



## COMMUNITY GRANTS WORKSHOP

# WHAT ARE COMMUNITY GRANTS?

Each year, the Council contributes funding towards projects, programs and events that assist in building self-sustainable, successful, and active community groups. In 2026/2027 there have been some changes to the program.

New categories now exist for the funding.

Community events  
and programs

Capacity building  
and volunteer  
support

Capital  
infrastructure,  
signage and  
equipment

# COMMUNITY EVENTS AND PROGRAMS

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Local festivals, community events, and celebrations

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Educational workshops

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Arts, culture, and heritage activities

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Recreational programs for youth, seniors, or multicultural groups

# CAPACITY BUILDING AND VOLUNTEER SUPPORT

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Volunteer training and skill development

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Leadership or governance workshops

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Resources or initiatives that improve group sustainability or collaboration

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Digital equipment which reduces the administrative burden on volunteers



# CAPITAL INFRASTRUCTURE SIGNAGE AND EQUIPMENT

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Purchase of equipment (eg Marquees, seating, audio systems)

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Infrastructure enhancements such as shade structures, pathways, or fencing

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Group signage

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Landscaping or beautification projects

# Are you incorporated?

From 2026/2027 all CAGS applicants must either be incorporated, affiliated with a state governing body, or have an auspice to manage the financial and acquittal requirements of the funding.

Without incorporation, the organisation is not a legal entity, and individual members become liable rather than the organisation.

Most funders require groups to be incorporated. This includes local governments.

Incorporated organisations are required to have rules, which provide guidance and structure for conflict and facilitate easy transition between committees which ensure ongoing success.

# Do you need an auspice?

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If your organisation is not incorporated, or affiliated with an incorporated state governing body, you will need to find an auspicing organisation (Auspice).

What is an auspice?

- An incorporated organisation who is willing to sign an agreement and manage the financial and acquittal reporting requirements of grant funding.

How do you find an auspice?

- Consider other local organisations who's activities or objectives align with your own.  
Example: Bindoon Sport and Recreation Association & Bindoon Bowling Club

MORE INFORMATION – online or see a member of the CD Team.



# WHAT DO YOU NEED TO CONSIDER BEFORE YOU APPLY?

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- **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?

# WHAT DO YOU NEED TO CONSIDER BEFORE YOU APPLY?

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- **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?



# WHAT DO YOU NEED TO CONSIDER BEFORE YOU APPLY?

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- **HOW WILL YOU MEASURE THE SUCCESS OF YOUR PROJECT?**  
How will you 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 into that plan?



# WHAT DO YOU NEED TO CONSIDER BEFORE YOU APPLY?

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## WHO WILL BE RESPONSIBLE FOR THE PROJECT?

Is your executive committee likely to change during the planning or implementation of this project/event?

If you have an auspice, who will submit the application/who manages what portions of the project?

## DOES THIS PROJECT ALIGN WITH OUR STRATEGIC COMMUNITY PLAN?

Does the project align with:

- Inclusive, Active, and Resilient Community
- Sustainable and Environmentally-Responsible Future
- Balance Between Development and Conservation
- Stimulate Sustainable Economic Growth?

# What are we looking for in an application?

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Are your members or the beneficiaries of the project from the Chittering community?

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Is the project value for money. How many people will benefit from the project?

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Is this the best way to meet the need?

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If possible, are you working with another group to deliver the project?

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Do you have a plan for the project, or is it just an idea you still need to develop?

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How 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;
- include quotes for anything over \$500;
- provide your most current financial statement for applications over \$1000;
- include a **FULL** budget;
- include a Statement by Supplier if you do not have an ABN;
- include your Certificate of Incorporation / Auspicing Agreement.
- attach copies of letters of support from other groups/funders;
- **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.
- **READ THE GUIDELINES**....including the acquittal requirements.



# What happens now?



ALL applications must be completed online or received at the office by 12pm on Friday 26 June. If you are applying online, make sure you have all the relevant documents ready to upload BEFORE you start the application.



Incomplete applications will not be accepted. If you are having problems completing some sections, please contact us on 9576 4645 or at [funding@chittering.wa.gov.au](mailto: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.

# What happens now?



Successful applicants will receive a funding agreement which must be signed and returned to the shire before their project can commence.



The funding agreement will include a funding approval schedule which outlines milestones that must be achieved to receive payments.



For each milestone, complete the provided milestone report, and return along with the requested proof or invoice, within the timeline provided in your approval letter.

# What happens now?



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.



Invoices must include the title “tax invoice”, organisation name and address, ABN (if applicable), date, and the description provided in your funding schedule.



If you need to make any changes to your project, you **MUST** contact the shire for a grant amendment **BEFORE** you make any changes. Email [funding@chittering.wa.gov.au](mailto:funding@chittering.wa.gov.au) or call Alison on 9576 4645.

How do you  
find out  
more and  
apply?

- ONLINE

- Go to

- <https://www.chittering.wa.gov.au/business-and-community/grants-sponsorship/business-and-community-grants.aspx> to find out more about what you need to have completed before you submit your application online.

- Submit your application at

- <https://www.chittering.wa.gov.au/forms/community-assistance-grants-and-sponsorship-application-2026-2027/51>

How do you  
find out  
more and  
apply?

- **HARD COPY**
  - Email [funding@chittering.wa.gov.au](mailto: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.
  - Check your organisation's email for a copy of the application form, guidelines, and information about incorporation and auspicing.

# Questions?



Web: [www.chittering.wa.gov.au/business-and-  
community/grants-  
sponsorship/business-and-community-grants.aspx](http://www.chittering.wa.gov.au/business-and-community/grants-<br/>sponsorship/business-and-community-grants.aspx)



Contact: Alison Reliti



Phone: 9576 4645



Email: [funding@chittering.wa.gov.au](mailto:funding@chittering.wa.gov.au)