

# 2021-22 Community Organisation Operating Grant Guidelines



File No: FIN/381

## Applications due by 2pm Tuesday 20 April 2021

Applications must be submitted by completing a 2021-22 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 at the beginning of June 2021.**

## Application assistance

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

For assistance contact:

### Community Category

Kim Rosenfeld, Community Development

Phone: (08) 9780 5233

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

### Sustainable Environment Category

Jared Drummond, Sustainability

Phone: (08) 9780 5268

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

Or

Jason Cleary, Community Development

Phone: (08) 9780 5260

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

John McKinney, Environment

Phone: (08) 9780 5252

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

## Submitting your application

**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

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 2036, Key Result Areas](#).

In addition, organisations must deliver services that address either **one** priority area within the Community Category **OR one or more** priority area in the Sustainable Environment 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.

### Sustainable Environment

- 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 open in March 2021 for funding in the 2021-22 Financial Year, (1 July 2021 - 30 June 2022).

If the funding pool has not been exhausted, a second round may be open in September 2021.

## 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.
- All applicants will receive an email notifying them of the outcome of their application.
- Successful first round applicants will receive grant money from July 2021 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.