

Community Assistance Grants and Sponsorships GUIDELINES



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Office Hours
8:30am – 4:30pm
Monday to Friday

NOTICE TO ALL APPLICANTS

Please ensure that you have read and understood these guidelines before you complete your application for funding. Failure to meet any of these guidelines may result in your application for funding being ruled ineligible.

Please also be aware that it is a condition of your application that you contact the officer responsible for Grants before submitting your application.

GRANT GUIDELINES

Each financial year Council invites community-based, not-for-profit organisations in the Shire of Chittering to submit Community Assistance Grant / Sponsorship / Support Applications to Council for consideration.

“Community Assistance 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 Veteran/Historic Car Days. *Funding for annual Christmas and Australia Day Functions will be released in this round of applications.*

GENERAL

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 application per organisation per event/project will be assessed.
3. The applicant organisation must operate from the Shire of Chittering and beneficiaries must be residents of the Shire 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. **Community Grants** 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, with photographs 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. **Sponsorship** will be paid prior to event/program in accordance with the conditions outlined in the sponsorship approval acknowledgment, but generally the following will be required:
 - a) The provision of a tax invoice.
 - b) After the event/program, the provision of a written report providing details of the completed event, including receipts for funding over \$500. Unspent funds may require repayment.

7. It is a requirement of funding that you contact the Shire of Chittering's Community Development Officer 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 \$2,000 will be considered for In Kind Support Funding.
4. For funding requests over \$1,000, a copy of your group's current financial statement **must** be attached.
5. 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.
6. Council contributions are limited to **one third** of the **total project cost** (Infrastructure Grants only)
7. 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.
8. Shire in kind support, including labour and machinery, may be included in your Grant / Sponsorship application if it forms part of the costs of your project / event. Contact the ECDSO for more information about the associated costs of Council labour and machinery.

RETROSPECTIVE FUNDING

1. No application for retrospective projects will 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 obtaining 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 need to 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. Community Grants: 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. Sponsorship: Provide to the Shire an invoice for the value of the sponsorship. 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.
5. Acknowledge the funding provided by the Shire in accordance with the Contributions and Donations Acknowledgment Schedule (see attached).
6. 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 excepted).
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.
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).
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.

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.

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. All applicants will be advised, in writing, of the success or otherwise of their application.
4. Event notification forms will need to be completed for any public event. Forms will be made available to applicants upon approval or before application if requested.

FURTHER INFORMATION

Further information on this program can be obtained by contacting the Shire's Community Development Officer, Alison Reliti, between the hours of 9.00am – 2.30pm Monday, Wednesday and Friday on 9576 4600 or cdo2@chittering.wa.gov.au.

Application forms can be obtained by:

- Download from the Shire of Chittering's website www.chittering.wa.gov.au/community/community-grants.aspx
- 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.

CONTRIBUTIONS ACKNOWLEDGEMENT SCHEDULE

A condition of acceptance of a Shire of Chittering contribution, grant or other financial contribution includes formal or public acknowledgement of these funds.

Amount	Suggested Acknowledgement
Up to \$1000	<ol style="list-style-type: none">1. Media release – local newspapers2. Opportunity for Shire President, or their representative, to open event or make a presentation (if applicable)
Over \$1000	<ol style="list-style-type: none">1. Media release – all media2. Opportunity for Shire President, or their representative, to open event or make a presentation (if applicable)3. Display of Shire logo on all promotional material (printed, website etc) relating to the contribution (if applicable)4. Acknowledgment of Council contribution in event program (if applicable)5. Display of Council banner and formal acknowledgment at opening/event (if applicable)6. Shire logo on commemorative plaque on a structure, statue or building (if applicable)

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 (cdo2@chittering.wa.gov.au) or telephone 08 9576 4600.

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;
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.