



COMMUNITY GRANTS PROGRAM

CONDITIONS OF APPLICATION

1. Applications will generally open in April of each year, and generally close in May. Late applications will not be accepted and will be deemed ineligible. A Shire of Dandaragan officer will work with applicants to ensure that applications are complete. Applications will initially be assessed by the panel with recommendations to Council generally no later than June of each year.
2. Applications will be accepted by mail at Shire of Dandaragan Administration Centre, PO Box 676, Jurien Bay WA 6516 or by email to council@dandaragan.wa.gov.au.
3. Applications should be marked "Community Grants Program".
4. Applicants must be an incorporated association to be eligible for funding and include the following documentation:
 - Completed community grants application form
 - Latest annual financial statements in accordance with the tier level as prescribed in Associations Incorporation Act 2015
 - A letter of support from supporting organisations (if applicable)
 - Quote or sufficient evidence to support the value of budgeted expenditure items as outlined in application.
5. Funding will be deemed **ineligible** for the following:
 - a) applications that are eligible for the Shire of Dandaragan / Tronox Management Fund or CSRFF (or similar) state government infrastructure grant programme;
 - b) political organisations or events;
 - c) commercial enterprises;
 - d) any activity or project already underway or completed;
 - e) events or activities that are the responsibility of another level of government;
 - f) for the openings or celebration of new community groups or premises;
 - g) for applicants seeking to host an event for the specific purpose of raising funds for re-distribution to other non-profit community groups/clubs or charitable causes;
 - h) applications for any activity deemed to be a component of a wider project that will ultimately result in a durable item;
 - i) individuals;
 - j) unincorporated community organisations;
6. Applications should meet the following assessment criteria:

Funding Objectives - funding is available for community-based events, projects or initiatives that:

 - Promote and celebrate community spirit, connected community and resilience that bring our communities together. This can include events, projects or initiatives that recognise the value of creative and cultural arts,
 - Facilitate and support the promotion of the region resulting in increased attraction to the Shire of Dandaragan that delivers a positive economic impact,
 - Enhance the environment and our liveability within it,
 - Support good governance and forward planning for incorporated associations based in the Shire of Dandaragan to deliver their objectives.

Assessment Criteria

- a) The application addresses at least one funding objective. Applications that address more than one funding objective will be scored higher.
- b) The application demonstrates community involvement in the design and implementation or delivery of the event/projects/initiatives.
- c) The application demonstrates a genuine community need for the event.
- d) The applicant provides evidence that the project or activity can be delivered and demonstrates value for money.
- a) The applicant demonstrates that they will contribute cash and/or in kind support to the level that would be expected for the event/activity/initiative being proposed. In addition, if applicable the applicant demonstrates that funding support, cash or in kind, from corporate sponsors or grant programmes from other agencies has been secured or sought.

In establishing the grant recipient recommendations to Council, the panel will consider the final assessment criteria rating for each application but may also give consideration to the following factors:

- Repeat events, projects and initiatives that have been funded in previous years
- Multiple applications from a single applicant
- Ineligible applications that the panel considers worthy of funding
- Any other factor that the panel may consider relevant

7. Grant funds cannot be applied retrospectively to costs incurred prior to funding being awarded.
8. Successful applicants will be notified confirming the grant amount, the purpose of which the funding is to be used and other conditions relating to the grant.
9. Unsuccessful applicants will be notified in writing.
10. The Shire of Dandaragan must be acknowledged as contributing to the funded event, project, or initiative. To assist in this, successful applicants will be provided with the Shire's logo. Applicants will also have access to Shire banners where appropriate and available. Applicants will be required to provide evidence of how the Shire was acknowledged in the acquittal.
11. The Shire will assist with the promotion of the activity which has been funded through the grants program but should not be the sole promotional strategy.
12. Where funds have not been expended in accordance with the grant application or permission to vary the use of the funding has not been obtained the allocated grant funding must be repaid.
13. The maximum annual grant payable under this policy will be \$2,500. In the event that a group submits multiple grant applications, the group must prioritise their applications.
14. All grant recipients are required to expend and acquit their grant within the financial year of being notified of the outcome of their application. Applicants will be required to provide evidence as to how the funds were used.
15. An applicant will not be excluded from applying for future grant rounds if a project remains incomplete at 30 June, providing they can provide substantive evidence the funded project is substantially complete or will be completed shortly after the financial year end.



APPLICATION FOR COMMUNITY GRANT

1. APPLICANT / ORGANISATION

Name of organisation: _____

Address: _____

Telephone: _____

Email: _____

President / Chairperson: _____

Secretary: _____

Treasurer: _____

Name of Event, Project, or initiative: _____

Is your organisation an incorporated body? Yes No

ABN Number: _____

Please provide a detailed description of your event, project, or initiative:

Please tick which funding objective/s applies to your event, project, or initiative (you can tick one or more):

- Promote and celebrate community spirit, connected community and resilience that bring our communities together. This can include events, projects or initiatives that recognise the value of creative and cultural arts,
- Facilitate and support the promotion of the region resulting in increased attraction to the Shire of Dandaragan that delivers a positive economic impact,
- Enhance the environment and our liveability within it,
- Support good governance and forward planning for incorporated associations based in the Shire of Dandaragan to deliver their objectives

Provide in detail, how these funding objectives apply to your event, project, or initiative? (Please address all objectives ticked, above).

What specific community needs will be satisfied by the project? Please demonstrate how have these needs been identified? E.g. committee meeting, social media, previous event attendance or comments, statistics, member survey etc.

Community partnerships:
Will this activity / project involve other community groups or organisations?
Please list the group and what they will be contributing to this proposal.

Group or organisation name:	How is this group involved and what they will be contributing to this proposal:	Please state if confirmed or unconfirmed

Is the aim of this event to raise funds? If yes, what will the funds generated be used for?

ASSISTANCE REQUESTED (financial and/or in kind support)

Complete the following budget table for your proposal:

Projected Income:	
Donations/sponsorship	\$
Entry fees/ gate takings	\$
Sales	\$
Contribution from applicant	\$
Other funding sources: Shire of Dandaragan Grant	\$ \$ \$
Total income:	\$

In Kind Contributions	
Labour - number of hours (estimate)*	\$
Total value of in kind support:	\$

Expenditure	
Hire / venue charges	\$
Promotions / advertising / postage	\$
Insurance	\$
Consumables	\$
Other (please define)	\$
Wages	\$
Total expenditure:	\$

Please list how funds will be expended, including the name of supplier, description of items and costing (e.g. Skate Pro Inc. 2 hrs skate clinic for 20 people \$500) or provide copies of supporting information (e.g. quotes):

The Shire of Dandaragan will require evidence of how the funds have been expended. Should your application be successful, will you provide copies of invoices as part of an acquittal process?

Yes No

Is this project/activity already underway, or has it been completed?

Yes No

Signature: _____
President / Chairperson

Print Name: _____
President / Chairperson

Date: _____