



## Shire of Wyndham East Kimberley ANNUAL COMMUNITY GRANTS SCHEME

### Guidelines

**Annual Community Grants are for amounts of \$1000 or more** - the objective of the Annual Community Grants Scheme is to effectively and consistently deal with the large variety of requests for funding that Council receives. Funds are not provided on a recurrent basis and funding success does not guarantee Council contributions in future years.

The purpose of the Annual Community Grants Scheme is to offer not-for-profit community, sporting, cultural, environmental, service groups and associations and not-for-profit organisations financial assistance to foster high quality programs, community events, facilities and services that provide benefit to the community of the Shire of Wyndham East Kimberley.

There will be two Annual Community Grant Funding Rounds each year. Grant Rounds will be advertised through local media and on the Shire's website. The outcomes of each Annual Community Grant round will generally be announced 6 - 8 weeks after the application closing date.

**Annual Community Grants are offered twice annually**  
**Round 1 closes 31 May.**  
**Round 2 closes 30 September.**

### ***Considerations***

Applicants should consider the following in the preparation of their proposal and application:

- Projects should be in keeping with Council's strategic direction and objectives as noted in Council's Strategic Plan;
- Applicants must provide evidence of their own contribution (either financial or in-kind) as well as contributions from other sources towards the project. Applicants must provide a detailed project budget and outline all the entire project funding sources including their own contributions. Applicants must seek other funding where available. Consideration should be given to multiple funding sources and applications should demonstrate partnerships;
- All organisations receiving Annual Community Grants will be required to claim, expend and acquit the grant within 12 months of the grant being approved at an Ordinary Council meeting;
- Applications must be submitted on Council's prescribed application forms, which must be completed in full. Incomplete applications may not be considered by the Grant Assessment Panel;
- Council employees, equipment or facilities may be used in lieu of cash contributions and will be costed by the Council against the relevant ledger folio;
- All works are to be completed to the satisfaction of Council;

- Organisations will be limited to one successful Annual Community Grant application per financial year;
- Council does not intend the Grants to be utilised for monetary profit, but that they assist not-for-profit organisations achieve their objectives;
- Applicants seeking capital/building funding for a project need to ensure that the project relates to crown reserve or land owned or vested in the Shire of Wyndham East Kimberley (or at Council's discretion).

### ***Limitations***

Annual Community Grants are not eligible for the following purposes:

- Community organisations or events where the primary purpose is to promote political beliefs
- Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds
- Individuals or sponsorship of cash prizes for individuals or teams
- Activities or events that are the core responsibility of a state or federal government department, though contribution to components that expand on the core responsibilities may be considered
- Projects that have already been completed or are currently in progress
- Funds are not to be used for trophies, prizes, insurance or operational expenses (including loan repayments) incurred in the conduct of community activities.

### ***Assessment Criteria:***

Applications will be assessed on the following criteria:

1. Demonstrated need for the funding
2. Benefits to the community, including community development and sustainable outcomes
3. Demonstrated partnerships and ability to source additional funds and/or partnerships
4. Demonstrated community support for the organisation and the project or activities planned
5. The organisation's demonstrated ability or capacity to achieve measureable outcomes for the community
6. Demonstrated linkage to the Council's strategic direction and objectives as noted in Council's Strategic Plan

### ***How are Annual Community Grants Assessed?***

The Shire of Wyndham East Kimberley's Grant Assessment Panel undertakes the assessment of applications and provides recommendations to the full Council for consideration regarding approval of Annual Community Grants.

The Grant Assessment Panel consists of:

- A minimum of 2 Councillors
- Director Community Development
- One other Shire staff member as appropriate

The Grant Assessment Panel develops recommendations based on which applications best address the assessment criteria and meet Council's current strategic priorities. All recommendations of the Grants Assessment Panel will be presented to Council for consideration at the next available Ordinary Council Meeting.

Council sets an amount for Annual Community Grants in the Annual Budget. It is possible that Council will be asked for more funding than it is able to provide in any one grant round. In this case not all applications may be successful or applicants may not receive the full amount applied for.

### ***What if the Council doesn't approve your application?***

The Shire of Wyndham East Kimberley will provide you with feedback about why your application was unsuccessful. The Shire's Community Development team can offer guidance and assistance with other funding opportunities.

### ***What happens if grant funds are not claimed, spent or acquitted?***

All grants must be claimed, expended and acquitted within 12 months of the being approved at an Ordinary Council meeting. If grants are not utilised within the given time, all grant funds allocated will be forfeited. Failure to complete the required Annual Community Grant acquittal satisfactorily may result in the applicant being ineligible for future Council grants.

### ***Do you have a question or need help?***

If you need help to fill out the forms or if you have a question about the Annual Community Grants Scheme, please don't hesitate to contact the Shire's Community Development team on 9168 4100 or PO Box 614 Kununurra WA 6743.

### ***How do I apply?***

Complete the Annual Community Grants application form and include all relevant attachments and return it to the Shire before the closing date. It is strongly recommended that all applicants discuss their Annual Community Grant proposal and application with the Director Community Development on 9168 4100 or [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au).

### ***Where do I submit my application?***

You can submit your Annual Community Grant application by post, fax, and email or in person.

Please address your application to:  
Chief Executive Officer  
Shire of Wyndham East Kimberley  
PO Box 614 Kununurra WA 6743  
Fax: 9168 1798  
Email: [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)

Please deliver your application to:  
Shire Office 115 Coolibah Drive  
Kununurra  
Or  
Shire Office Koolama Street  
Wyndham



Shire of Wyndham East Kimberley  
ANNUAL COMMUNITY GRANTS SCHEME

**Application Form**

**Summary Information:**

Name of organisation:

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Contact Person:

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Position:

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Name of Chairperson or President:

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Postal Address:

.....

Phone: .....

Fax: .....

Email: .....

ABN: .....

Bank Details: BSB..... Account # .....

Name of Project/Activity: .....

Total cost of project/activity: \$.....

Amount required from Council: \$.....

**Please describe what you are requesting an Annual Community Grant for?**

Include details about your project/activity including what you are planning, its location, when it will occur, who and how many people will be involved and a project timeline.

Additional pages can be attached.

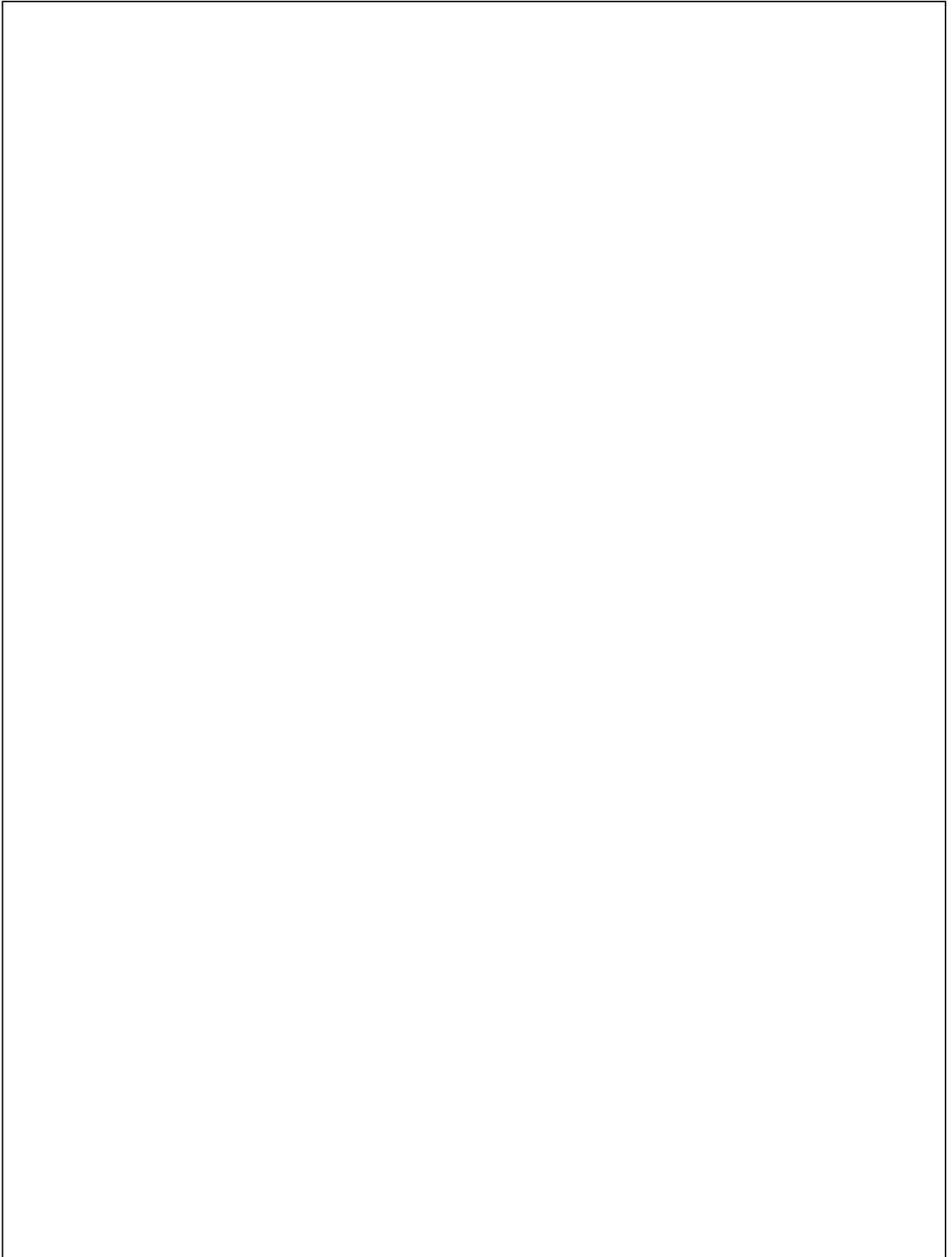
**Please demonstrate why Annual Community Grant funding is needed**

Describe how the funding will contribute to the success of the project/activity and the likely consequences should the funding application only be partially accepted or not successful – what are the alternatives? What is your organisation's contribution?

**Please outline your organisation's history of achieving measureable outcomes for the community, particularly in the past 12 months.**

How does the proposed project/activity support your organisation's goals and objectives?

Additional information can be attached.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the user to provide their response to the questions above.

**Please describe how the project/activity will benefit the wider community?**  
Outline the social, environmental and cultural outcomes that will be achieved.

**Please demonstrate how the proposed project/activity is supported by the community.**

Include which stakeholders, organisations and community members have been consulted about this project/activity, why and how they support the project/activity and other information to demonstrate community support.

Attach letters of support.

**Please describe how the project/activity will be managed into the future?**

Outline how you will ensure sustainability of the project/activity (for on-going projects/activities) and/or the outcomes to be achieved (for on-going and one-off projects/activities).

**Please describe how you will work in partnership with other organisations/stakeholders to achieve the maximum community benefit of the project/activity?**

Include specific details of partner/stakeholder roles and responsibilities, how the project will be managed, and your history of working in partnership, particularly in the past 12 months.

**Does your application require the waiver of hire fees or use of Shire equipment and personnel?**     *Please circle*     **YES**     **NO**

**Please indicate which Shire venue, equipment or personnel you require and when.**

(NB – planned SWEK works take priority, however consideration will be given to all reasonable requests)

Requests for in-kind contributions from the Shire **MUST** be included in your project budget. The Annual Schedule of Fees and Charges is available from the Shire website.

**What attempts have been made to secure financial assistance from other sources?** (For example - Dept of Sport and Recreation, Lotterywest, Healthways, commercial sponsorship etc)

Funding Agency	Amount	Approved		
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending

**Disability Access and Inclusion Requirements**

*Disability Access and Inclusion information must be obtained prior to submitting this application and is available from [www.disability.wa.gov.au](http://www.disability.wa.gov.au)*

**How has your organisation considered the Disability Services Commission Access and Inclusion Requirements in regard to your proposed project?**

Include details of access and inclusion strategies undertaken by your organisation and how your proposed project will include access and inclusion strategies.

**Does your activity involve an event/s?**      *Please circle*      **YES NO**

**If yes, please include information about how your event has been planned in accordance with the Disability Services Commission ‘Creating Accessible Events’ Checklist?** Available from [www.disability.wa.gov.au](http://www.disability.wa.gov.au)

**Project Budget:** please include all details

<b>Income</b>	<b>\$</b>
Activity generated income (e.g. ticket sales, merchandise)	
Organisations' Contribution	
Other Grants (Stipulate who)	
Sponsorship (confirmed and unconfirmed)	
<b>Amount requested from Annual Community Grant Scheme</b>	
Other (please detail)	
<b>Total (Not including GST)</b>	
<b>Expenditure</b>	<b>\$</b>
General Admin	
Professional Fees (e.g. accommodation, travel, consultancy)	
Equipment (hire or purchase)	
Other (please specify)	
<b>Total (ex GST)</b>	<b>\$</b>

**Note: Your total income should equal your total expenditure.  
Please attach a copy of your organisation's most recent financial statements.**

**Have you applied for all relevant licences, permits and approvals?**

Licence / Permit / Approval	Approved		
	Yes	No	Pending
	Yes	No	Pending
	Yes	No	Pending
	Yes	No	Pending

If licences, permits or approvals have been approved or are being sought please attach copies of applications and approvals.

**Acknowledgement**

It is a requirement that you acknowledge Council's contribution to your project/activity. Please outline how you will recognise this contribution – *Helpful hints are located at the end of this form.*

**Referees:**

Please list the name and contact details of two people who can act as referees for this project or activity.

Please attach any additional information about your organisation or project that would support your application including building plans, quotes, financial statements and letters of support from stakeholders.

**Checklist:**

Please read, tick the boxes and sign.

- I acknowledge that I am authorised to make this application on behalf of the organisation
- I acknowledge that the information in this application is true and correct
- I acknowledge that I may be required to supply further information prior to consideration of this application by SWEK
- I have attached the organisation's most recent financial statements
- I have attached copies of any approved or pending licences, permits or approvals
- I acknowledge that I will complete the attached acquittal report and submit it within four weeks of the project/activity completion
- I acknowledge that the acquittal report must include financial statements along with any media releases, promotional material, reports, statistics or photographs of the project/activity.
- I provide permission for the Shire of Wyndham East Kimberley to promote this Annual Community Grant proposal as part of any communications and public relations activities.

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**Print Name**

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**Signature**

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**Date**

(An original signature must be received, so please print this page and sign)



## Shire of Wyndham East Kimberley ANNUAL COMMUNITY GRANTS SCHEME

### **Recognising the Shire's Contribution**

One of the conditions of receiving funding through the Annual Community Grants Scheme is that the recipients recognise the Shire of Wyndham East Kimberley's contribution.

This recognition is obviously proportional to the amount of funding received. Below are some suggested ways that you can recognise Council's contribution.

- Include the Shire of Wyndham East Kimberley logo on your printed material
- Have the MC of the event recognise the Shire's contribution
- Acknowledge the Shire's contribution in your media releases, programs or posters
- Acknowledge the Shire's contribution during radio and other media interviews

For larger projects:

- Consider inviting Councillors to your event
- Permanently recognise the Shire's contribution with on-site signage
- Discuss your ideas with us by calling the Shire's Community Development team on 9168 4100