

# 2023-24 Sustainable Economy Small Grant Guidelines



**Applications open all year round**

## Application Assistance

**Applicants must contact the Shire to discuss their application before submitting.**

For assistance contact: Saul Cresswell, Sustainable Economy Officer  
Phone: (08) 9780 5250  
Email: [scresswell@amrshire.wa.gov.au](mailto:scresswell@amrshire.wa.gov.au)

For permits to comply with relevant legislation and Shire policies contact:

Catherine Gardiner, Events and Permit Officer  
Phone: (08) 9780 5266  
Email: [cgardiner@amrshire.wa.gov.au](mailto:cgardiner@amrshire.wa.gov.au)

## Submitting Your Application

Applications must be submitted by completing an Application Form.

**Completed applications must be submitted to the Shire by email or post**

Email	<a href="mailto:amrshire@amrshire.wa.gov.au">amrshire@amrshire.wa.gov.au</a>
Post	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285

## Purpose

The Shire of Augusta Margaret River is committed to supporting a sustainable local economy, aligning with the Shire's *Community Strategic Plan 2040* and *Sustainable Economy Strategy*. The Sustainable Economy Small Grants are open to local businesses and incorporated, community-based organisations.

## Priorities

Sustainable Economy Small Grants are a simple grant to help cover costs towards the following priority areas:

2023-24 SUSTAINABLE ECONOMY SMALL GRANT GUIDELINES - COMMUNITY DEVELOPMENT AND EVENTS FUND

### Priority 1: Sustainability Certification (Up to \$1,000)

Supports attainment of certifications that demonstrate integrity in sustainability claims to your customers. These grants, provided as a reimbursement upon proof of successful certification, support the following costs:

- Training (where this training will help the applicant get closer towards certification)
- Assessments
- Auditing fees

#### Eligible certifications

Primary production:

- Sustainable Winegrowing Australia
- Organic certification (NASAA, ACO, SXC)
- Biodynamic certification (Demeter)

Tourism:

- ECO Certification (Ecotourism Australia)

General sustainability:

- bCorps
- ISO 14001

*Note: additional certifications may be approved upon request.*

### Priority 2: Activation of town centres (Up to \$3,000)

Supports activation of public spaces through mini-events and performances, and artistic projects, that draw people into town centres and lead to positive economic outcomes.

#### Eligible expenses

Funds can go towards:

- Hire of equipment
- Artist fees
- Contractor fees (e.g. sound technician)
- Permit costs

## Eligibility

#### Grants will be considered for:

- Registered Businesses located within the Shire of Augusta Margaret River
- Incorporated, not-for-profit organisations located within the Shire of Augusta Margaret River
- Funding requests that do not exceed the stated maximum amounts
- Applications that successfully meet the grant guidelines.

#### Grants will not be considered for:

- Applicants who have not acquitted previous grant funding.
- Supporting existing activities and projects undertaken by the proponent.
- Retrospective funding for previous investments by the applicant.
- State or Federal Government Agencies.
- Capital or ongoing maintenance works.

- Salaries and recurrent operational costs.
- Purchasing of alcohol, gifts or donations.
- Applications for Easy Grants will not be considered if the application is submitted less than six weeks until the project start date.

## Funding amount

### Priority 1: Sustainability Certifications

A maximum of \$1,000 (incl. GST) will be considered per application.

### Priority 2: Activation of town centres

A maximum of \$3,000 (incl. GST) will be considered per application.

## Funding rounds

This grant is an open round, meaning applications can be made at any time. All applications must be discussed with the Shire prior to submitting.

The outcome of your application will be advised in 4-6 weeks.

## Assessment criteria

The Shire is committed to an assessment process that is fair, equitable and transparent. The criteria for grant funding that is considered during the assessment of an application includes:

### Alignment with grant objectives (25%)

Priority 1: Certification – The application clearly demonstrates alignment with the outcome of sustainability certification.

or Priority 2: Activation – The application clearly demonstrates how it will deliver activation of a public space within a Shire commercial centre.

### Achievability (25%)

The applicant can demonstrate the feasibility of the proposed initiative and their capability to successfully deliver the initiative.

### Value for money (25%)

Priority 1: Certification – The applicant is co-contributing a reasonable allocation of time and money towards the certification. Grant money is spent on services required for certification and at a reasonable rate.

or Priority 2: Activation – The project delivers a compelling activation for the price.

### Broad benefit (25%)

Priority 1: Certification – the accreditation being sought will contribute to the sustainability story of the region.

Priority 2: Activation – the project will draw people in, create vibrancy, or encourage people to linger in a way that benefits surrounding businesses and not just the proponent. Activations must allow free attendance, or in some cases low cost, affordable attendance may be permitted.

## Conditions of Funding

### Successful applicants will be required to:

- Only use the funds for the purpose/s indicated in the application
- Spend all funds and return any unspent funds to the Shire by 30 June in that financial year
- Ensure that the project/event complies with relevant legislation and Shire policies
- Submit an Acquittal Form one month after the conclusion of the funded project
- Include any Shire fees and charges in their application if the grant funding will be used to cover these
- Acknowledge the Shire in any advertising, promotion and media related to the funding
- Contact the Shire for a copy of the Shire's logo

## Application and Acquittal Process

### Grant Assessment and Award

- Applications will be reviewed in line with these guidelines and the assessment criteria contained in the application form by a Shire Grant Assessment Team.
- All applicants will receive an email notifying them of the outcome of their application.
- Successful applicants will receive grant money upon receipt of a signed funding agreement and all special conditions have been met as applicable.

### Grant Acquittal Process

- Submit an Acquittal Form within a month of the end of the project;
- Demonstrate/provide evidence of the outcomes of the funded project;
- Submit all invoices and receipts showing how the funds were spent; and
- Submit evidence of how you have acknowledged the Shire.