

Community Care Package Funding Guidelines



Purpose

The Shire of Augusta Margaret River's (Shire) Community Care Package has been initiated in response to the escalating coronavirus COVID-19 pandemic, which is having a considerable and serious economic and social impact on the community.

The Community Care Package aims to support the existing Federal and State Government measures that have been put in place to support people in the community, particularly those most vulnerable and local businesses. The fund is open from the 26 March 2020, with assessments to be completed on a rolling basis.

Funding priorities

The fund can be used to support community or business led projects or services that:

- Responds to immediate need in our community as a result of the COVID-19 pandemic
- Connects neighbours and community members to assist and support each other
- Enhances people's access to critical information and resources
- Enables transportation and delivery of services and supplies
- Supports people who need urgent accommodation due to the impact of the pandemic
- Provides access to mental health and counselling services
- Delivers technology to enable people to access information, resources and connect with other people and services
- Continue support services through business networks and associations
- Develops toolkits and other supports to assist businesses through the pandemic
- Provides access to information resources for businesses
- Delivers financial advice for the business community
- Delivers advice for businesses who are redefining their business model in response to the pandemic
- Supports businesses who are providing a community service in response to the pandemic, and
- Supports businesses for activation and marketing, when they are able to reopen.

Eligibility

Eligible: Community Care Funding and Business Support Funding will be considered for:

- Projects that respond to immediate need in our community as a result of the COVID-19 pandemic
- Incorporated community-based volunteer groups, not-for-profit organisations and registered businesses
- Initiatives that take place within the boundaries of the Shire of Augusta Margaret River;
- Initiatives that address one or more of the Community Care Funding or Business Support Funding priorities outlined.

Please note:

Groups and organisations not incorporated will need to be sponsored (or auspiced) by a not-for-profit organisation that is incorporated to whom funds can be paid and agreements can be made. A letter from the sponsoring organisation must be provided with the submission confirming they agree to accept the funds on the group's behalf.

Ineligible: Community Care Funding and Business Support Funding will NOT be considered for:

- 'Business as usual' projects that do not directly respond to immediate community needs as a result of the COVID-19 pandemic
- Capital or ongoing maintenance works
- Service levels that are already covered through an existing service agreement with the Shire (applications to increase your services are eligible)

Assessment Criteria

The Shire is committed to ensuring the assessment process is fair and equitable and successful submissions will be those who are eligible and who best satisfy the priorities outlined. Assessments will be completed on a rolling basis until the fund is fully allocated.

The assessment process is as follows:

- Proposals are received by the Shire at recovery@amrshire.wa.gov.au and forwarded to the Recovery Coordination Team (Community Planning and Development) for a short analysis.
- All submissions and analysis are to be presented to the Shire CEO for approval.
- On approval the successful submissions will be notified via email and arrangements made for payment
- Unsuccessful submissions will also be notified via email.

Proposals should be 2-3 pages in length and include:

- A description of your organisation (and any partner organisations);
- An outline of your project/program/initiative, including:
 - A description of how your project will address an immediate need in our community as a result of the COVID-19 pandemic;
 - A description of how your proposal addresses the funding package's priority area/s (refer page 1); and
 - An outline of who will benefit from your proposal and a description of how they will benefit.
- A detailed project budget (including an outline of what resources your organisation is contributing to the project); and
- A timeframe for how long your project/program will run.

Please note: *The CCPAT may recommend that submissions be partly funded or funded in stages, in an aim to better meet funding priorities.*

Conditions/Requirements of Funding

- Funds are to be only used for the purposes indicated in their submission
- All funds should be spent and any unspent funds should be returned to the Shire as per the acquittal process outlined below.
- Within 6 weeks of the project/program/initiative stop date your organisation shall submit the following acquittal information to recovery@amrshire.wa.gov.au:
 - A review of the project/program/initiative, highlighting where the project deviated from the project proposal;
 - An outline of the key outcomes of the project/program/initiative (any photos, community feedback, online discussions can be attached);
 - An outline of project/program/initiative expenses; and
 - Receipts for all project/program/initiative expenses.