



Community Assistance Grants and Sponsorship

WHAT ARE COMMUNITY ASSISTANCE GRANTS AND SPONSORSHIPS?

Each year Council contributes funding towards community group projects to assist with the following:

▶ Infrastructure

- ▶ Netball rings, soccer goals, shade structures, airconditioning.

▶ Equipment

- ▶ Uniforms, balls, snake handling kits, trailers.

▶ Events

- ▶ Community Christmas Party, Australia Day events, bonfire night, kids disco.

▶ Programs

- ▶ Snake handling course, free community short term fitness program.

WHAT DO YOU NEED TO CONSIDER?

❖ *WHAT IS THE NEED?*

What is it that your group really needs....why do they need this?

❖ *HOW DOES YOUR IDEA MEET THE NEED?*

How will this project have an impact for your group....

❖ *ARE THERE OTHER GROUPS THAT CAN HELP YOU MEET THE NEED?*

Have you considered if any other local groups can help?

"We are getting more and more calls from people requesting the removal of snakes from their homes/gardens. To help the community we need more people trained to handle the snakes, and more snake handling kits for them to use."

“We have been fundraising throughout the year at different events to raise money to care for the wildlife we look after. We can contribute towards the training, but cannot cover the entire fee”

WHAT DO YOU NEED TO CONSIDER?

- ❖ ***ARE YOU ABLE TO CONTRIBUTE TO THE PROJECT?***
All CAGS applications require a contribution from the applicant. If you cannot provide a financial contribution, what else can you provide?
- ❖ ***HOW ELSE COULD YOU FUND YOUR PROJECT?***
Is there another way you could raise funds for this project?
- ❖ ***HOW MUCH WILL COUNCIL CONTRIBUTE?***
Council will generally only contribute 1/3 of the total project cost.
Smaller events may receive a higher contribution.

WHAT DO YOU NEED TO CONSIDER?

❖ *HOW WILL YOU MEASURE THE SUCCESS OF YOUR PROJECT?*

How you will assess the success of your event? What will you measure your success by?

❖ *HOW DOES THIS PROJECT FIT IN WITH THE PLANS FOR THE FUTURE OF YOUR GROUP?*

Do you have a long term plan for your group? Is there something you are aiming for? How does this project fit in to that plan?

"Success for the project will be at least 2 more people trained to handle snakes, and more snakes moved by our members."

"It meets our plans for the future which are to grow our membership and protect more native wildlife"

Community Aspiration 1:
Inclusive, Active, and Resilient Community.

Community Aspiration 2:
Sustainable and Environmentally-Responsible Future.

Community Aspiration 3:
Balance Between Development and Conservation.

Community Aspiration 4:
Stimulate Sustainable Economic Growth.

Community Aspiration 5:
Council Accountability and Transparency.

WHAT DO YOU NEED TO CONSIDER?

- ❖ **WHO WILL BE RESPONSIBLE FOR THE PROJECT?**
Is your executive committee likely to change during the planning or implementation of this project/event?
- ❖ **DOES THIS PROJECT ALIGN WITH OUR STRATEGIC COMMUNITY PLAN?**
Does the project align with the Shire's Community Aspirations? Which strategies within those aspirations does it align with?
- ❖ **DO YOU HAVE YOUR OWN STRATEGIC OR FORWARD PLAN?**

CHANGES THIS YEAR

Put all of your planning on to the page!!

Think:

- What resources you have, other than money to put in to the project
- What achievable activities you can complete, and what benefit they are to your group and the wider community
- How will you measure your success!
- How does the project align with the Shire's and your own forward planning?

Section D: PROJECT DETAILS / EVENT DETAILS (PROGRAM LOGIC)

To assist the Working Group to assess your application, please provide details of your project, your intended outcomes, and its benefit to the residents of the Shire of Chittering. You are welcome to attach additional pages, or your Project Plan, should there be insufficient space.

Bonfire Night - EXAMPLE

Input (\$, people etc)	Activity (what you are doing)	Participation (who is involved and how)	Outcomes / Benefits (how will your group and the wider community benefit)	Measures/Target (what measurable targets have you set for the project)	Evaluation Method (how will you assess that you have been successful)
<ul style="list-style-type: none"> • Organisation Funding • External funding/ sponsors • Volunteer time • Staff time 	<ul style="list-style-type: none"> • Bonfire – created by fire brigade. • Food options provided • Entertainment for kids • Fire Info and tours of station. 	<ul style="list-style-type: none"> • Shire staff organise event, set up, pack up. • Volunteers to coordinate fire information. • Food vendors to provide food options 	<p><i>The community feels more connected to local emergency services and each other.</i></p>	<ul style="list-style-type: none"> • 1 event per year • Minimum 100 community members, including children attend each event. • 10 new community introductions to each brigade. 	<ul style="list-style-type: none"> • Record of attendance numbers at Community Events. • Debrief with Fire brigade after event.

What are we looking for in an application?

- ▶ Are your members or the beneficiaries of the project from the Chittering community?
- ▶ Is the project value for money. How many people will benefit from the project?
- ▶ Is this the best way to meet the need?
- ▶ Have you tried to raise funds another way?
- ▶ If possible, have you considered working with another group to deliver the project?
- ▶ Does this project meet the ethos of supporting our community?
- ▶ Will the project help your group meet it's goals?
- ▶ Does the project align with our Strategic Community Plan? (This is not a requirement, but is desired)

Don't forget.....


- ▶ To complete ALL sections of the application;
- ▶ To include quotes for anything over \$500;
- ▶ To provide your most current financial statement for applications over \$1000;
- ▶ To include a FULL budget;
- ▶ To include a Statement by Supplier if you do not have an ABN;
- ▶ Certificate of Incorporation (if applicable);
- ▶ Copies of letters of support from other groups/funders;
- ▶ Do not start the project until you receive funding approval; and
- ▶ Consider how you will acknowledge the Shire in your advertising or as part of your project.

What happens now?

- ▶ ALL applications must be completed online or received at the office by 4pm on Friday 27 June.
- ▶ Incomplete applications will not be accepted. If you are having problems completing some sections, please contact us on 9576 4600 or at funding@chittering.wa.gov.au to ask for help.
- ▶ Applications will be assessed by the working group, and groups will be advised of the outcome within 6 weeks.
- ▶ Once you receive your approval your project can commence. Once you are finished, or you have held your event, complete and return the acquittal form, along with the relevant information and within the timeline provided in your approval letter.
- ▶ You will then receive your funding via electronic transfer as per your invoice. If you are requesting funding for the first time, you will be required to complete a New Creditor form, which will be provided with your approval letter.

How do you find out more and apply?

- ▶ Complete the online application at [Community Assistance Grants and Sponsorship Application 2025-2026](#) » [Shire of Chittering](#).
Have all docs ready! Templates are available online BEFORE you start the application.
- ▶ Email funding@chittering.wa.gov.au and request a copy of the application form
- ▶ Pick up a copy of the application form from the Administration Office in Bindoon.



COMMUNITY ASSISTANCE AND SPONSORSHIP APPLICATION

Community Assistance Grants and Sponsorship Funding applications close at 12pm on Thursday 7 of July 2022.

It is a condition of the funding, that the Applicant contact Alison Reliti, on 9576 4602, to discuss their application and/or complete the online grants information session before making their submission.

Section A: PROJECT / EVENT SUMMARY

Organisation:				Finish Date:	/ /
Project or Event Title:					
Project or Event Date/s:	Start Date:	/ /	Requested Funding	\$	
Total Budget:	\$	/ /	Community Grants Workshop	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Shire Officer Contacted	Date:	/ /	Community Grants Workshop	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have the necessary approvals from the owner of the building or property where you intend to hold your event or project?					<input type="checkbox"/> Cinema <input type="checkbox"/> Marquees
Will you need any of the following equipment?					<input type="checkbox"/> Signage <input type="checkbox"/> Works

A temporary booking will be recorded for the event date listed above. You will then be sent hire forms which will need to be completed and returned immediately, along with any relevant payments to confirm your booking.

Questions?

Web: www.chittering.wa.gov.au/live/community/community-grants.aspx

Contact: Alison Reliti

Ph: 9576 4600

Email: funding@chittering.wa.gov.au