

2022-23 Community Organisation Operating Grant Guidelines



File No: FIN/381

Applications due by 2pm Tuesday 24 May 2022

Applications must be submitted by completing a 2022-23 Community Organisation Operating Grant Application Form.

Electronic copies are preferred however hard copy applications will be accepted.

No late applications will be accepted.

Applicants will be notified about the outcome of their application by July 2022.

Application assistance

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

For assistance contact:

Community Category

Jason Cleary

Phone: (08) 9780 5260

Email: jcleary@amrshire.wa.gov.au

Environment and Sustainability

John McKinney

Phone: (08) 9780 5252

Email: jmckinney@amrshire.wa.gov.au

Submitting your application

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

Email	amrshire@amrshire.wa.gov.au
Post	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285

Purpose

To provide a financial contribution towards the operation and administration costs of incorporated community-based, not-for-profit organisations who provide long term, strategic services within the Shire of Augusta Margaret River, that build community wellbeing, capacity and resilience.

Priorities

Eligible organisations must deliver services that align with one or more of the [Shire's Community Strategic Plan 2040, Focus Areas](#).

In addition, organisations must deliver services that address at least **one** priority area within the Community Category **OR one** priority area in the Environment and Sustainability Category, as follows:

Community

- Mental health and wellbeing.
- Community and social capacity building, information and support.
- Arts and cultural development programs that foster artistic development and community engagement.

Environment and Sustainability

- Biodiversity protection and improvement
- Waterway health
- Coastal management and protection
- Environmental sustainability
- Environmental education and capacity building

Eligibility

Organisations will be considered if they:

- Are an incorporated community-based, not-for-profit organisation;
- Are located and deliver services within the boundaries of the Shire of Augusta Margaret River;
- Can address one of the key priority areas within one of the categories;
- Have no outstanding, overdue grant acquittals or unspent funds owing to the Shire.

Grants will be considered for costs that include:

- Office supplies e.g. stationary;
- Purchase of capital i.e. equipment and office furniture to a max \$2,000.00 per item;
- Utilities;
- Rent;
- Insurance i.e. building, contents and public liability;
- Staff i.e. staff salaries, insurance, professional development and work-related travel costs;
- Volunteer insurance, professional development and work-related travel costs;
- Vehicle costs i.e. leases, insurance, petrol and maintenance;
- Advertising, publicity and promotional costs.

Grants will not be considered for:

- Individuals, registered businesses, educational institutions and unincorporated community-based, not-for-profit organisations;

- Organisations that are already funded by the Shire to support their operational and/or administration costs by an existing service agreement except for periods following the expiry of these agreements;
- Vehicle purchases;
- Capital maintenance costs i.e. buildings and equipment;
- Events, programs and services that may be eligible for alternative sources of funding.

Funding amount

Applicants can apply for a maximum of 25% of the organisation's annual operating budget, per annum.

A maximum of \$49,500 (inc GST) per annum will be considered per organisation.

Funding rounds

An initial funding round will close in April 2022.

If the funding pool has not been exhausted, a second round may be open in September 2022.

Multi-year funding

Applications for multi-year funding up to three years will be considered and will be subject to the Shire receiving a satisfactory grant acquittal for each financial year.

Assessment criteria

The Shire is committed to an assessment process that is fair, equitable and transparent. Applications will be assessed in a competitive environment against all applications received in the same priority area.

Applicants must demonstrate the following:

- The organisations experience and capacity to deliver services within the selected priority area;
- Why the organisation requires a financial contribution from the Shire and how will it benefit the local community (proposed outcomes);
- Evidence of the organisation's annual operating budget and how it provides value for money in the delivery of its services;
- A detailed budget that specifies how the funds will be spent;
- Details on how the organisation would sustain service levels beyond an agreed funding period;
- Details of how the 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 economically by using local businesses and resources.

Conditions of Funding

Successful organisations will be required to:

- Only use the funds for the purpose indicated in the application;
- Adhere to all Shire compliance requirements (as directed);
- Adhere to all reporting requirements stipulated by the Shire, which may include submitting annual reports and meeting with Shire Officers;
- 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

- Applications will be reviewed in line with these guidelines by a Shire Grant Assessment Team.
- The Shire of Augusta Margaret River reserves the right to move the applicants grant application to an alternative funding stream/grant program
- All applicants will receive an email notifying them of the outcome of their application.
- Successful first round applicants will receive grant money from July 2022 upon receipt of a signed funding agreement and invoice.
- Successful applicants will be required to complete all reporting requirements within the required timeframe and as directed by the Shire. This will include; demonstrating funding outcomes, submitting evidence of how the funds were spent and how the Shire has been acknowledged.