



Community Development and Events Grant Guidelines

File No: FIN/191

Grant Purpose

The Community Development and Events Grants program supports community-led projects and events that create positive outcomes for the Augusta Margaret River community. Projects must address at least one of the following objectives:

- **Celebration, creativity and connection** (i.e. community and cultural activities, townsite activations or other opportunities for people to come together).
- **Increased capacity of community groups** (i.e. training or tools that strengthen a group's ability to deliver positive community outcomes).
- **Innovative programs or activities that respond to local needs** (i.e. pilot programs or other initiatives that address emerging issues or community priorities).

Grant Support

Applicants are encouraged to contact the Shire to discuss their project before submitting an application.

Community Development & Resilience Team

Melissa Carmichael, Grant Officer
(08) 9780 5627
mcarmichael@amrshire.wa.gov.au

General Team Contact
(08) 9780 5255
communitydevelopment@amrshire.wa.gov.au

Grant Categories

Two grant categories are available within the Community Development & Events Grants program. Please refer to the [Community Development & Events Grant webpage](#) for key opening/closing dates.

CATEGORY 1: COMMUNITY DEVELOPMENT AND EVENTS GRANTS

- **Funding available:** \$3,000 to \$10,000 (GST exclusive).
- **Total annual pool:** \$150,000 (includes \$50,000 reserved for townsite activation events).
- **Funding period:** 12 months. Multi-year funding (up to 3 years) may be considered, subject to assessment and satisfactory annual acquittals.
- Round 1 typically opens in April for 6 weeks, for projects delivered in the following financial year (July to June). Applying in Round 1 increases the likelihood your project can be considered.
- Round 2 may open in September for projects delivered January – June (unless the grant pool has been expended in Round 1).

CATEGORY 2: EASY GRANTS

- **Funding available:** up to \$3,000 (GST exclusive).
- **Total annual pool:** \$30,000.
- **Funding period:** 12 months only.
- Category 2 applications are accepted year-round until all funds are allocated. Applications must be submitted at least 6 weeks before the project or event start date.

Eligibility

GRANTS WILL BE CONSIDERED FOR:

- Incorporated not-for-profit organisations.
 - Businesses may also apply where the project's primary purpose is to deliver a clear community benefit. If the business is not an incorporated entity, the funding agreement will be entered into with an individual associated with the business.
- Community groups operating within the Augusta Margaret River shire.
 - Unincorporated groups may apply if they are auspiced by an incorporated organisation that agrees to receive the funds and sign the funding agreement on their behalf. Written confirmation from the auspicing organisation must be submitted with the application.
- Projects, programs or events that address at least one grant objective and are delivered within the Augusta Margaret River shire.
- Applicants holding appropriate Public Liability Insurance for the proposed activity.

- Reasonable project delivery costs that provide a clear community benefit, including materials, facilitation, venue hire, promotion and equipment (up to \$1,000 GST excl.).

GRANTS WILL NOT BE CONSIDERED FOR:

- Unincorporated groups without an auspice.
- Applicants or auspicings bodies with overdue acquittals or unspent funds owing to the Shire.
- More than one application per group/organisation per financial year. Auspicings organisations may auspice multiple applications, but each must relate to a different project.
- Projects receiving funding from another Shire funding stream in the same financial year.
- Capital works, construction or ongoing maintenance.
- Equipment purchases over \$1,000 (GST excl.).
- Deficit funding, debt recovery or shortfalls in operational revenue.
- Salaries or recurrent operational costs (including organisational or annual insurance).
- Uniforms for clubs or associations.
- Alcohol, gifts or donations.
- Expenses that do not provide a clear community benefit.
- Easy Grant applications submitted less than 6 weeks before the project or event start date.
- Expenditure incurred in the previous financial year.

Assessment Criteria

The Shire is committed to a fair and transparent assessment process. All applications are assessed competitively within their category and reviewed by a panel of Shire officers, with final approvals made under delegated authority in accordance with the [Shire's funding policy](#). Assessment considers the following criteria:

NEED AND ALIGNMENT

Assesses how well the project responds to a demonstrated community need, aligns with the grant objectives and the [Shire's Strategic Community Plan](#). Projects that address local gaps and respond to emerging issues will be viewed favourably. Applicants should clearly explain why Shire funding is needed to deliver the project.

COMMUNITY BENEFIT

Assesses the extent to which the project will create positive outcomes for a broad section of the local community. Strong applications clearly describe who will benefit, the expected outcomes, and how the project's design will support meaningful and inclusive participation. Applicants may find the Shire's [Inclusive Events Checklist](#) helpful when planning accessible activities.

PLANNING AND SUSTAINABLE DELIVERY

Assesses whether the project is well planned, resourced and responsibly delivered. This includes having clear objectives, realistic timelines and budgets, sustainability considerations and compliance with relevant Shire policies. Strong applications outline how the project will be delivered and demonstrate that the applicant (and partners, if applicable) have the skills and capacity to deliver it successfully. Applicants may find the Shire's [Running an Environmentally Sustainable Event](#) guide helpful when planning their project.

For permit enquiries:

Catherine Gardiner, Events and Permit Officer

(08) 9780 5266

cgardiner@amrshire.wa.gov.au

COLLABORATION AND CONTRIBUTIONS

Assesses the level of collaboration and shared contribution supporting the project. Partnerships with local groups, organisations or community members are encouraged. Contributions may include cash, in-kind support, labour or other resources and should be reflected in the project budget, with volunteer labour currently valued at [\\$48.01 per hour](#). Letters of commitment or other relevant documentation demonstrating partner contributions and collaboration can be attached as supporting documents.

ADDITIONAL CONSIDERATIONS

Additional contextual factors may also be considered, such as geographic or demographic distribution of funding across the program, or whether the applicant has received other Shire funding in the same financial year.

How To Apply

Your application must include the following documents:

COMPLETED APPLICATION FORM

Using the [correct form](#) for your category, all questions must be completed with sufficient detail for the assessment panel to understand your project, its purpose and how it will be delivered. The application must be signed by an authorised representative of the organisation.

PROJECT BUDGET

Using the supplied [template](#), applicants must provide a clear and itemised budget that outlines all income and expenditure. The template includes examples of common project expenses; however, applicants are encouraged to itemise as many project costs as possible to demonstrate an accurate and detailed understanding of the project's

financial requirements. The budget must include all confirmed or anticipated in-kind contributions, your organisation's contribution, and any partner contributions. The submitted budget will form the basis of the project acquittal. If circumstances change, applicants should contact the Shire to discuss any significant variations.

IN-KIND SUPPORT

In-kind support may be available to assist funded projects, such as fee waivers, basic printing or access to event equipment, subject to availability and assessment. [Fee waivers](#) apply only to eligible fees, in line with the [Shire's Fees and Charges](#). Applicants may request in-kind support as part of their application and may contact the Grants Officer if clarification is needed. All in-kind support requests are considered during the assessment process and approved support will be confirmed in the funding agreement for successful applicants.

CERTIFICATE OF INCORPORATION OR AUSPICE LETTER

Incorporated organisations must provide a current Certificate of Incorporation. The Shire may verify registration details and request further evidence if required. Unincorporated groups must provide a letter from the auspicing organisation confirming they will receive the funds and sign the funding agreement.

INSURANCE CERTIFICATE OF CURRENCY

Applicants must hold insurance cover appropriate to the funded initiative or event. Where possible, a Certificate of Currency should be supplied with the application. If insurance cannot be purchased until funding is confirmed, evidence of appropriate project-specific insurance will be required as a special condition of the funding agreement. The Shire cannot fund ongoing or organisational insurance (such as annual Public Liability Insurance); only insurance directly related to the funded project or event is eligible.

SUPPORTING DOCUMENTS

Additional supporting documents may be included and can strengthen your application by demonstrating community support for the project or confirming the involvement of project partners. Letters from partner organisations should outline the nature of the contribution being provided.

SUBMITTING YOUR APPLICATION

Before submitting an application, applicants are welcome to seek feedback on their draft. To be guaranteed feedback, applicants must contact the Shire's Community Development team and send through their draft application form and budget at least one week before the grant closing date.

Applications may be submitted via email, post or hand-delivery. Electronic copies are preferred; hard copy applications will also be accepted.

Email	communitydevelopment@amrshire.wa.gov.au	
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

Notifications, Funding and Acquittal

NOTIFICATION OF OUTCOME

Applicants in all categories will be notified by email of the outcome approximately 4 weeks after the relevant closing date for their application. For Easy Grants (Category 2), this may align with Category 1 assessment rounds or occur within 4 weeks of submission if received outside those periods.

If you are unsure how this applies to your submission, please contact the Grants Officer for clarification.

FUNDING CONDITIONS

Successful applicants will receive a Funding Agreement outlining conditions and reporting obligations. Payments are made once the Funding Agreement is signed and any pre-funding requirements are met.

Grant funding may be withdrawn, withheld, or required to be returned if conditions are not met or if the project is not delivered as approved.

Successful applicants must:

- Use funds only for the approved purpose. Any significant changes to the project's scope, budget, timing or outcomes must receive prior written approval from the Shire before proceeding.
- Comply with all relevant Shire compliance requirements (as directed) as well as any WA Government health directions.
- Maintain Public Liability Insurance for the duration of the project/event.

- Acknowledge the Shire in all advertising, promotion and media publicity related to the funded project (logo will be provided). Where possible, Shire banners should also be displayed at events; please contact the Grants Officer to arrange a booking.
- Consent to the Shire using supplied project images for promotional or reporting purposes.

PAYMENTS

Payment can be processed once the agreement is signed and in alignment with the Shire's budget cycle:

- **Category 1, Round 1:** Payments typically occur in July/August, after the annual budget is adopted.
- **Category 1, Round 2:** Payments typically occur in December.
- **Category 2 (Easy Grants):** payments are processed progressively throughout the year.

ACQUITTAL REQUIREMENTS

When preparing your application, consider how you will demonstrate project outcomes. Keep financial records, receipts and documentation of outcomes as you go. Photos, participant numbers, feedback and other evidence will support your acquittal.

Your acquittal must be submitted within 4 weeks of project completion, using the [correct form](#) for your category, and must include:

- A summary of project outcomes and community benefits.
- Evidence of activities delivered (e.g., photos, promotional material).
- A final project budget showing all income and expenditure, aligned with the approved budget (unless variations have been approved).
- Receipts and invoices showing how funds were spent.
- Evidence of Shire acknowledgement.
- Return of any unspent funds by 30 June.

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 2025-35: <https://www.amrshire.wa.gov.au/shire-and-council/leadership,-planning-and-reporting/strategic-community-plan>

Community, Economic, Environmental and Events Funding Policy:

<https://www.amrshire.wa.gov.au/getmedia/3395e66d-d927-4a00-9c50-defe5f5d910a/Community,-Economic,-Environment-and-Events-Funding-Policy.pdf>

Inclusive Events Checklist: <https://www.amrshire.wa.gov.au/getmedia/0be5bf04-1ab6-4830-9b84-0e4e8eb3e025/Inclusive-Event-Checklist.pdf>

Running an Environmentally Sustainable Event:

<https://www.amrshire.wa.gov.au/businesses/events-busking-and-filming/running-a-environmentally-sustainable-event>

Event Permits and Approvals: <https://www.amrshire.wa.gov.au/businesses/events-busking-and-filming/event-permits-and-approvals>

Application For Permit to Erect A Banner:

<https://www.amrshire.wa.gov.au/getmedia/6cf171dd-1687-4261-98c1-85314c52bfdb/Application-For-Permit-to-Erect-a-Banner.pdf>

Category 1 Application Form: <https://www.amrshire.wa.gov.au/getmedia/2934b2c4-774e-41cd-907d-f4a1f87fe4cd/Application-Form-CD-E-Grant-Category-1.pdf>

Category 2 Application Form: <https://www.amrshire.wa.gov.au/getmedia/75286c76-68ac-462f-a62b-025d71d8f3e6/Application-Form-CD-E-Easy-Grants.pdf>

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>

Waiver of Fees and Charges: <https://www.amrshire.wa.gov.au/shire-and-council/grants-and-financial-assistance/waiver-of-fees-and-charges>

AMR Shire Schedule of Fees and Charges: <https://www.amrshire.wa.gov.au/shire-and-council/laws,-policies-governance-and-fees/schedule-of-fees-and-charges>

Category 1 Acquittal Form: <https://www.amrshire.wa.gov.au/getmedia/e5debd35-923d-4bef-b569-6bb933618130/Community-Development-and-Events-Grant-Acquittal-Form-Category-1.pdf>

Category 2 Acquittal Form: <https://www.amrshire.wa.gov.au/getmedia/63465f54-4626-4646-ab12-27201521e4f5/Community-Development-and-Events-Grant-Acquittal-Form-Category-2.pdf>