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# Community Grant Program Guidelines

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SHIRE OF WYNDHAM EAST KIMBERLEY

July 2025

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### 3 INTRODUCTION

The Shire of Wyndham East Kimberley (the Shire) Community Grant Program recognises and supports the vital contributions of local community groups and organisations in making our region a more liveable, connected, and sustainable place to live.

Financial assistance is provided for community-led initiatives, including programs, events, and facility upgrades that enhance quality of life, strengthen community connections, and support long-term sustainability. Projects must align with the priorities in the Shire's Strategic Community Plan.

These guidelines outline eligibility requirements and specific criteria for each funding category. They are designed to assist applicants in developing strong proposals and ensure a fair, transparent assessment process.

#### Shire of Wyndham East Kimberley Strategic Community Plan

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The Strategic Community Plan (SCP) is a long-term overarching document that sets out our community's vision and aspirations for the future. It focuses on three key areas:

- **Liveable Communities** – Supporting safe, healthy, and vibrant communities with access to essential services and opportunities. Enhancing quality of life through social, recreational, and economic opportunities.
- **Connected Communities** – Strengthening local and regional connections through social, cultural, and infrastructure initiatives, fostering a sense of belonging and cultural exchange.
- **Sustainable Communities** – Protecting our environment, fostering responsible growth, and encouraging community-driven leadership to ensure a thriving future.

The SCP can be found on the Shires website here: [Strategic Community Plan \(SCP\) 2023-2033](#)

#### Collaborative Approaches & Consultation

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All applicants are encouraged to consider collaborating on projects that work towards a common goal or support a common target group to avoid duplication. Applications that provide evidence of early consultation with participants and key stakeholders will be highly regarded.

#### Shire Managed Venues

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If your project will be held in a Shire venue, it is recommended that you contact the venue to request a quote and make a tentative booking before you submit your application. Venues are subject to availability and booking fees are applicable.

#### Volunteers

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The Shire values and acknowledges the significant contributions made by volunteers in our community. We encourage organisations seeking funding to adopt best practice volunteering principles as recommended by Volunteering WA.

Applications that demonstrate significant volunteer involvement will be highly regarded.

## Access and Inclusion

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The Shire is committed to providing dignified and equitable access for all. It is important that applications are inclusive of people living with disability and their caregivers. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Consideration for assistance animals
- Acceptance of Carer Cards and/or Companion Cards for carers
- Information available in accessible format, such as large print and signage

Applicants are encouraged to visit the State Government's [Creating Accessible Venues](#) website.

## 4 ELIGIBILITY AND FUNDING CRITERIA

### General Eligibility

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For an organisation to be eligible for funding it must:

- Be incorporated or a registered not-for-profit organisation
- Be an eligible business to apply for the Economic Development Grant
- Not have any outstanding or unsatisfactory acquittals with the Shire
- Provide community services or benefits within the local government area
- Be based in and registered to an address within the local government area

For a project or event to be eligible it must:

- Not have started or be complete
- Occur within the local government area
- Be on Shire owned or managed land if a building or infrastructure project
- Align with the Shire's Strategic Community Plan

### Auspice Information

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Unincorporated organisations are eligible to apply for \$10,000 or less if they are supported by an auspice organisation.

An auspice organisation must meet the eligibility criteria set out in this document and the project, program or event for which funding is sought must be consistent with the objectives of the auspice organisation.

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the approved grant money, ensure the program or project is completed on time, and submit the acquittal and evaluation report. They are responsible for the legal contractual arrangements and holding the bank account.

### Funding Priorities and Applications

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The Shire prioritises funding for projects, programs and events that are well planned, demonstrate clear community benefits, align with strategic goals of the Shire and applicant's organisation, and encourage collaboration.

Applications will be highly regarded if they provide clear evidence that demonstrates the following:

- Alignment with one or more objectives or goals within the Shire's Strategic Community Plan, Corporate Business Plan and/or other Shire endorsed strategic plans
- Achievable outcomes and clear benefit to the community
- Strong support and/or partnerships with other community groups or government agencies
- Evidence of support, development and engagement of volunteers in the project
- Significant financial and in-kind contributions from additional sources other than the Shire
- Sound planning, project and financial management strategies
- Ability and capacity to deliver the project, program or event within the specified timeframes.

### Not Eligible

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The Shire will not consider applications from:

- The Commonwealth, State or any Government Agency
- A political or religious organisation
- An applicant that has significant outstanding debts to the Shire
- An applicant that has failed to provide satisfactory acquittal reporting for any previous Shire funding
- An applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the Shire

Applications that are incomplete or do not provide supporting evidence may affect the ability of the assessment panel to fully understand the project, program, or event.

Applicants are encouraged to review the criteria carefully to ensure the project, program or event aligns with the Shire's priorities and funding objectives.

**Late applications will not be accepted where a closing date is applicable.**

### Requirement to Contact the Shire

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Applicants are required to contact the Shire to discuss the application with officers before submitting an application.

Contact details:

Community Development Officer [events@swek.wa.gov.au](mailto:events@swek.wa.gov.au)

General [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au) or 08 9168 4100

## 5 QUICK GRANT

### Funding Amount

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Up to \$1,000

### Description

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The Quick Grant provides fast and flexible funding to support local clubs, organisations, and community groups in delivering small-scale projects, events, and initiatives that may arise unexpectedly or require a short turnaround. This funding stream is designed to assist with costs that might otherwise be a barrier to participation, ensuring community activities remain accessible and inclusive. They are ideal for unplanned or time-sensitive opportunities that contribute to community wellbeing, engagement, and local development.

### Open Dates

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Applications are open throughout the year and assessed as required.

Applications should be submitted two weeks prior to the project, program or event.

### Co-contribution

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Applicants are not required to make a co-contribution. Funding will be up to 100% of the total project cost.

### Eligibility

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The General Eligibility and Funding Criteria outlined at Section 4 applies.

Organisations are eligible for one Quick Grant per financial year only. Where projects are organised by multiple organisations, only one Quick Grant may be approved for that project, program or event.

### Funding is available for

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- Resources and equipment required for the delivery of a project, program or event opportunity
- Venue hire
- Minor repairs due to unforeseen circumstances (not for preventative maintenance)
- Small community events open to the public
- Volunteer retention and recognition initiatives
- Travel and accommodation expenses related to representation in a sporting event sanctioned by the State Sporting Association

### Funding is not available for

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- Trophies, prize money, insurance or operational expenses
- Payment of wages or honorariums
- Projects that are primarily fundraiser projects, where the funds raised from the project are to be directly forwarded to another organisation that does not meet the eligibility criteria
- Bond payments for Shire facility hire

## 6 FACILITIES GRANT

### Funding Amount

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\$1,000 - \$20,000

### Description

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The Facilities Grant supports not-for-profit community groups to plan and deliver facility and infrastructure projects across sport, recreation, the environment, arts and culture to create a liveable community.

Organisations are eligible for one Facilities Grant per financial year.

### Open Dates

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Applications are open on an annual basis for a minimum of one month, generally after the annual budget is adopted in July. Contact the Community Development Officer at [events@swek.wa.gov.au](mailto:events@swek.wa.gov.au) for open and close dates.

### Co-contribution

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Funding requests must not exceed 50% of the total project cost and applicants must demonstrate and provide evidence of all funding sources. Evidence may include bank statements, annual financial report, letters from other funding organisations, sponsors or donors.

### Eligibility and Requirements

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Additional to the General Eligibility and Funding Criteria outlined at Section 4, dependent upon the project type, some or all of the requirements below may apply.

- New or improved buildings and permanent infrastructure projects must be on Shire-owned or managed land
- New or improved buildings and permanent infrastructure that is on land under lease from the Shire must have approval as per conditions of the lease and demonstrate ability to maintain the buildings or infrastructure
- Building and infrastructure projects must include two quotes, where possible, to support project cost estimates.
- Demonstrate consultation with, and support from, stakeholders (where applicable)
- Demonstrate a level of financial or in-kind contribution from other sources to support project viability.
- Projects with a total value over \$50,000 must demonstrate alignment with the organisations strategic plan and provide a project plan including a detailed project budget. Templates can be provided by contacting the Shire.

### Funding is available for

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- Planning and design of new or upgraded community facilities such as feasibility studies or business cases that demonstrate the need and benefit of the project.
- Improvements, upgrades, or extensions to existing community facilities to improve accessibility, safety, functionality, or sustainability. Examples include storage sheds, upgrade of toilets or entries to be accessible, new canteen or kitchen.

- Sustainability and environmental initiatives that support energy efficiency, water conservation, waste reduction, or environmental resilience. Examples include solar panels, water tanks.
- Technology and digital infrastructure that enhance access, communication, or services for the broader community. Examples include website upgrades to be more accessible.
- Arts and culture projects that celebrate and promote local creativity, cultural heritage, or Indigenous knowledge. Examples include local public art installations, murals.
- Purchasing new equipment that enhances your organisations services or creates new opportunities within the organisation.

#### **Funding is not available for**

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- Staffing and operational costs, or expenses such as utilities, insurance, wages, or administration that are considered the responsibility of the applicant or another entity.
- Initiatives that primarily benefit a single business, individual, or exclusive group, rather than the broader community.
- Projects without clear long-term sustainability or lasting community impact.
- Retrospective funding for projects, or purchases that have already commenced or been completed.
- Costs related to alcohol, gambling, or activities that may be considered controversial or divisive.
- Projects that lack landholder approval or do not have a clear implementation plan.
- Minor equipment upgrades, maintenance or replacement of consumable items.

## 7 EVENTS AND PROGRAMS GRANT

### Funding Amount

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- Community Events and Programs - \$1,000 to \$15,000
- Highlight Events and Programs - Up to \$20,000
- Signature Events - Up to \$50,000

### Definitions

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**Event:** A single, one-off (or annual) occurrence designed to engage the community, usually to celebrate, raise awareness, share information, or entertain.

**Event Series:** A collection of similar events that occur on a regular basis, usually with a common theme or goal.

**Program:** A structured program that can be a short or long-term initiative, with defined objectives that typically involves learning outcomes for recreation, sporting, cultural, environmental and social connection.

### Description

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The Events and Programs Grant supports organisations in delivering sustainable local and regional events and programs that celebrate diversity, creativity, inclusion, and community vibrancy by bringing people together, activating public spaces, and contributing to a thriving, connected East Kimberley.

Funding is available based on event size:

- Community Events and Programs – up to 500 attendees (\$1,000 - \$15,000)
- Highlight Events and Programs – 500 to 1,000 attendees (up to \$20,000)
- Signature Events – 1,000+ attendees (up to \$50,000). Available for events only.

The funding amounts serve as a general guide, and applications outside these funding levels may be considered with strong supporting evidence demonstrating significant community benefit, economic impact, or alignment with the Shire's Corporate Business Plan.

### Open Dates

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Applications are open on an annual basis during a one month period which is generally after the annual budget is adopted in July. Contact the Community Development Officer at [events@swek.wa.gov.au](mailto:events@swek.wa.gov.au) for open and close dates. Event and Program Grants can be awarded for one (1) to three (3) years. To find out if you are eligible to apply for multi-year funding, contact the Community Development Officer.

### Co-contribution

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Applications are limited to 50% of the total project cost. Applicants must identify and clearly demonstrate the source of the remaining project funds.

### Eligibility

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Additional to the General Eligibility and Funding Criteria outlined at Section 4, applicants are required to meet the following;

- Deliver an event or program that is open to all members of the community.
- Demonstrate volunteer involvement in the event or program.
- Ensure the event or program complies with all relevant approvals and permits required by the Shire.
- Demonstrate a commitment to long-term sustainability, including securing alternative funding sources for future events and programs.

All applications must include:

- A Certificate of Incorporation (or evidence of auspice arrangement).
- Evidence of Public Liability Insurance (minimum \$20 million).
- A detailed budget with as accurate costs as possible.
- Quotes for expenses in alignment with these guidelines.
- A business plan (for funding requests over \$10,000).

### Funding is available for

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- Events and programs that bring the community together and foster a sense of identity and belonging.
- Initiatives that actively involve the community in the design, planning, and delivery of the event or program.
- Free community events that enhance social connection and inclusivity.
- Ongoing or one-off programs that support:
  - Vulnerable or isolated community members.
  - Youth and/or early years development.
  - Seniors and active aging initiatives.
  - People with disability, promoting accessibility and inclusion.
  - Education and training workshops that upskill volunteers and build organisational capacity
  - Strategic planning to support future development and organisational sustainability

### Funding is not available for

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- Events or programs that have already taken place.
- Multiple applications seeking funding for the same event or program.
- Activities that primarily benefit a single business, individual, or exclusive group.
- Routine maintenance, operational expenses, or projects considered the responsibility of another entity.
- Initiatives that do not demonstrate long-term sustainability or community impact.
- Wages, salaries, or honorariums, except where explicitly approved as part of a project's delivery.
- Events or programs with a primarily political or religious purpose.

### Signature Events

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Signature Events are large-scale, annual events within the Shire that not only benefit the community but also attract additional tourists and provide an economic boost to the local towns.

Funding may be awarded for up to three (3) years, with an annual review to ensure compliance with the funding terms and conditions.

The budget must align with the approved allocations. Any changes to the budget or allocations will need to be approved by the Council.

## 8 RATES ASSISTANCE GRANT

### Funding Amount

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Up to 100% as per rates notice.

### Description

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Supports not-for-profit community groups operating from rateable properties.

### Open Dates

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Rates Assistance Grants are awarded for one (1) to three (3) years. To find out if you are eligible to apply for multi-year funding contact the Community Development Officer.

### Co-contribution

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No co-contribution is required.

### Eligibility

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This grant is only available to not-for-profit community groups and organisations that occupy rateable land. Some charitable organisations may be eligible for a rates exemption under the Shire's Rates Exemptions for Charitable Organisations Policy (CP/FIN-3208).

The percentage of rates assistance will be less than 100% if part of the rateable property is used for a commercial purpose with the revenue and surplus being retained by a third party, and/or residential purpose.

Applications made under this category must include:

- Copy of the Shire Rates Notice
- Copy of Certificate of Incorporation
- Copy of lease agreement or certificate of title

### Funding is available for

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Funding is only applicable to rates.

### Funding is not available for

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- Funding cannot be used for service charges, the waste receptacle service, the emergency services levy, interest or other fees and charges.
- Funding cannot be used for staff housing.
- Residential properties not used in the primary service delivery of the community group or association's activities or services are not eligible

## 9 ECONOMIC DEVELOPMENT GRANT

### Funding Amount

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Up to \$5,000

### Description

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Supports local businesses in the Shire to grow, plan for the future, and support local jobs.

Funding is available to start a new business, expand an existing business, or to implement an initiative that supports the local economy.

Projects should:

- Create or support local jobs
- Help the business or other business to grow, diversify, or improve
- Benefit the broader community

### Open Dates

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The Economic Development Grant is open year-round.

Funding is limited, and once the annual allocation is exhausted, no further applications will be considered until the next financial year.

Applicants must contact the Economic Development Officer before applying to confirm the availability of funds and to discuss the project before submitting an application.

### Co-contribution

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The Shire will fund up to 100% of the total project cost, however applications demonstrating co-contributions will be viewed favourably. Applicants must demonstrate a clear need for the funding.

### Eligibility

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To be eligible for the Economic Development Grant applicants must:

- Be a registered business operating within the Shire of Wyndham East Kimberley.
- Demonstrate how the project supports local economic growth
- Be financially viable and able to contribute to the project (in cash or in-kind)
- Ensure the project aligns with the Shire's Strategic Community Plan and Economic Development Strategy priorities.
- Include a clear plan, budget, and quotes
- Have all required permits and approvals

### Funding is available for

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- Business or strategic planning.
- Feasibility studies, business planning, or research that supports economic diversification.
- Mentorship or professional advice from a qualified consultant or accredited business advisor.

- Projects that help the business or other local businesses to expand or innovate.

#### **Funding is not available for**

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- Everyday business expenses (like rent, wages or utilities)
- Capital works or equipment purchases.
- Projects that have already started or finished
- Government agencies or departments.
- Businesses primarily engaged in activities that do not align with local economic development priorities.
- Debt repayment to cover existing business losses.
- Sponsorships, donations, or charitable contributions.
- Costs without supporting quotes.

## 10 LEADERSHIP GRANT

### Funding Amount

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Up to \$1,000

### Description

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Funding is available for young people in the Shire to assist with the cost of participating in an activity or program which focuses on the development of leadership skills, self-growth and confidence building, or teamwork & communication.

### Open Dates

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Applications are open throughout the year and assessed upon submission. Applications must be submitted at least four weeks before the funding is required

### Co-contribution

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Applications must not exceed 50% of the total cost.

### Eligibility

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To be eligible for the Future Leaders Award, applicants must:

- Be aged between 12 and 25 years at the time of application.
- Be a current resident of the Shire and have resided in the Shire for at least 12 months.
- Demonstrate how the activity, event, or program will contribute to their personal growth, leadership skills, and benefit the East Kimberley community.
- Provide evidence of matching funds

### Funding is available for

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- Travel, accommodation and registration fees
- Travel and accommodation costs for a guardian, when travelling with an applicant under the age of 18.
- Conferences and workshops that develop leadership, teamwork, or advocacy skills.
- Participation in educational and training programs, mentoring initiatives, or networking opportunities that foster professional or personal growth.
- Public speaking, debate, or presentation skill development courses.
- Attendance at national or international leadership summits or youth forums
- Courses, or activities that enhance skills in business, entrepreneurship, or innovation.

### Funding is not available for

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- Sporting events, competitions, or associated travel costs (these may be eligible under Quick Grants).
- Standard school fees, university tuition, or textbooks.
- Ongoing operational expenses, wages, or honorariums.
- Personal travel unrelated to a structured leadership, education, or development program.
- Activities that have already taken place before funding is approved.

## 11 APPLICATION PROCESS

Shire officers responsible for the Community Grants Program are available to provide guidance and assistance with the preparation of applications.

It is a requirement that all applicants must discuss the project, program or event with the Shire's Community Development Officer on [events@swek.wa.gov.au](mailto:events@swek.wa.gov.au) or 08 9168 4100 prior to lodging the application.

### Quotes

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All applications must include quotes for all budget items in accordance with the Shire's procurement policy:

\$1000 - \$5000	One written quote
\$5001 - \$10,000	Two written quotes
\$10,000 or more	Three written quotes

Quotes can be provided in various formats, including formal supplier quotations, email correspondence, or screenshots from a website.

### Applications

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To apply for funding, applicants must submit a completed application form provided by the Shire at the time the grant category is open.

**Application Forms:** Forms are available by request from the Community Development Officer via email at [events@swek.wa.gov.au](mailto:events@swek.wa.gov.au)

**Supporting Documentation:** All required supporting documents (e.g., Certificate of Incorporation, quotes, insurance details) must be included as specified for each grant category.

**Auspice Requirements:** Unincorporated groups must have their application authorised by an incorporated auspice organisation.

**Submission:** Completed applications can be submitted in person at 20 Coolibah Drive, Kununurra WA, or via email to [events@swek.wa.gov.au](mailto:events@swek.wa.gov.au).

**Deadlines:** Late applications will not be considered under any circumstances.

**Record Keeping:** Applicants should retain a copy of their submission for their records.

### Assessment

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The Community Grant Program is highly competitive. Meeting the eligibility and assessment criteria does not guarantee funding. Grants are awarded based on available funds, the number of applications received, and the overall quality of submissions.

The Shire reserves the right to decline applications that do not meet the eligibility criteria of the relevant grant category or the general program requirements.

Any disputes or complaints regarding the assessment process will be handled in accordance with the Council's Complaints Management Policy (CS-3280).

## 12 ASSESSMENT

### Assessment Process

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#### 1. Grants assessed and approved by Shire officers

Applications under following grant categories will be assessed and approved by Shire Officers against the funding criteria.

- Quick Grant
- Economic Development Grant
- Leadership Grant

Applicants will receive a decision within 21 business days of the submission and will be notified of the outcome via email.

#### 2. Grants assessed by the Community Grants Assessment Panel and Council

Applications under the following grant categories will be assessed by the Community Grants Assessment Panel comprised of Shire officers and then presented to Council for final approval.

- Facilities Grant
- Events and Programs Grant

Assessment process:

- Shire officers review all applications for eligibility.
- The Community Grants Assessment Panel evaluates eligible applications against the funding criteria.
- The Panel makes recommendations to Council for funding.
- Council reviews and makes the final decision at an Ordinary Meeting of Council.
- Applicants receive a notification by letter and/or email within 21 days of the Council decision.

#### 3. Rates Assistance Grant

- Shire officers review all applications for eligibility.
- Shire officers assess applications against the funding criteria.
- Shire officers make recommendations to Council for funding.
- Council reviews and makes the final decision at an Ordinary Meeting of Council.
- Renewal applications are reviewed and approved by the CEO.
- Applicants receive notification within 21 days of the Council decision.

Post-Approval Requirements:

- Pay full rates or the first instalment (instalment charges are not covered).
- Submit an acquittal and invoice to the Shire for the full grant amount (GST not applicable).
- Once the invoice is processed, funds will be deposited into the organisation's bank account.
- If an instalment was paid, use the grant funds to cover the remaining annual rates.

## Annual Grants Assessment Criteria

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All Shire grants are assessed against the following criteria (note that the weighting may vary between grant categories):

### 1. Community Benefit and Impact (25%)

The project, program or event provides clear benefits to the community, including community development or capacity building outcomes. Applicants should consider:

- What benefits will the project, program or event provide to the community
- Will the project, program or event be beneficial to all or most of the community
- Have marginalised groups been included in planning and delivery
- Has disability access and inclusion been considered
- Are the benefits short-term or long-term
- Does the project, program or event fill a gap in community provision (demonstrated need)
  - is it creative or new to the area

### 2. Alignment with Strategic Community Plan (15%)

The project, program or event should align with at least one of the goals and objectives in the Shire's Community Strategic Plan. Applicants should:

- Identify which goals and outcomes their project, program or event supports.
- Explain how the project, program or event contributes to these goals.

### 3. Planning and Feasibility (15%)

Strong applications will demonstrate:

- How the project, program or event aligns with the applicants own strategic plan
- A clear project plan that outlines the steps for delivery, realistic timeframes, allocation of resources and achievable objectives.
- Ability to manage ongoing maintenance, repair and replacement costs if a facility or infrastructure
- Established partnerships with local organisations or businesses.
- The ability to fund at least 50% of the project, program or event through other means.

### 4. Value for Money (15%)

Applicants are encouraged to seek partnerships and additional funding sources. Applicants must include a realistic and detailed budget. Considerations include:

- Is this the most appropriate funding source for the project, program or event
- Are in-kind contributions or other funding sources included
- Is the budget reasonable and cost-effective
- Have appropriate quotes been included

### 5. Community Support for the Project (15%)

Applications are encouraged to provide evidence of community support. Considerations include:

- Letters of support from community organisations or business
- Results from surveys

## **6. Capacity to Deliver the Project (15%)**

Applicants must demonstrate their ability to successfully deliver the project, program or event. This includes:

- Proof that the organisation has the capacity to deliver the project, program or event (eg experienced volunteers/staff and availability).
- A contingency plan in case of setbacks.
- Evidence of successful delivery of previous projects, programs or events and lessons learned.

## **7. Eligibility (N/A must be met)**

Applicants must meet all eligibility criteria outlined in Section 4 of the guidelines.

### **Conditions of Funding**

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All successful Community Grant funding is subject to the following conditions:

- Agree to complete an Acquittal Report Form and failure to do so may render the applicant ineligible for future funding.
- Agree to appropriately acknowledge the Shires contribution. Refer to the Acquittal Requirements for further details.
- Ensure that if any equipment is purchased that it must remain property of the incorporated or auspice organisation.
- The grant provided must be used for the approved project, program or event.
- The Shire reserves the right to request further information in considering any application.

## 13 ACQUITTAL REQUIREMENTS

### Shire Acknowledgment

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All organisations receiving funding through the Community Grants Program must appropriately acknowledge the Shire of Wyndham East Kimberley for its support. Proof of this acknowledgment is required as part of your acquittal documentation.

Failure to provide satisfactory acknowledgment may impact future grant applications.

#### Grants \$1,000 or less

A public acknowledgment of the Shire's support via social media or another public media platform is required.

#### Grants over \$1,000

Recipients must acknowledge the Shire's funding support in all appropriate materials related to the project, program or event, including (but not limited to):

- Media releases, social media posts and online communications related to the funded activity.
- Interviews associated with the funded activity.
- Acknowledgment in speeches at the event or official launch.
- Shire's logo on appropriate promotional and printed materials, including brochures, posters and flyers.
- Signage associated with the funded activity (e.g. plaques, banners).

The size and positioning of the Shire's logo on printed materials must be proportional to the level of funding received.

The Shire's pull up banners and teardrop banners are available to borrow for events related to the funded activity.

For additional information or to request a copy of the Shire's logo, please contact the Community Development Officer at [events@swek.wa.gov.au](mailto:events@swek.wa.gov.au) or (08) 9168 4100.

### Budget

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The final income and expenditure for the project, program or event is required as part of the acquittal process. It is therefore important that the budget estimate submitted in the application is as accurate as possible so that the acquittal aligns with the approved funded items.

Some funding streams require a minimum 50% contribution from the club which can be club funds, sponsorship, or other funding programs. These sources must be accurately reflected in the acquittal.

The acquittal must include receipts for the entire project, program or event, not just the Shire contribution. For larger projects this may include a separate financial statement.

## 14 FUNDING INFORMATION

### Period of Funding and Extensions

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Grant funding must be spent within the financial year it is approved. If an extension is required, a written request to carry over funds must be submitted to the CEO for approval before the end of the financial year.

### Funding Agreement

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A Funding Agreement is a written contract outlining both general and specific requirements, including mandatory conditions (see an example contract in Appendix One). This agreement is signed by the Shire and the grant recipient, ensuring that funds are used as approved and that the project proceeds as planned. It also details the organisation's reporting and acquittal obligations.

In addition to standard grant funding agreements, other agreements issued under the Community Grant Program include:

- Multiyear Service Agreements (up to three years) – for community programs
- Multiyear Signature Event Agreements (up to three years) – for events



**GRANT FUNDING AGREEMENT**

20XX/20XX FINANCIAL YEAR

THIS AGREEMENT IS BETWEEN THE SHIRE OF WYNDHAM EAST KIMBERLEY AND COMMUNITY ORGANISATION.

Upon acceptance of a Community Grant of (\$amount) for the insert project/program/event, community organisation agrees to the following conditions:

1. If you do not invoice the Shire by June 20<sup>th</sup> 20XX the funds will no longer be available.
2. The grant must only be used for the purpose specified above, and as detailed in the budget section of your grant application submitted to Council.
3. This grant must **not** be used to pay wages or honorariums.
4. Any variation to the project/program/event as submitted in your application, must be received in writing by the Shire of Wyndham East Kimberley, and approved prior to the commencement of works.
5. The grant is to be expended by 30 June 20XX and a completed acquittal report forwarded to the Shire office within 30 days of the completion of the project/program/event. The acquittal report must include receipts for the total project cost as outlined in the budget section of your grant application.
6. Insurance of volunteer workers taking part in the project/program/event is the responsibility of community organisation.
7. Recognition and acknowledgment of the Shire grant is to be on all relevant promotional material leading up to and during the project/program/event and copies of the promotional material must be included in the acquittal documentation. A copy of the Shire's logo is available in electronic format upon request.

**GRANTEE**

I hereby declare that I have been authorised to sign this agreement on behalf of community organisation, and agree that the above conditions will be observed.

Signed:

Name:

Date:

Position:

Witness:

Name:

Date:

Position:

**SHIRE OF WYNDHAM EAST KIMBERLEY**

Signed:

Name:

Date:

Signed on behalf of the Shire of Wyndham East Kimberley

