Grant Guidelines
Community Development Grants up to $2,000
2019-20 Funding Round

APPLICATIONS MUST BE RECEIVED BY 4:00PM FRIDAY 30 AUGUST 2019

Purpose
The Shire of Augusta Margaret River’s (Shire) Community Development Grants are a means to support local community groups and organisations through grants of up to $2,000 for events, activities and programs.

This grant fund acknowledges the excellent work carried out by our community groups and organisations. It provides funding to support groups and organisations in their community objectives and in alignment with the Shire’s Community Strategic Plan 2036 Key Result Area 2: Welcoming, Inclusive and Healthy Communities.

A maximum amount of $25,000 is available for the 2019-20 funding round.

Categories and Priorities
Community Development Grants will be considered for events, activities and programs in:

Community Development Grants Category 1: Community Development

| Category Priorities | • Encourage the celebration and respect of local identities, diversities, arts and culture, values and histories; • Support the sustainability of community groups, networks and facilities; • Contribute to lifelong learning in the community; • Encourage active, healthy and safe lifestyles; and • Facilitate community health, safety and social justice in the face of changing climate. |

Community Development Grants Category 2: Youth Development

| Category Priorities | • Support youth leadership and engagement; • Enable greater youth access to affordable community and recreational facilities and services; • Support affordable all age events (smoke, alcohol and other drug free); and • Facilitate youth educational and upskilling opportunities. |

Community Development Grants Category 3: Community Inclusion

| Category Priorities | • Improve the accessibility and inclusiveness of community groups, services, programs and events for all community members; • Improve access to information that is inclusive to all our community; and • Create accessible opportunities for all community members, including people with disability and their carers, people from culturally and linguistically diverse backgrounds, Aboriginal Australians, seniors, youth, LGBTIQ+ people, and people experiencing financial hardship. |

GRANT GUIDELINES - COMMUNITY DEVELOPMENT GRANTS UP TO $2,000
Eligibility

Eligible: Community Development Grants will be considered for:
- Incorporated community-based volunteer and not-for-profit organisations;
- Projects that take place within the boundaries of the Shire of Augusta Margaret River;
- Projects that address one of the categories outlined above;
- Projects that address one or more of the priorities outlined above; and
- Applications seeking funding of up to $2,000.

Please note: Individuals, groups and organisations not incorporated will need to be sponsored (or auspiced) by a not-for-profit organisation that is incorporated to whom funds can be paid and agreements can be made. A letter from the sponsoring organisation must be provided with your application confirming they agree to accept the funds on your group's behalf. Please contact the Shire for further details or advice.

Ineligible: Community Development Grants will NOT be considered for:
- Educational institutions;
- Associations and groups requiring equipment or uniforms;
- Capital or ongoing maintenance works;
- Salaries and recurrent operational costs;
- Projects or activities that are already covered by an existing service agreement with the Shire;
- More than one request for grant funding from an organisation per funding round;
- Deficit funding for organisations experiencing a shortfall in cash, revenue or anticipated revenue;
- Organisations who have not acquitted previous grant funding; and
- Projects that start before 1 November 2019.

Assessment Considerations

The Shire is committed to ensuring the assessment process is fair and equitable and applications will be assessed in a competitive environment, against all completed applications received. The final decision on funding allocation lies with the Shire. Grant funding will be allocated to the highest-ranking projects and successful applicants will be those who are eligible and who best satisfy the assessment considerations. Applications will be assessed on their merits in accordance with selection criteria, which includes:
- Is the project well thought through and planned, and does it demonstrate sound objectives and feasibility?
- Is there a strong identified need for the project, program and/or event?
- What level of impact will the project have on the community?
- Is the applicant supporting the project, program or event with own funds and/or in-kind contributions, and/or seeking funding support from other sources?
- Has the applicant received a Community Development Grant from the Shire previously? If so, new applicants will score higher for that selection criteria.
- Is the Shire already providing the applicant with financial assistance? If so, other applicants will be prioritised.
- Has the applicant considered how they will acknowledge the Shire?
- Is there a geographic distribution among applications of a similar standard?
- Is there a demographic distribution among applications of a similar standard?

Please note: Applications that do not address all of the requirements of the application form will not be assessed.
Conditions/Requirements of Funding

Successful group/organisation will be required to:

- Only use the funds for the purposes indicated in their application;
- Spend all grant funds and return any funds not expended by 30 June 2020 to the Shire;
- Acknowledge the Shire’s support (see below); and
- Complete an Acquittal Form one month after the conclusion of the project.

Please note: You must retain copies of all invoices, receipts, promotion, measurable outcomes etc. throughout your project for inclusion in your acquittal.

Funding Framework

The Community Development Grants include the following funding framework:

- There is no minimum grant application amount;
- The maximum grant application amount is $2,000;
- Grant applications tend to range in value between $500 and $2,000 per application, depending on the scope and complexity of the project; and
- A minimum of 12 applications can be funded across the three categories, based on various budget allowances.

Acknowledgement

The Shire is to be acknowledged in any advertising, promotion and media publicity related to its grant funding. A Shire logo is to be used (where practicable) and a written/verbal acknowledgement of the funding is to be evident on:

- Newsletters;
- Promotion and advertising (e.g. invitations, posters, flyers);
- Banners;
- Website and online content;
- Social media;
- Speeches;
- Newspaper articles;
- Radio;
- Plaques; and
- Letterheads.

Please contact the Shire on (08) 9780 5276 for a copy of the Shire’s logo or to discuss further.

Application and Acquittal Process

Grant Assessment and Award Process:
1. Applications will be reviewed in line with grant guidelines by a Shire assessment team.
2. Applicants will receive a letter by the end of October 2019 notifying them of the outcome of their application.
3. Successful applicants will receive grant money in October/November 2019.

Grant Acquittal Process:
You will need to complete and submit an acquittal form within a month of the project’s completion. Throughout your project you will need to keep copies of:

- All receipts and invoices showing how the funds were expended;
- Measurable outcomes of the project’s objectives;
- Proof of how you have acknowledged the Shire; and
- Photos, articles and any other relevant material to accompany the acquittal form.
Application Assistance and Advice
An application form can be accessed via the Shire’s website www.amrshire.wa.gov.au/events/shire-financial-assistance or by contacting Jessica Black, Community Development Officer.

For assistance or advice over the phone, via email or to schedule a meeting please contact:

Jessica Black, Community Development Officer
Phone: (08) 9780 5276
Email: jblack@amrshire.wa.gov.au

Or the Community Development team on (08) 9780 5255 and CommunityDevelopment@amrshire.wa.gov.au.

An Information Session focusing on this grants program (and other funding opportunities) will be held on Tuesday 30 July 2019. For further information refer the Shire’s website or contact Jessica Black, Community Development Officer.

Submitting Your Application
Completed applications must be submitted to the Shire by:

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<thead>
<tr>
<th>Post:</th>
<th>Chief Executive Officer</th>
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<tbody>
<tr>
<td>Shire of Augusta Margaret River</td>
<td></td>
</tr>
<tr>
<td>PO Box 61</td>
<td></td>
</tr>
<tr>
<td>Margaret River WA 6285</td>
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| Email:          | amrshire@amrshire.wa.gov.au |

<table>
<thead>
<tr>
<th>Hand delivery:</th>
<th>Shire Offices - Reception</th>
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<tbody>
<tr>
<td>41 Wallcliffe Road, Margaret River</td>
<td>OR</td>
</tr>
<tr>
<td>9.00am – 4.00pm</td>
<td>66 Allnutt Terrace, Augusta</td>
</tr>
<tr>
<td>9.00am - noon, 1.00pm - 4.00pm</td>
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Closing Date: all applications must be received by **4pm Friday, 30 August 2019**.