



Community Assistance Grants and Sponsorship



# Community Assistance Grants and Sponsorship Guidelines



## IMPORTANT DATES:

- **Applications Open – May 1, 2024**
- **Grant Writing Workshop – compulsory for submitting an application May 29, 2024**
- **Applications Close – 12pm, Friday 21 June 2024**
- **Applications Reviewed/Outcome – July 2024**
- **Acquittal Due – 30 April 2025, or 3 months after event.**

## THINGS TO CONSIDER:

### What is the need?

What is it that your group really needs....why do they need this? What benefit will it have for your group, and/or the wider community?

### How does this project/event meet that need?

How will this project have an impact for your group....how will it make a difference you, your group, and the wider community? Is there another way to meet the need?

### 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? Is now the right time to apply? Should you wait until you have the ability to contribute to the project or event? If not, why not?

### Are there other groups that can help you meet this need?

Have you considered if any other local groups can help, or would like to be involved in this project/event? Is another group already meeting the need?

### How else could you fund your project/event?

Is there another way you could raise funds for this project? Have you considered fundraisers? If you are unable to do a fundraiser, why not? Have you approached other funders?

### How will you measure the success of your project / event?

All successful applications will be required to submit an acquittal for their grant. Part of this will be content on how your project or event was successful/not successful. How you will assess the success of your event? What will you measure your success by?

### Who will be responsible for the event/project?

Is your executive committee likely to change during the planning or implementation of this project/event? Have you considered how you will pass on the information about this grant to the next committee? What processes do you have in place to make sure the grant is successfully acquitted?

### How does this project fit in to your 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?

# Community Assistance Grants and Sponsorship Guidelines



## DEFINITIONS

**“Grants”** refers to funding towards infrastructure and equipment. Examples of this type of funding are uniforms or play equipment.

**“Sponsorships”** refers to funding towards events, projects (annual or one off) Examples of this type of funding are the Bindoon Rodeo, or Australia Day events. Shire staff works requests for setting up events should be included in your application, but do not form part of your cash contribution from the Shire. They will be acknowledged as an in-kind contribution if your application is successful.

## GENERAL GUIDELINES

1. Consideration will be given to priority areas, not limited to, emergency services, education, youth, sports, recreation, heritage and culture within the Shire of Chittering.
2. Only one Grant and/or one Sponsorship application per organisation will be assessed.
3. The applicant organisation must operate from within the Shire of Chittering and must have a majority benefit for the community of Chittering. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Chittering must be included in the application.
4. Only groups who can demonstrate that they are not-for-profit community organisations will be considered eligible for funding.
5. **Grants and Sponsorships** will be paid after completion in accordance with the conditions outlined in the grant approval acknowledgement, but generally the following will be required:
  - a) The provision of a written report providing details of the completed project or event, with photographs (maximum of 3) included if possible; and
  - b) Provision of a tax invoice. Grants of over \$500 will require proof of purchase i.e. receipts for purchases.
6. It is a requirement of funding that you either contact the Shire of Chittering’s Community Development Officer, and/or attend the online Community Grants Information Session to discuss your application prior to submitting it.

## FUNDING AMOUNTS & REQUIREMENTS

1. Funding of up to \$5,000 will be considered for Community Assistance Grants.
2. Funding of up to \$3,000 will be considered for Sponsorship Funding.
3. Funding of up to \$1,000 will be considered for Community Christmas Functions.
4. Funding of up to \$1,000 will be considered for Community Australia Day Functions.
5. For funding requests over \$1,000, a copy of your group’s current financial statement **must** be attached.
6. For expenses over \$500, copies of quotes **must** be attached to the application. Failure to do so may mean a delay in payment of sponsorship or a reduction in allocated funding.
7. Council contributions are limited to **one third** of the **total project or event cost**, up to the corresponding limits.
8. The value of in-kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate \$25 per hour for unskilled works and \$50 per hour for skilled labour. A letter of commitment will be required for skilled labour. If you are unable to complete the volunteer works, you may request shire assistance to complete your project. If approved, the costs for this assistance will be invoiced to your group. If shire assistance is not approved, a grant variation may be submitted for a reduced grant amount.
9. Shire in kind support, including labour and machinery, may be included in your application if it forms part of the costs of your project / event. Contact the CDO for more information about the associated costs of Council labour and machinery.

# Community Assistance Grants and Sponsorship Guidelines



## RETROSPECTIVE FUNDING

1. Applications for retrospective projects will not be considered as part of this grant/funding scheme.
2. Projects may not materially commence before the announcement of successful applicants.

## FUNDING AGREEMENT

If your organisation is successful in gaining grant assistance it will be expected to enter into a funding agreement. This will require the organisation to:

1. Adhere to the project budget as stated in the application. Significant variations must be reported to the Shire's Community Development Officer, responsible for the Community Grants, as soon as they are known to the organisation. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
2. Expend the funds made available only on the agreed project, event or activity.
3. Provide to the Shire a statement of expenditure certified by the organisation's President, and copies of relevant invoices (grants over \$500) on completion of the project so that approved funding may be reimbursed to your organisation. If the group is registered for GST a tax invoice showing grant amount PLUS GST will be required. Groups not registered for GST are to provide an invoice for the grant amount only, showing the total as GST Free.
4. Acknowledge the funding provided by the Shire in accordance with the Contributions and Donations Acknowledgment Schedule (see attached).
5. Indemnify the Shire in so far as any activities relevant to the funding are concerned.

## INELIGIBLE PROJECTS

Some projects or events (or parts of) will be considered ineligible for funding through this scheme. These include:

1. Any project which is deemed by the selection panel to be of direct benefit to a business, person or any other profit making venture, or any government department or agency (school P&C groups are exempt).
2. Projects on land which is not Crown Reserve or land owned or vested in the Shire of Chittering.
3. Projects that have already commenced, without prior consultation with the Shire Officer responsible for Community Grants.
4. Projects that cannot demonstrate a contribution by the group, organisation or community which will benefit from the granting of funds for the project.
5. Salaries or recurrent operational costs (these will be removed from the budget before consideration). Public Liability Insurance may be exempt from this condition.
6. Any project submitted from a religious group, for a religious purpose or for the provision or improvement of religious infrastructure (i.e. church buildings or grounds).
7. Canvassing of Elected Members may result in your application being disqualified.
8. **ALL** sections of the application form, including required attachments, must be completed. Incomplete application forms **will** be deemed ineligible.

## ELIGIBLE PROJECTS

Projects will be considered eligible if they can demonstrate that:

1. Other potential funding sources have been sought, and/or
2. There is benefit to the wider community, and/or
3. Benefit is provided to Shire residents through recreational, social or cultural means.

# Community Assistance Grants and Sponsorship Guidelines



## OTHER CONDITIONS

1. Council reserves the right to consider and allocate funds without the right of appeal.
2. Council reserves the right to request further information.
3. A newly founded organisation **may** be eligible to receive funding towards Public Liability Insurance for the first 2 years of operation.
4. All applicants will be advised, in writing, of the success or otherwise of their application.

## FURTHER INFORMATION

Further information on this program can be obtained by contacting the Shire's Community Development Officer, Natalie Van Rooyen, between the hours of 9.00am – 3.30pm, Monday to Friday on 9576 4634 or [funding@chittering.wa.gov.au](mailto:funding@chittering.wa.gov.au)

Application forms can be obtained by:

- Download from the Shire of Chittering's website [www.chittering.wa.gov.au/community-grants](http://www.chittering.wa.gov.au/community-grants)
- Online applications are available via [www.chittering.wa.gov.au/community-grants](http://www.chittering.wa.gov.au/community-grants)
- Visiting the Administration Office at 6177 Great Northern Highway, Bindoon.
- Telephoning the Shire of Chittering on 9576 4600.

***Please note that the Shire of Chittering's administration office hours are Monday to Friday from 8.30am to 4.30pm.***

# Community Assistance Grants and Sponsorship Guidelines



## CONTRIBUTIONS ACKNOWLEDGEMENT SCHEDULE

A condition of acceptance of a Shire of Chittering contribution or grant, will include the requirement for formal or public acknowledgement of the contribution by the organisation.

Amount	Suggested Acknowledgement
Under \$1000	<ol style="list-style-type: none"><li>1. Media release – local newspapers</li><li>2. Display of Shire logo on promotional material.</li></ol>
Over \$1000	<ol style="list-style-type: none"><li>1. Media release – local newspapers</li><li>2. Opportunity for Shire President, or their representative, to open event or make a presentation (if applicable)</li><li>3. Display of Shire logo on all promotional material (printed, website etc) relating to the contribution (if applicable)</li><li>4. Acknowledgment of Council contribution in event program (if applicable)</li><li>5. Display of Council banner and formal acknowledgment at opening/event (if applicable)</li><li>6. Shire logo on commemorative plaque on a structure, statue or building (if applicable)</li></ol>

## Publicising your Grant

Council offers the following guidelines to assist you to publicise your grant/contribution via a media release. If desired, Shire staff would be pleased to assist you with a combined media release.

The media release should summarise the main points with the most important information first including:

1. The facts relating to the amount of the Shire of Chittering grant/contribution and the purpose of the funding;
2. Key dates of timelines;
3. What difference the grant will make to your organisation/community;
4. A quote from a representative of your organisation relating to the grant and the work of your organisation; and
5. Contact details of a representative of your organisation for media enquiries.

Should you require assistance with final preparation of your media release or require a copy of the Shire's logo for printed material please contact the Shire's Community Development Officer via email ([natalie.vanrooyen@chittering.wa.gov.au](mailto:natalie.vanrooyen@chittering.wa.gov.au)) or telephone 08 9576 4634.

# Community Assistance Grants and Sponsorship Guidelines

