



# **FUNDING APPLICATION GUIDELINES**

FOR FINANCIAL YEAR 2023 - 2024

# Community Grant Funding Scheme - Overview

- The Shire of Donnybrook Balingup (Shire) Community Grant Funding Scheme (CGFS) aims to build sustainable local communities, enhance social wellbeing, and develop the community.
- The Shire welcomes submissions from individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that address identified community needs. In doing this, the Shire to helps to build a sustainable community and improve the quality of life for people living in our Shire.
- Applicants are expected to provide significant in-kind contribution to their projects, activities, and events.

## Eligibility

To be eligible for funding, applicants must satisfy the eligibility criteria set out in the relevant CGFS Guidelines, and including:

- Offer a project, or activity, within the Shire's local government boundary, or if the applicant is an individual, they must be a resident of the Shire;
- Have completed and acquitted any project, activity, or event for which Shire funding was previously received;
- Have no outstanding debts to the Shire;
- Undertake the project, activity, or event for the benefit of the wider community; and
- Apply in accordance with the requirements outlined in the relevant Funding Category Guidelines on the prescribed Application Form.

Applicants are eligible for a maximum of one grant per Funding Category per financial year, however it should be noted that the Shire has a limited budget and will endeavour to distribute funds equitably throughout the community.

## Ineligibility

The Shire's CGFS does not provide funding for:

- Projects that duplicate existing Shire services and programs;
- Activities that are already covered by existing service agreements with the Shire;
- Projects with a primarily political, or religious purpose only; or
- Retrospective costs.

# Community Grant Funding Scheme - Overview

**Applications will be assessed according to the following Shire CGFS priorities:**

## Build Capacity, Partnerships and Leverage Resources

- Increase the human and organisational capacity of recipients, or the community;
- Maximise in-kind, cash donations and volunteer time from community, business and / or other funding bodies;
- Facilitate ways in which recipients can give back to the community;
- Encourage community participation and capacity building; and
- Demonstrate an impact that will extend beyond the funding period.

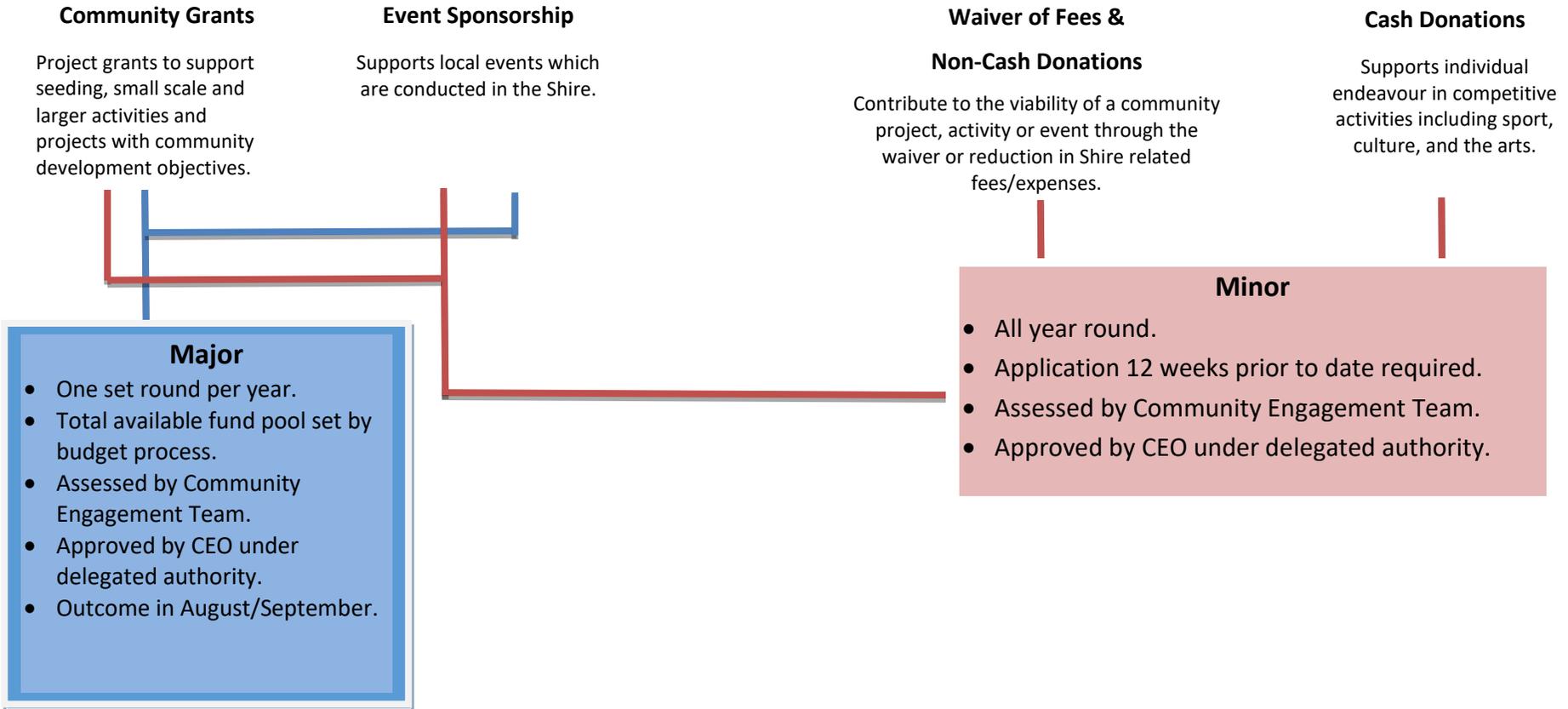
## Demonstrate Accountability for the Expenditure of Public Funds

- Adopt a risk-management based approach;
- Clearly defined aims, objectives and outcomes that are measurable;
- Be well-planned and achievable within clear and detailed timelines;
- Provide evidence to establish that funds and in-kind support provided by the Shire will be used for their intended purpose; and
- Seek to maximise value for money.

## Recognise the Shire's Contribution

- Enhance the image of the Shire as a proud community that enjoys a rural lifestyle, cultural heritage, and natural environment.

# Community Grant Funding Scheme - Overview



# How to apply for Funding

## Major Community Grant & Major Event Sponsorship

Major Community Grant Funding and Major Event Sponsorship Funding is available through an annual, competitive application process.

### Step 1

Read the CGFS Guidelines outlined in this Information Kit to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Community Engagement Team on ph. 9780 4200, or email [shire@donnybrook.wa.gov.au](mailto:shire@donnybrook.wa.gov.au).

### Step 2

Select the most appropriate Grant Funding category for your project, activity, or event.

### Step 3

Complete the Application Form and lodge with the Shire.

### Step 4

Major Community Grant Funding and Major Event Sponsorship Funding applications are assessed by the Community Engagement Team. The recommendations are considered by the CEO and final successful/unsuccessful decisions are made under the CEO's delegated authority.

### Step 5

Applicants are notified of the outcome via letter.

If successful, the recipient will receive a grant agreement letter outlining all the terms and conditions of the funding. Funds will be deposited into the nominated bank account.

### Step 6

You deliver your project, activity, or event!

### Step 7

Complete the Acquittal Form within 8 weeks of the completion date or by 30th June in the financial year the grant is awarded (whichever comes first) and return to the Shire.

## **How to apply for Funding**

### **Minor Grant, Minor Event Sponsorship, Requests for Waiver of Fees and Non-Cash Donations.**

#### **Step 1**

Read the CGFS Guidelines outlined in this Information Kit to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Community Engagement Team on Ph: 9780 4200 or email [shire@donnybrook.wa.gov.au](mailto:shire@donnybrook.wa.gov.au).

#### **Step 2**

Select the most appropriate Grant Funding category for your project, activity, or event.

#### **Step 3**

Complete the Application Form and lodge with the Shire.

#### **Step 4**

Funding requests for Minor Community Grants, Minor Event Sponsorship, requests for Waiver of Fees, Cash and Non-Cash Donations are assessed by Community Engagement Team against the assessment criteria and recommendations provided to the CEO. The CEO will review and approve/deny as per the delegated authority. Please allow twelve (12) weeks for assessment.

#### **Step 5**

Upon completion of this assessment, applicants are notified of the outcome via letter.

If successful, the recipient will receive a grant agreement letter outlining all the terms and conditions of the funding. Funds will be deposited into the nominated bank account.

#### **Step 6**

You deliver your project, activity, or event!

#### **Step 7**

Complete an Acquittal Form within 8 weeks of the completion date or by 30th June in the financial year the grant is awarded (whichever comes first) and return to the Shire.

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup. These grants are available to not-for-profit organisations and community organisations and groups (Legal Entities). Unincorporated organisations (non-Legal Entities) must be supported by an auspicng organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

### When can you apply?

Major Grant applications are made once a year as a part of the Shire's annual Community Grant round which usually opens in May each year and closes no later than the end June each year. Applications are assessed against the criteria outlined in these Guidelines by the Shire's Community Engagement Team. Recommendations are submitted to the CEO for consideration and the decision is based on the annual Shire budget approval. Minor Grant applications can be made at any time over the year.

### What we support?

We support various types of projects and activities that improve the wellbeing of the community.

### What we look for in your application?

- How your project or activity relates to your organisation's purpose;
- Your projects or activities expected benefits;
- A contribution in cash or kind from the applicant;
- Community and stakeholder support for the project; and
- Demonstrated strong project planning, management, and expertise.

### Documents we need.

- A completed Application Form,
- Copy of your groups current Certificate of Incorporation OR your group's auspicng bodies current Certificate of Incorporation;
- Copy of your group's insurance certificate/s of currency OR your group's auspicng bodies insurance certificate/s of currency; and
- Two written quotes for items over \$1,000; a written estimate, advertised price, or one written quote for items under \$1,000 (low value, miscellaneous items can be grouped together to \$500).

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup or be conducting the event or activity for the benefit of the Shire. This funding is open to not-for-profit and commercial organisations (Legal Entities). Unincorporated organisations (non-Legal Entities) must be supported by an auspicing organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

### When can you apply?

Major Event Sponsorship applications can be made once a year as part of the Shire's annual Community Grant round which opens in March each year and closes no later than the end April each year. Applications are assessed against the criteria outlined in these Guidelines by the Shire Community Engagement Team Recommendations are submitted to the CEO for consideration and the decision is based on the annual Shire budget approval. Minor Event Sponsorship applications can be made at any time over the year.

### What we support?

The Shire sponsors events that help to celebrate our diverse community.

### What we look for in your application?

- Clearly defined event objectives;
- Innovative approaches to the carrying out the event;
- Well-planned and achievable events within a specified timeline;
- Events that encourage community participation and capacity building;
- Events that will have an impact beyond the funding period;
- Events that work in partnership with community or business organisations;
- A contribution in cash or kind from the applicant; and
- Free or affordable entry.

### Documents we need.

- A completed Application Form;
- Copy of the event organisers current Certificate of Incorporation OR your group's auspicing bodies current Certificate of Incorporation;
- Copy of your group's insurance certificate/s of currency OR your group's auspicing bodies insurance certificate/s of currency; and
- A completed Shire of Donnybrook Balingup Event Application Form will be required *at least 12 weeks prior to your event.*

### Who can apply?

Applicants must be Shire residents.

### When can I apply?

Applications can be made throughout the year. Applications must be received a minimum of twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.

### What we support?

Cash Donations aim to support individual endeavour in sport, community development, culture, and the arts, where the individual has been selected to represent the State or Country at a National or International level. There are three levels of Cash Donations, depending on the level of competition, including:

<b>International</b>	Up to \$200 per applicant per year
<b>National</b>	Up to \$150 per applicant per year
<b>State</b>	Up to \$100 per applicant per year

### What we look for?

- Applicants are required to demonstrate that they will be participating based on their selection through a competitive process; and
- Applicants are required to demonstrate that they have sought funding from alternative sources in addition to this application.

### Documents we need.

- A completed Application Form;
- Proof of selection;
- Details of project or activity from the selectors; and
- Summary of projected expenses associated with participating in the project or activity.

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup or be conducting the event or activity for the benefit of the Shire. This funding is open to individuals, not-for-profit and commercial organisations.

### When can I apply?

Applications can be made throughout the year. Applications must be received a minimum of twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.

### What we support?

Non-Cash Donations/Waiver of Fees aim to contribute to the viability of community projects and events. Applicants may apply for a maximum of \$500 in any one financial year. Non- Cash Donations may, for example, include a waiver of the cost of Shire venue hire or the provision of Shire rubbish bins at an event.

### What we look for in your application?

- The Non-Cash Donation/Waiver of Fees will contribute to the viability of the project or event;
- Well-planned and achievable events or activities within clear and detailed timelines;
- Events that encourage community participation and capacity building; and
- Events that work in partnership with community or business organisations.

### Documents we need.

- A completed Application Form along with relevant supporting documentation.
- A completed Shire of Donnybrook Balingup Event Application Form will be required *at least 12 weeks prior to your event*.

### Shire Major Events

The Shire values the contribution that major events bring to the region through the significant amount of media coverage they generate, the immediate and long-term economic benefit, and promotional opportunities that these events create for the region. The following major events which take place within the Shire annually have been granted special consideration and a waiver of fees associated with the hire of the reserve/oval only.

- Donnybrook Apple Festival, Balingup Small Farm Field Day and Donnybrook Food and Wine Festival.