

# Community Development and Events Grant Guidelines

File No: FIN/191



## Category 1: \$3,000 - \$10,000

## Category 2: Easy Grants up to \$3,000

Find the dates and openings for current grant funding rounds on the Shire website:

[Community Development and Events Grants](#)

Applications are available on the Shire website when funding rounds are open, applications to be submitted using the grant application form. Electronic copies are preferred, although hard copy applications will be accepted.

## Application assistance

### Applicants must contact the Shire to discuss their application prior to submitting

For assistance contact:

Melissa Carmichael, Community Development Officer

Phone: (08) 9780 5627

Email: [mcarmichael@amrshire.wa.gov.au](mailto:mcarmichael@amrshire.wa.gov.au)

or

Community Development Team

Phone: (08) 9780 5255

Email: [communitydevelopment@amrshire.wa.gov.au](mailto:communitydevelopment@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. Please see the Shire website for relevant dates.

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

Email	<a href="mailto:communitydevelopment@amrshire.wa.gov.au">communitydevelopment@amrshire.wa.gov.au</a>	
Post	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285	
Hand Delivery	Shire Offices – Reception 41 Wallcliffe Road, Margaret River 9am – 4pm	Shire Offices – Reception 66 Allnutt Terrace, Augusta 9am – 12pm, 1pm – 4pm

COMMUNITY DEVELOPMENT AND EVENTS GRANTS GUIDELINES

## Purpose

The Community Development and Events Grants support local projects and events that address a specific need or provide benefit to the Augusta Margaret River community and foster community resilience, wellbeing and connection.

## Background

The Community Development and Events Grants align with focus area 'People' of the [Strategic Community Plan 2040](#). The Plan builds on past strategic planning, details the challenges we face, and sets the goal areas where the organisation will deliver. The Shire's role is to support and strengthen our diverse, resilient, welcoming, safe and connected community.

Focus Area: People

- Outcome PE.1: Diverse cultural values are respected and adopted.
- Outcome PE.2: Equal opportunities for all
- Outcome PE.3: Active, healthy and fulfilling lifestyles
- Outcome PE.4: Safe and resilient communities

## Objectives

Applications for community focused projects and initiatives that meet at least one of the following objectives and align with the Shire's Community Strategic Plan will be considered for funding:

1. Encourage celebration, creativity and connection through workshops, activations and/or events.
2. Build the organisational capacity of community groups to enhance their positive impact in the community.
3. Provide innovative programs that respond to local needs/issues.

## Categories

There are two funding categories available, the funding amount being requested must exclude GST.

### **Category 1: Community Development and Events Grants** (up to \$10,000 ex. GST)

- For larger community events, programs and/or initiatives aligned with the objectives below.
- Applications for multi-year funding up to three years will be considered and will be subject to the Shire receiving a satisfactory grant acquittal each financial year.

### **Category 2: Easy Grants** (up to \$3,000 ex. GST)

- For smaller community events, programs and/or initiatives aligned with the objectives below.
- Applications for one year funding will be considered.

Purchases of equipment up to \$1000 (ex. GST) will be considered in either category.

## Eligibility

### Organisations will be considered if they:

- Are located and/or deliver projects and events within the Shire of Augusta Margaret River.
- Can address at least one of the objectives.
- Align with the Strategic Community Plan 2040.
- Hold the appropriate level of Public Liability Insurance for the proposed project and/or event.

**Please note:** *Community groups and organisations who are not incorporated can apply, however, will need to be auspiced by a not-for-profit organisation that is incorporated to receive funds and sign the funding agreement on their behalf. Written confirmation from the auspicings organisation must be submitted with your application.*

### Grants will not be considered for:

- Unincorporated community-based, not-for-profit organisations without an auspice.
- Capital or ongoing maintenance works.
- Salaries and recurrent operational costs.
- Associations and groups requiring uniforms.
- Purchasing of alcohol, gifts or donations.
- Application for funds for the same project or event through another Shire funding stream in the same financial year.
- Deficit funding for organisations experiencing a shortfall in cash, revenue or anticipated revenue.
- Organisations who have outstanding, overdue grant acquittals or unspent funds owing to the Shire.
- More than one application per group/organisation per financial year. Auspicings organisations can apply for multiple applications for funding within the same financial year, however, it must be for a separate project.
- Applications for Easy Grants will not be considered if the application is submitted less than six weeks until the project start date.
- Equipment purchases, administrative and marketing costs must be of benefit for the community.

## Funding rounds

You can find dates and information on the current grant rounds on the Shire of Augusta Margaret River [Community Development and Events Grants](#) website. The outcome of applications will be advised in approximately 4-6 weeks.

## Co-contributions

It is expected that co-contributions, either from your organisation or an alternative funding source/s are included in the application. Co-contributions can be cash donations including grants or in-kind contributions. The current hourly rate for in-kind volunteer work is \$48.01.

## Partnerships

Project and events delivered in partnership with community organisations or groups are encouraged. Contributions from other partners can be in the form of cash or in-kind contributions. A letter of commitment from each partner must accompany your application and their contribution specified in the project or event budget.

## Assessment criteria

The Shire is committed to ensuring the assessment process is fair and equitable. Applications will be assessed in a competitive environment against all completed applications received in the same category.

Applicants must demonstrate the following:

- The need for the project, event or purchase.
- The project or event is well planned, feasible and the organisation has the capacity to deliver it.
- How the project, event or purchase will benefit the local community.
- Why the organisation requires a financial contribution from the Shire and a detailed budget of how the funds will be spent, using the budget template located on the Shire Grants website.
- How your organisation incorporates sustainability into its operations and goods/services e.g. environmentally by minimising negative environmental impacts through its operations and/or services, socially through adopting and demonstrating socially inclusive practices and/or economically by using local businesses and resources.
- How your event or project aligns with the identified Shire objectives.

## Conditions of funding

**Successful organisations will be required to:**

- Only use the funds for the purpose indicated in the application; if you wish to change the approved purpose you must obtain prior approval from the Shire of Augusta Margaret River.
- Adhere to all Shire compliance requirements (as directed).
- Adhere to current WA Government health directions and liaise with the Shire should you need to cancel or postpone a funded project or event.
- Contact the Shire for a copy of the Shire's logo and acknowledge the Shire in any advertising, promotion and media related to the funding.
- Provide consent for the Shire to use images of the project/event for promotional purposes, including but not limited to news reports, articles, media releases, and the Shire's website.
- Submit an Acquittal Form within 1 month after the conclusion of the funded project, event or purchase and return any unspent funds to the Shire by 30 June of the current financial year.

## Assessment and acquittal process

### Grant Assessment and Award

- Applications will be reviewed in line with these guidelines 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 1 month of the funded event/project completion.
- Demonstrate/provide evidence of the outcomes of the funded event/project.
- Submit all invoices and receipts showing how the funds were spent.
- Submit evidence of how you have acknowledged the Shire.

## Related links

### Community Development and Event Grants Website

- <https://www.amrshire.wa.gov.au/shire-and-council/grants-and-financial-assistance/grants-program/community-development-and-events-grants>

### Strategic Community Plan 2040

- <https://www.amrshire.wa.gov.au/shire-and-council/leadership,-planning-and-reporting/strategic-community-plan>

### Community Development and Event Grants Budget Template

- <https://www.amrshire.wa.gov.au/getmedia/948e65b6-cd70-4759-85bf-da13f86aeb1d/Community-Development-and-Events-Grants-Budget-Template.xlsx>