

Community Development and Events Grant Guidelines

File No: FIN/191



Community Development and Events Grants Category 1 (\$3,000 - \$10,000) and Category 2: Easy Grants (Up to \$3,000) Guidelines

Find the dates and openings for current grant funding rounds on the Shire website, [Community Development and Events Grants Page](#).

Applications are available on the Shire website when funding rounds are open, applications to be submitted using the grant application form, available from the Shire website. 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: Shannon Walker, Community Development Admin. Officer
Phone: (08) 9780 5276
Email: swalker@amrshire.wa.gov.au

or

Community Development Team
Phone: (08) 9780 5255
Email: 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

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

COMMUNITY DEVELOPMENT AND EVENTS GRANTS GUIDELINES

Hand Delivery	Shire Offices – Reception 41 Wallcliffe Road, Margaret River 9am – 4pm	Shire Offices – Reception 66 Allnutt Terrace, Augusta 9am – 12pm, 1pm – 4pm
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Purpose

The Community Development and Events Grants are open to incorporated, community-based, not-for-profit organisations to deliver local projects and events that foster community resilience, connection and wellbeing, aligning with the Shire’s Community Strategic Plan 2040.

Categories and priorities

Two funding categories are available, and applicants must address at least one priority within a category.

Category 1: Community Development and Events Grants (\$3,000-\$10,000)

Category priorities	<p>Projects, workshops or events that:</p> <ul style="list-style-type: none"> • Celebrate and respect diversity, arts and culture, the natural environment, local histories and/or healthy and safe lifestyles for all ages. • Strengthen community connection and wellbeing, promote participation and access and inclusion for all community members. • Contribute to lifelong learning, capacity building and/or skill development. • Build the capacity of local volunteer organisations. • Provide innovative solutions that respond to local issues / needs.
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Category 2: Easy Grants (Up to \$3,000)

Category priorities	<ul style="list-style-type: none"> • Purchase of equipment up to \$1,000 (excluding uniforms). • Supports access to training and professional development for volunteers. • Supports the delivery of small events, activations or activities that encourage local community and/or neighbourhood participation and engagement.
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Eligibility

Organisations will be considered if they:

- Are an incorporated, community-based not-for-profit organisation;
- are located and/or deliver projects and events within the boundaries of the Shire of Augusta Margaret River and;
- can address one of the priority areas within one of the categories.

Please note: Community groups and organisations 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 auspicing organisation must be submitted with your application.

Grants will not be considered for:

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

Funding amounts

Category 1: Community Development and Events Grants

Applications from \$3,000 and up to \$10,000 *including* GST will be considered per financial year. The funding amount being requested must *include* GST.

Category 2: Easy Grants (Up to \$3,000)

Applications for up to \$3,000 *including* GST will be considered per financial year. The funding amount being requested must *include* GST. The maximum amount for purchase of equipment is up to \$1,000 *including* GST and excludes purchase of uniforms.

Funding rounds

You can find dates and information on the current grant rounds on the Shire of Augusta Margaret River website, [Community Development and Events Grants Page](#).

The outcome of applications will be advised in approx 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 other 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 [here](#) on the Shire 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.

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; and
- Submit evidence of how you have acknowledged the Shire.