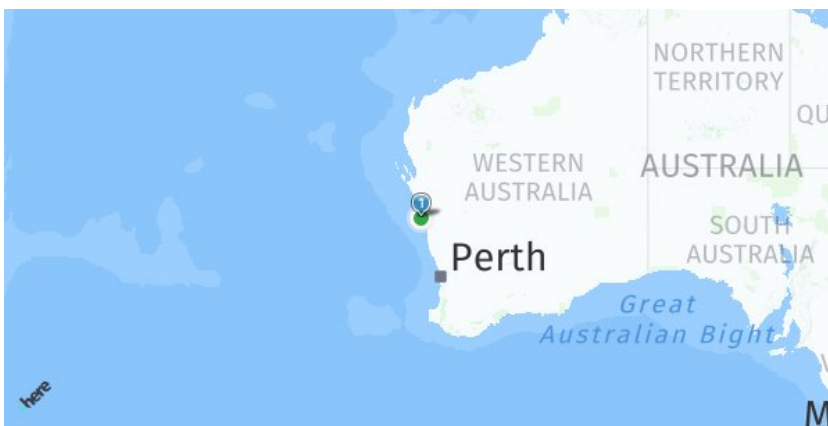
Geraldton Cemetery Board

Please use your organisation's full name

### Applicant Address \*

130 Eastward Rd

Utakarra WA 6530 Australia



Any, but at least one field is required.

To be eligible for funding, the organisation must have a base within the City of Greater Geraldton.

### Postal Address

130 Eastward Rd

Utakarra WA 6530 Australia

### Website

<http://geraldtoncemetery.com.au>

Must be a URL.

### What is your organisation's purpose or mission? \*

Continuously assess & improve the presentation of our grounds and to continuously adapt to the changes in our environment, including the uptake of modern practises and technologies to best facilitate funeral proceedings that deliver dignified and memorable experiences.

What is the reason your organisation exists?

### Does your organisation have an ABN? \*

☒ Yes ☐ No

### ABN

86 758 143 989

Information from the Australian Business Register	
ABN	86 758 143 989

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<b>Entity name</b>	Geraldton Cemetery Board
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	6530 WA
<i>Information retrieved at 1:02am today</i>	

Must be an ABN.

#### Does your organisation have Public Liability Insurance? \*

☒ Yes ☐ No

#### Provide your organisations current Certificate of Currency - Public Liability Insurance

Filename: 20-21 GCB-CofC-PL.pdf

File size: 26.7 kB

## Applicant Contact Details

#### Contact Name \*

Mrs Nicole Benham

This is the person we will correspond with about this grant

#### Position in Organisation \*

Administrator

E.g. Manager, Board Member, Coordinator

#### Phone Number \*

(08) 9921 2707

Must be an Australian phone number.

#### Email \*

[admin@geraldtoncemetery.com.au](mailto:admin@geraldtoncemetery.com.au)

Must be an email address.

This is the email we will use to correspond with you about this grant

## Activity Details

**\* indicates a required field**

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#### Title \*

3 year Proposal for Capital and Improvement Program

Provide a name for your proposal. Your title should be short but descriptive

#### Description \*

Improvements to the facilities of the Geraldton Cemetery. Planned activities are listed as below

Year 1 2021 - 2022:

1. Groundstaff Work Shed -
2. Memorial Garden Mulberry Tree Landscaping (Mulberry Tree is a sculpture that the Geraldton Cemetery Board has already purchased for placement of remembrance plaques)
3. Ongoing Bituminising of internal roadways - Callistemon Way 50 Mtrs

Year 2 2022-2023

1. Memorial Garden 2 New pathways.
2. Beautification of Old Lawn Cemetery in laying cement rafts - 55 rafts x 15 mtrs each

Year 3 2023-2024

1. Solar Panels on Crematorium Roof, Administration building and Workshop.
2. Continue the beautification, replace all of the old cement desks in Old Lawn Cemetery - 580 desks
3. Covered area for Community Workers and Groundstaff
4. Ongoing Bituminising of internal roadways - Coolabah Way 180 mtrs

Provide a short description of your proposal - what are you out to do? why is it required? what do you hope to achieve?

#### What is the primary focus of the proposal? (Only select one primary focus area) \*

- ☐ Recreation & Sport
- ☐ Education
- ☐ Health & Wellbeing
- ☐ Arts & Culture
- ☐ Heritage
- ☐ Community Events
- ☒ Other:

Only pick one

#### What is the target age group/s for the proposal? \*

- ☐ Infants and toddlers (people aged 0-2)
- ☐ Children (people aged 3-9)
- ☐ Preteens (people aged 10-12)
- ☐ Adolescents (people aged 13-17)
- ☐ Young adults (people aged 18-25)
- ☐ Middle-aged adults (people aged 26-49)
- ☐ Older adults (people aged 50-64)
- ☐ Seniors (people aged 65+)
- ☒ Whole community

#### Indicate which Community Strategic Plan pillar your proposal best aligns with (only select one Community Strategic Plan pillar) \*

- ☒ 1. Community
- ☐ 2. Environment
- ☐ 3. Economy
- ☐ 4. Governance

Please refer to <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> for further information

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#### How will your proposal support and promote our cultural heritage and creative community? \*

The Geraldton Cemetery Board recognises that humans are diverse in their range of beliefs, cultures and backgrounds. We will take every reasonable step to ensure that people of all cultures receive access to appropriate funeral facilities conducive to their emotional and spiritual well being and will continue to work with the wider community to ensure that all values, beliefs, and aspirations are met, ensuring integrity of all people.

#### How will your proposal deliver environmental or sustainable benefits? \*

The Geraldton Cemetery Board Cemeteries serve those past, present and future. As we consider the future, we ensure that our finances and operations reduce unnecessary risk and promote deliberative decision making from a diverse board. The Geraldton Cemetery Board will continue to improve and create more low maintenance memorial gardens and continue to seal more of the internal road creating a reduction in the water use.

The Geraldton Cemetery Board will also be installing Solar Panels.

#### How will your proposal promote visitation and tourism to the Greater Geraldton region? \*

The Geraldton Cemetery Board will continue to improve our grounds and accessibility to all areas so both the community visitors and tourists travelling can seek out graveyards to pay homage to personal heroes, visit long-lost relatives from eras past, or to learn a bit about the history and culture of our cemetery.

#### How will your proposal support and promote economic and social opportunities? \*

The new mulberry memorial tree will offer a cost effective memorial for families to remember their loved ones. Both the beautification of old lawn cemetery, the sealing of the roads and the installation of solar panels will reduce the operating and ongoing maintenance costs in and around the cemetery currently and in future years.

#### Provide details to demonstrate your capacity to deliver this proposal?

The Geraldton Cemetery Board has shown over the past years that they are committed to providing a safe and easily accessible facility for the general public and tourists. The funding will enable us to complete our improvements and remedial works so that the community can access loved ones with ease and without impediment as in previous years.

Have you delivered this project / activity / event / service before? Have you delivered a project / activity / event / service of similar scale before? Describe how this will assist in delivering this proposal

#### Are you requesting funding to cover capital works?

☐ Yes ☒ No

### Outcomes

What are the expected outcomes of your proposal and how will they be measured ?

#### OUTCOME

#### OUTCOME MEASURE

What are the goals of your proposal? What is it that you hope to achieve?

How will you know that the outcome has been achieved?

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Provide a secure and safe work area for the groundstaff to operate and store equipment and tools	Safer environment for servicing and maintenance. Security for Tools and Equipment will be improved. The machinery will now be stored undercover instead of being in the weather.
To provide a new memorial area for families to remember their loved ones.	selling of the memorial positions for families to reflect and gather. An area that creates serenity and something different to what the cemetery currently already has available.
Improve the overall service to the community and increases the accessibility by the sealing of internal roads.	Less maintenance costs due to sealing of the roads, creates roadways that are accessible for all weather conditions. Can be used all year round
To continue to provide wheelchair accessible memorial garden pathways that can easily be accessed by all the community.	All the community can access all memorial gardens at any time - not weather effected, to visit and reflect with their loved ones. Creating an easy access to all areas of the cemetery
Beautification of Old Lawn Cemetery with new concrete rafts and desks	After a trial of new raft and desks was completed it showed that that appearance improved, accessibility improved and became easier and cheaper to maintain. After the removal of trees along the fence line using Grant Funds from 2020-2021 we are able to provide 90 new grave plots which will generate income and provide a spot for family to be near past loved ones..

## Promotional Opportunities

Provide details for all promotional opportunities that will be used to acknowledge the City's contribution (i.e. website, social media, media releases, advertising including the City logo, use of City signs/banners, Mayoral involvement etc.

PROMOTIONAL OPPORTUNITIES	DETAILS
Digital Promotions	
Council Signage	
Single or jointly funded projects have plaques installed acknowledging support.	

## Activity Budget

**\* indicates a required field**

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You are required to provide a complete budget for your proposal. Ensure to include details of other funding that you have, or will, apply for; whether it has been confirmed or not.

You can either upload your own budget directly or you can complete the income and expenditure tables below.

**All amounts should be exclusive of GST.**

**Indicate if you are providing your own budget, or if you are completing the budget tables below**

☐ Upload Budget

☒ Complete Budget Tables Below

### Activity Income Budget

Ensure that all income related to the proposal is indicated below.

For example: organisation's contribution, CGG grant, sponsorship, other grant funding, fundraising, ticket sales, food / drink sales etc.

Use the 'Notes' column to provide any additional information you think we should be made aware of.

Please do not add commas to figures (e.g. type 1000 not 1,000) this will ensure the figures total correctly.

Income Description	Income Amount \$	Funding Status	Notes
City of Greater Geraldton	\$90,000		3 year plan \$30 000 per year

### Activity Expenditure Budget

Ensure that all cash expenditure related to the proposal is indicated below.

For examples: Materials, equipment hire, contractor fees, entertainment etc.

Ensure that you indicate under 'CGG Funded?' what items you are requesting the Service Agreement funding to be used towards. Refer to the Community Funding Guidelines for eligible and ineligible items.

Ensure that you indicate under 'Local Provider?' if the item/s will be provided by businesses / organisations local to the Greater Geraldton region.

Use the 'Notes' column to provide any additional information you think we should be made aware of.

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For expense items above \$500, quotes will need to be provided in the file upload area below. For expense items above \$5,000, two (2) quotes will need to be provided along with a declaration that there is no conflict of interest between the applicant and the supplier.

<b>Expenditure Description</b>	<b>Expenditure Amount \$</b>	<b>Quote Obtained</b>	<b>CGG Funded?</b>	<b>Local Provider?</b>
Groundstaff Work Shed	\$31,800	Yes	Yes	Yes
Memorial Garden tree landscap- ing	\$16,100	No	Yes	Yes
Roadways - Cal- listemon Way	\$3,900	No	Yes	Yes
Memorial Garden Pathways	\$9,900	Yes	Yes	Yes
Rafts - Old Lawn Cemetery	\$57,750	Yes	Yes	Yes
Covered area for Groundstaff	\$19,000	Yes	Yes	Yes
Replacement of old desks in Old Lawn Cemetery	\$27,260	No	Yes	Yes
Solar Panels	\$39,055	Yes	Yes	Yes
Roadways Coolabah Way	\$14,040	No	Yes	Yes

## Activity Budget Totals

### Total Income Amount

\$90,000

This number/amount is calculated.

### Total Expenditure Amount

\$218,805

This number/amount is calculated.

### Activity Surplus / (Deficit)

-\$128,805

This number/amount is calculated.

## Funding Request



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#### Are you requesting funding from the City as a one, two or three year committment?

- ☐ One year (2021-22 only)
- ☐ Two years (2021-22 and 2022-23)
- ☒ Three years (2021-22, 2022-23 and 2023-24)

#### Amount Requested 2021-22 \*

\$30,000.00

Must be a whole dollar amount (no cents).

What is the amount (in dollars only) of the total requested funds in the first year?

#### Amount Requested 2022-23

\$30,000.00

Must be a dollar amount.

What is the amount (in dollars only) of the total requested funds in the second year?

#### Amount Requested 2023-24

\$30,000.00

Must be a dollar amount.

What is the amount (in dollars only) of the total requested funds in the third year?

#### Should your request for funding be unsuccessful, or should you not receive the full amount requested, please advise the impact this will have on the delivery of your proposal and your organisation? \*

It will impact the future plans of the cemetery to continue to improve and provide a safe and accessible facility for the whole community.

Consider the impact on the propasal and / or organisation if you were unsuccessful, or did not recieve the full amount requested

## Supporting Documentation

### Required Documents

You must provide a copy of the following to be eligible for funding:

1. Complete organisational budget for 2021-22, which includes your proposed Activity.
2. Most recent Audited Annual Report and / or the most recent Audited Profit and Loss Statement of your organisation, which includes the Audit Report from an independent auditor / accountant; and
3. Certificate of Incorporation (if you have previously uploaded your organisations Certificate of Incorporation via SmartyGrants you are not required to resubmit)

#### 2021-22 Organisational Budget

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Filename: DRAFT BUDGET 2021-2022.xlsx

File size: 18.5 kB

#### Annual Report

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Filename: Audited Geraldton Cemetery Board 2019 Financial Statements.PDF

File size: 3.1 MB

Filename: Auditors Opinion Geraldton Cemetery Board - 30 June 2019 (1).PDF

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File size: 4.4 MB

Upload your most recent Annual Report

Provide a web address / link to your most recent Annual Report online (must be a valid URL)

#### Profit and Loss Statement

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Filename: GCB 2020 Draft Profit and Loss.pdf

File size: 447.8 kB

Upload your most recent Financial Statement as signed by your Accountant or Finance Manager

#### Certificate of Incorporation

*No files have been uploaded*

Upload your Certificate of Incorporation

### Additional Documents

Please provide any additional documents that will assist in reviewing your application, and that highlights the community need for your proposal.

For example: Letters of Support, Business Plan, Event Management Plans, Board Meeting Minutes, photos, reports, strategic or operational plans, feedback from previous projects etc.

#### Additional Documentation

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Filename: CGG 2021 -2024 Grant Funds Year 1 to 3 Proposal.docx

File size: 368.5 kB

Filename: Future CGG Grant (Memorial Mulberry Tree GCB has purchased)- Landscaping.pdf

File size: 147.8 kB

Filename: Future Grant - GCB Conducted Trial of new Cement Rafts in the Old Lawn Cemetery.pdf

File size: 430.0 kB

Filename: Previous CGG Grant Bituminising of Internal Roadways.pdf

File size: 254.8 kB

Filename: Previous CGG Grant Cemetery Security.pdf

File size: 307.9 kB

Filename: Previous CGG Grant Low Maintenance Memorial Garden.pdf

File size: 254.4 kB

Filename: Previous CGG Grant Replanting after Tuart Tree Removal.pdf

File size: 501.3 kB

Filename: Previous CGG Grants Signage.pdf

File size: 435.3 kB

Filename: Quote Geraldton Cemetery Beautification of old Lawn Cemetery Rafts.pdf

File size: 494.5 kB

Filename: Quote Geraldton Cemetery Beautification of old Lawn Cemetery Rafts (2).pdf

File size: 71.7 kB

Filename: Quote Geraldton Cemetery Board Groundstaff Work shed and Covered area for Gr

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oundstaff.pdf

File size: 1.0 MB

Filename: Quote Geraldton Cemetery Memorial Garden Pathways.pdf

File size: 111.4 kB

Filename: Quote1 Solar Panels BTM7592 - Crematorium.pdf

File size: 1.0 MB

Filename: Quote1 Solar Panels BTM7592 - Office (2).pdf

File size: 1.0 MB

Filename: Quote1 Solar Panels BTM7592 - Workshop (3).pdf

File size: 1.0 MB

Note that any Letters of Support from any City of Greater Geraldton Officer or Councillor provided as part of your application will automatically be disregarded.

## Declaration and Privacy Statement

**\* indicates a required field**

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation / group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the City of Greater Geraldton immediately if any information provided in this application changes or is incorrect.

The City of Greater Geraldton respects all personal and confidential information received, and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the City's powers, functions and purposes. It may also be used by the City and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact the City of Greater Geraldton on 9956 6940 or by email at grants@cgg.wa.gov.au.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

**I am authorised to complete this application and have read and understood the Declaration and Privacy Statement \***

☒ Yes

**Authorised Person's Name \***

Mrs Nicole Benham

**Position \***

Administrator

**Date of Declaration \***

23/02/2021

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## Feedback

**\* indicates a required field**

Before you review your application and click on the SUBMIT button, please take a few moments to provide some feedback.

**Please indicate how you found the application process: \***

☐ Very Easy ☒ Easy ☐ Neutral ☐ Difficult ☐ Very Difficult

**Please provide us with your suggestion about any improvements to this form, or the Service Agreement Program that you think we need to consider**

I do not think the Service Agreement Program Form needs any improvements. Easy to use.