



Community Assistance Grants and Sponsorship GUIDELINES

Community Assistance Grants and Sponsorship (CAGS) Guidelines

IMPORTANT DATES:

- **Applications Open – April 2026**
- **Applications Close – 12pm, Friday 26 June 2026**
- **Applications Reviewed/Outcome – July 2026**
- **Acquittal Due – 30 April 2027, or 3 months after event.**

THINGS TO CONSIDER:

Are you incorporated?

Organisations who are not incorporated will be required to have an auspicing organisation. Contact the Community Development team for more information about auspicing or incorporation.

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?

How will you 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 into 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 into that plan?

Will there be any ongoing costs?

If you are applying for funding for infrastructure or equipment, or commencing a new program, have you considered the ongoing maintenance/replacement costs of the assets or administration of the program?

Community Assistance Grants and Sponsorship (CAGS) Guidelines

In recognition of the pivotal role that individuals, community groups and sporting organisations play in developing vibrant and diverse communities the Shire is committed to the provision of support and assistance to build healthy, safe and connected communities through a range of funding programs.

The Shire’s Community Assistance Grants and Sponsorships Program aims to:

- Strengthen the community by supporting initiatives that are responsive to community needs;
- Build the capacity of individuals, and community/sporting groups, to develop and implement sustainable solutions at a local level;
- Create community networks and connections which drive initiatives that achieve strategic priorities;
- Increase participation, engagement and inclusivity by broadening access to diverse, high-quality, and innovative initiatives; and
- Celebrate and recognise the Shire’s diversity, history, lifestyle and environment.

These guidelines provide a clear framework for applicants seeking funding through the Shire of Chittering annual CAGS Program. They outline eligibility, funding categories, limits, assessment criteria, and applicant responsibilities to ensure a fair and transparent process.

FUNDING CATEGORIES

The program provides funding across three categories:

| | |
|---|--|
| <p>Community Events and Programs Maximum Grant Amount: \$3,000</p> | <ul style="list-style-type: none"> • Local festivals, community events, and celebrations • Educational workshops • Arts, culture, and heritage activities • Recreational programs for youth, seniors, or multicultural groups |
| <p>Capacity Building and Volunteer Support Initiatives Maximum Grant Amount: \$3,000</p> | <ul style="list-style-type: none"> • Volunteer training and skill development • Leadership or governance workshops • Resources or initiatives that improve group sustainability or collaboration • Digital equipment which reduces the administrative burden on volunteers |
| <p>Capital Infrastructure, Signage and Equipment Maximum Grant Amount: \$5,000</p> | <ul style="list-style-type: none"> • Purchase of community-use equipment (e.g. marquees, seating, audio systems) • Infrastructure enhancements such as shade structures, pathways, or fencing • Signage • Landscaping or beautification projects |

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APPLICANT ELIGIBILITY

Applicants must:

- Be a not-for-profit organisation, club, or community group operating from within the Shire of Chittering.
- Be incorporated or apply under the auspice of an incorporated organisation. Where the Auspice Organisation is a State Governing Body which has approved the application and granted permission to the applicant, the applicant may choose to manage the financial and acquittal responsibilities for the funding.
- Contact the Shire officer responsible for the CAGS program, or attend the online Community Grants Information Session, prior to submitting an application.
- Be adequately insured, including public liability.
- Be up to date with any previous Shire grant obligations and acquittals.
- Have sought other potential funding.

PROJECT ELIGIBILITY

Eligible projects must:

- Provide clear benefit to the local community.
- Align with the Shire's [Strategic Community Plan](#) and the programs objectives.
- Fall into one of the three funding categories.
- Be delivered before the end of April 2027.
- Be free or low-cost public entry for events or programs.
- Not have commenced or been completed prior to the application.
- Provide benefit to the wider community, through recreational, social or cultural means.

INELIGIBLE PROJECTS

Ineligible projects or components of projects include:

- 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).
- Projects on land which is not Crown Reserve or land owned or vested in the Shire of Chittering.
- Projects that have already commenced.
- Projects that cannot demonstrate a contribution by the group, organisation or community which will benefit from the granting of funds for the project.
- Salaries or recurrent operational costs (these will be removed from the budget before consideration). Public Liability Insurance **may** be exempt from this condition.
- 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).
- Canvassing of Elected Members may result in your application being disqualified.

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APPLICATION PROCESS

- Applications will be open for a minimum of 4 weeks annually.
- Applications may be submitted via the Shire's online portal, or in writing on the relevant application form delivered in person or emailed to funding@chittering.wa.gov.au on or before the due date.
- Late or incomplete applications will not be accepted.
- Applications are assessed and determined by the CAGS working group.
- All applicants will be advised of the outcome within four weeks of the decision.

FUNDING CONDITIONS

Successful applicants will be required to:

- Sign a Funding Agreement (appendix 2) with the Shire of Chittering.
- Meet any Grant Approval Schedule milestone requirements.
- Use funds strictly for the approved project, event or activity.
- Report any significant variations to the project budget to the Shire officer responsible for the CAGS program as soon as they are known to the organisation. Failure to do so may result in the voiding of the grant agreement and requirement to reimburse any pre-paid funding.
- Acknowledge the funding provided by the Shire in accordance with the Contributions and Donations Acknowledgment Schedule (appendix 1).
- Submit a project acquittal (appendix 3) within 3 months of completion, including details of the completed project or event, with receipts and photographs (where applicable) included.

Other Conditions:

- For funding requests over \$1,000, a copy of your group's current financial statement **must** be attached to your application.
- For expenses over \$500, copies of quotes **must** be attached to the application.
- Council contributions are limited to **one third** of the total project or event cost, up to the corresponding limits.
- 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 of \$30 per hour for unskilled works, and \$50 per hour for skilled labour. A letter of commitment will be required for skilled labour.
- 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 Community Development Team on 9576 4600 for more information about the associated costs of Council labour and machinery.
- Unspent funds or funds used for unapproved purposes must be returned to the Shire of Chittering.

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PAYMENT OF FUNDING

Funds will be paid into the successful applicant's nominated bank in line with their signed Community Funding Agreement (appendix 2) with the Shire of Chittering, which includes Funding Approval Schedule milestones.

Generally, prepaid funds:

- Must be spent, and acquittal documents received by the Shire, by April of the following year.
- Any unspent pre-paid funds must be returned within 3 months of the project/event completion, or by the end of May, whichever occurs first.

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, including proof of risk management, and child safety procedures.
3. Council reserves the right to request milestone reports or updates.
4. A newly founded organisation **may** be eligible to receive funding towards Public Liability Insurance for the first 2 years of operation.
5. 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 and Grants Coordinator, Alison Reliti on 9576 4645 or at funding@chittering.wa.gov.au

Application can be submitted by:

- Completing the online application at www.chittering.wa.gov.au/community/grants-sponsorship/community-grants.aspx
- Downloading a copy of the application form at www.chittering.wa.gov.au/community/grants-sponsorship/community-grants.aspx and submitting:
 - Via email to funding@chittering.wa.gov.au
 - In person at the Administration Office at 6177 Great Northern Highway, Bindoon.
Please note that the Shire of Chittering's administration office hours are Monday to Friday from 8.30am to 4.30pm.
- Paper copies of the application form are available by attending the administration office.

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APPENDIX 1. CONTRIBUTIONS ACKNOWLEDGEMENT SCHEDULE

GRANT ACKNOWLEDGEMENT

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 as listed below.

| Amount | Suggested Acknowledgement |
|-----------------|---|
| \$500 - \$1000 | <ol style="list-style-type: none">1. Media release – local newspapers2. Display of Shire logo on promotional material – must be approved by the Shire of Chittering before distribution. |
| \$1001 - \$3000 | <ol style="list-style-type: none">1. Media release – local newspapers2. Display of Shire logo on promotional material – must be approved by the Shire of Chittering before distribution.3. Opportunity for Shire President, or their representative, to open event or make a presentation (if applicable)4. Acknowledgment of Council contribution in event program (if applicable) |
| Over \$3000 | <ol style="list-style-type: none">1. Media release – local newspapers2. Display of Shire logo on promotional material – must be approved by the Shire of Chittering before distribution.3. Acknowledgment of Council contribution in event program (if applicable)4. Opportunity for Shire President, or their representative, to open event or make a presentation (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) |

PUBLICISING YOUR GRANT

Council offers the following guidelines to assist you to publicise your grant/sponsorship 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 other publications, and to obtain approval to use the Shire's logo for printed material please contact the Shire's Community Development and Grants Coordinator via email (alison.reliti@chittering.wa.gov.au) or telephone 08 9576 4645.

Community Assistance Grants and Sponsorship (CAGS) Guidelines



APPENDIX 2. SAMPLE FUNDING AGREEMENT

COMMUNITY FUNDING AGREEMENT



This Agreement is made between:

The Shire of Chittering

ABN: 48 445 751 800

of 6177 Great Northern Highway, Bindoon

("the Shire")

AND

[Name of Organisation]

ABN (if applicable): [ABN or N/A]

of [Address]

("the Organisation")

1. PURPOSE OF THE AGREEMENT

- 1.1 The Shire has approved the provision of grant or sponsorship funding to the Organisation under the Shire of Chittering Community Assistance Grants and Sponsorship (CAGS) Program. The funding is provided solely for the purpose of supporting the following approved project, event or activity ("the Project"): Project Title: [Insert]
- 1.2 Approved Funding Amount: \$[Amount]

2. TERM OF AGREEMENT

- 2.1 This Agreement commences on the date it is signed by both parties and concludes when all obligations under this Agreement have been fulfilled.
- 2.2 The Project must be completed by [Insert completion date], unless an extension has been approved in writing by the Shire.

3. USE OF GRANT FUNDS

The Organisation agrees to:

- 3.1 Adhere to the project budget as stated in its grant application. Any significant variation to the approved budget or Project scope must be reported to the Shire officer responsible for CAGS as soon as it becomes known.
- 3.2 Expend the grant funds only on the approved Project, and not on any other purpose, unless prior written approval has been obtained from the Shire.
- 3.3 Acknowledge that failure to notify the Shire of significant variations may result in the funding agreement being voided and the grant funds being cancelled or reduced.

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COMMUNITY FUNDING AGREEMENT



4. PAYMENT OF GRANT FUNDS

- 4.1 Grant funding will be credited to the Organisation's nominated bank account in line with the Funding Approval Schedule listed under item 12 in this document.
- 4.2 GST Requirements
 - Organisations registered for GST must submit a tax invoice showing the grant amount **plus GST**.
 - Organisations not registered for GST must submit an invoice for the grant amount only, clearly stating that the supply is **GST Free**.
- 4.3 The Shire will not reimburse expenditure incurred outside the approved budget or scope, without prior written consent.

5. RISK MANAGEMENT

- 5.1 The Organisation must identify, assess and manage all risks associated with the Project, including risks to participants, volunteers, spectators, property, and members of the public.
- 5.2 The Organisation agrees to take all reasonable steps to ensure the Project is delivered safely and in compliance with all applicable laws, regulations, standards and relevant Shire policies.
- 5.3 Where requested by the Shire, the Organisation must provide a risk management plan relevant to the Project prior to commencement.
- 5.4 The Shire may withhold or recover grant funds if it reasonably determines that satisfactory risk management measures are not in place.

6. CHILD SAFETY AND PROTECTION

- 6.1 Where the Project involves contact with children or young people under the age of 18, the Organisation must ensure all activities are conducted in a manner that promotes the safety, wellbeing and protection of children.
- 6.2 The Organisation must comply with all applicable Western Australian child safety legislation, including Working With Children Check requirements where relevant.
- 6.3 The Organisation confirms that it has implemented, or will implement prior to the commencement of the Project, appropriate child safe practices, which may include:
 - Adequate supervision arrangements;
 - Clear behavioural standards for staff and volunteers; and
 - Procedures for responding to and reporting child safety concerns.
- 6.4 The Shire reserves the right to request evidence of child safety policies, procedures, or Working With Children Check compliance where relevant to the Project.

7. RECORD KEEPING AND AUDIT

- 7.1 The Organisation must maintain accurate and complete financial records relating to the Project.
- 7.2 The Shire reserves the right to request additional information, documentation, or clarification in relation to Project expenditure and deliverables.

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COMMUNITY FUNDING AGREEMENT

8. INSURANCE AND INDEMNITY

- 8.1 The Organisation is responsible for ensuring appropriate insurance cover is maintained for the duration of the Project, including public liability insurance where relevant.
- 8.2 The Organisation indemnifies and holds harmless the Shire, its Councillors, employees and agents from and against all claims, losses, damages, costs and expenses arising from or in connection with the Project, except to the extent caused by the Shire's negligence.

9. ACKNOWLEDGEMENT OF SHIRE SUPPORT

- 9.1 The Organisation agrees to acknowledge the Shire's financial support in promotional materials, publications, media releases or signage associated with the Project, where appropriate, and in line with the Shire's Contributions Acknowledgement Schedule (Appendix 1)
- 9.2 Use of the Shire's logo or branding must be approved by the Shire prior to publication.

10. VARIATION AND TERMINATION

- 10.1 This Agreement may only be varied by written agreement signed by both parties.
- 10.2 The Shire may terminate this Agreement and withhold or recover grant funds if the Organisation:
 - Breaches any condition of this Agreement;
 - Fails to complete the Project; or
 - Uses the grant funds for purposes other than those approved.

11. UNEXPENDED FUNDS

Any unspent or unapproved portion of the grant funds must be returned to the Shire no later 3 months from the project/event completion, or by the end of May, whichever occurs first, unless otherwise agreed in writing.

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COMMUNITY FUNDING AGREEMENT

12. FUNDING APPROVAL SCHEDULE

(grant number) – (organisation)

This Funding Approval Schedule is part of your Agreement and is used to manage your funding obligations.

Details of Your Approved Funding

Date granted: []
Amount: \$ [] (ex GST)
Purchase Order Number: []

Approved Purpose: Up to \$ [] towards the (project/Event), supporting (listed outcomes)

Your grant can be used for the following expenses, and you will need to account for your organisation's spend against these during acquittal.

| Expense Type | Expense Type Description | Amount Granted (ex GST) |
|--------------|--------------------------|-------------------------|
| [] | [] | \$ [] |
| [] | [] | \$ [] |

Payment Schedule

Your grant will be paid as outlined below. Any prepayment requirements must be provided to the satisfaction of the Shire of Chittering before payment can be made.

| Amount (ex GST) | Milestone description | Prepayment requirements |
|-----------------|-----------------------|-------------------------|
| \$ [] | [] | [] |
| \$ [] | [] | [] |

Grant Accountability and Final Acquittal

On or no later than (DATE) you are required to acquit your grant fully including the provision of:

- A statement of expenditure on the supplied acquittal form/online, certified as true and correct by the Organisation's President (or equivalent authorised officer);
- Copies of relevant invoices or receipts, including all expenditure related to the grant;
- Proof of acknowledgement; and
- Photos (limit of 3) if applicable.

Managing Your Grant

We understand plans change. If you need to request an amendment to your grant's timeline or expense items throughout the life of your grant we ask you do this by contacting the Shire on 9576 4600 or at funding@chittering.wa.gov.au

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COMMUNITY FUNDING AGREEMENT



COMMUNITY FUNDING AGREEMENT



13. ACCEPTANCE OF AGREEMENT

The parties agree to the terms and conditions of this Community Funding Agreement.

For the Shire of [Shire Name]

| | |
|------------|----------------------|
| Name: | <input type="text"/> |
| Position: | <input type="text"/> |
| Signature: | <input type="text"/> |
| Date: | <input type="text"/> |

For [Name of Organisation]

| | |
|------------|-----------------------------------|
| Name: | <input type="text"/> |
| Position: | President (or authorised officer) |
| Signature: | <input type="text"/> |
| Date: | <input type="text"/> |

For [Name of Auspice Organisation] (if applicable)

| | |
|------------|-----------------------------------|
| Name: | <input type="text"/> |
| Position: | President (or authorised officer) |
| Signature: | <input type="text"/> |
| Date: | <input type="text"/> |

Community Assistance Grants and Sponsorship (CAGS) Guidelines



APPENDIX 3. SAMPLE ACQUITTAL FORM

COMMUNITY ASSISTANCE AND SPONSORSHIP ACQUITTAL FORM



| Organisation Details | | | | | |
|---|------------|---------------|------------|------------|--|
| Organisation | [Redacted] | | | | |
| Contact Person | [Redacted] | Contact Phone | [Redacted] | | |
| Position | [Redacted] | | | | |
| Postal Address | [Redacted] | | | | |
| Email Address | [Redacted] | | | | |
| Financial Information | | | | | |
| Supplier | Item | GST Excl | GST | GST Inc | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | |
| Project Total (this amount should match your Application) | | [Redacted] | [Redacted] | [Redacted] | |
| Less Other Contributions (cash and in kind support) | | | | [Redacted] | |
| Shire Contribution (This should match the invoice you provided) | | [Redacted] | [Redacted] | [Redacted] | |
| Funding Acknowledgement | | | | | |
| Please list below, and attach copies where available, of project/event promotion (ie newsletters, news articles, flyers, signage etc) | | | | | |
| Date | Details | | | | |
| [Redacted] | [Redacted] | | | | |
| [Redacted] | [Redacted] | | | | |
| [Redacted] | [Redacted] | | | | |
| [Redacted] | [Redacted] | | | | |

I Click here to enter text.

as a representative of Click here to enter text.

certify that the amount of Click here to enter text.

received as part of the Community Assistance Grants and Sponsorship (CAGS) Funding, has been expended in accordance with the conditions outlined in the CAGS Guidelines.

| | |
|------------|------------|
| [Redacted] | [Redacted] |
|------------|------------|

Signature

Date

Please return your forms along with receipts, and invoice made out to the Shire of Chittering for the value of the grant, quoting your PO number to funding@chittering.wa.gov.au