

**Shire of
Donnybrook Balingup**

**Community Grant
Funding Scheme
Guidelines**

2019 – 2020



Community Grant Funding Scheme - Overview

The Shire of Donnybrook Balingup Community Funding Scheme aims to build sustainable local communities, enhance the social wellbeing and development of the Shire of Donnybrook Balingup 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 will work with you/your group to help build a sustainable community and improve the quality of life for people in our Shire. Applicants are expected to provide as much contribution as possible to their projects, activities and events.

Eligibility

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

- Offer a project or activity within the Shire of Donnybrook Balingup'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 of Donnybrook Balingup funding was previously received,
- Have no outstanding debts to the Shire of Donnybrook Balingup,
- Undertake the project, activity or event for the benefit of the wider community; and
- Submit an application 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 of Donnybrook Balingup Community Funding Scheme does not provide funding for:

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

Community Grant Funding Scheme - Overview

Applications will be assessed according to the following priorities of the Shire of Donnybrook Balingup Community Funding Scheme:

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 effect that will have an impact beyond the funding period.

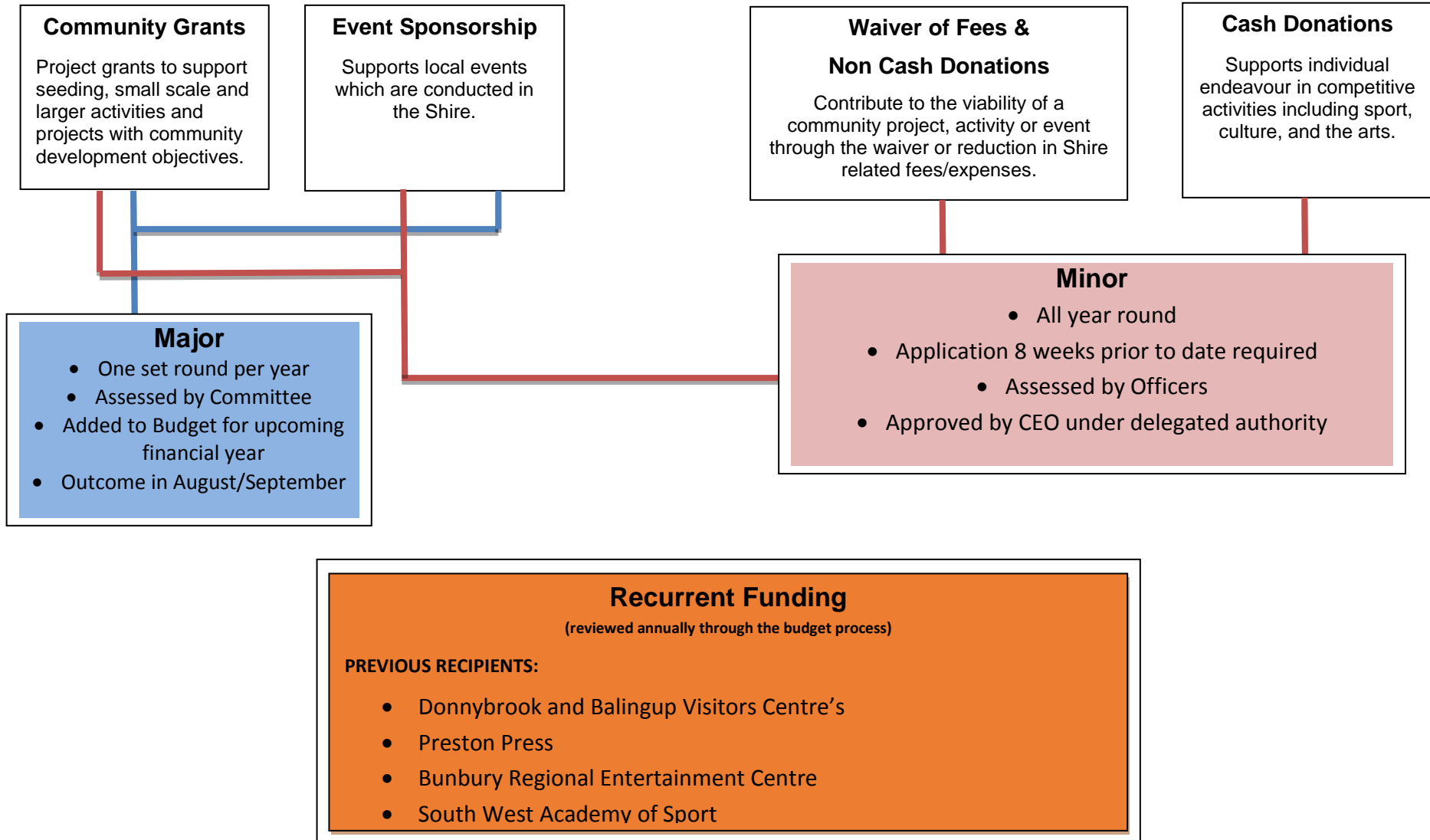
Demonstrate Accountability for the Expenditure of Public Funds

- 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 of Donnybrook Balingup will be used for their intended purpose; and
- Seek to maximise value for money.

Recognise the Shire of Donnybrook Balingup's Contribution

- Enhance the image of the Shire of Donnybrook Balingup.

Community Grant Funding Scheme - Overview



How to apply for Funding

Major Community Grant & Major Event Sponsorship

We aim to make the application process as simple as possible but if you have any questions please make sure you contact the Community Development Office on 9780 4200.

Step 1

Read the Grant Funding Scheme 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 Development Office on ph: 9780 4200 or email communitydevelopment@donnybrook.wa.gov.au.

Step 2

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

Step 3

Major Community Grant funding and Major Event Sponsorship funding is available through an annual, competitive application process. Complete the Application Form and lodge with the Shire before 4pm on Friday 26th April 2019.

Step 4

Major Community Grant funding and Major Event Sponsorship funding applications are assessed in early May each year by the assessment Committee. The Committee's recommendations are considered by Council as part of the annual budget process which concludes with the adoption of the Shire's annual budget in August/September each year.

Step 5

Upon adoption of the Shire's annual budget (usually August/September), Major Community Grants and Major Event Sponsorship applicants are notified of the outcome via letter. If successful, you will be provided with details of how you can access the funds.

Step 6

You deliver your project, activity or event!

Step 7

Complete an Acquittal Form within 12 weeks of the completion date or by 30th June (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 Grant Funding Scheme 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 Development Officer on ph: 9780 4200 or email communitydevelopment@donnybrook.wa.gov.au.

Step 2

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

Step 3

Funding requests for Minor Community Grants, Minor Event Sponsorship, requests for Waiver of Fees, Cash and Non Cash Donations are all available year round.

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 Shire Officers and approved by the CEO.

Please allow 8 weeks for assessment.

Step 5

Upon completion of this assessment, applicants are notified of the outcome via letter. If successful, you will be provided with details of how you can access the funds.

Step 6

You deliver your project, activity or event!

Step 7

Complete an Acquittal Form within 12 weeks of the completion date or by 30th June (whichever comes first) and return to the Shire.

How to apply for Recurrent Funding

In the 2018/2019 budget the following organisations received recurrent funding from the Shire of Donnybrook Balingup:

- The Donnybrook and Balingup Visitors Centre's
- Preston Press
- Bunbury Regional Entertainment Centre
- South West Academy of Sport

Recipients of recurrent funding are required to apply annually no later than 26th April 2019. Recipients are required to complete an Application Form and provide supporting documentation as detailed on the Form. The Shire of Donnybrook Balingup will determine the level of funding available to each organisation on an annual basis.

Step 1

Read the Grant Funding Scheme Guidelines (including details relating to Recurrent Funding) to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Community Development Office on ph. 9780 4200 or email communitydevelopment@donnybrook.wa.gov.au.

Step 2

Recipients of recurrent funding are required to apply annually no later than 26th April by submitting an Application Form.

Step 3

Collate supporting documentation as detailed in the Application Form.

Step 4

Recurrent Funding applications are assessed in early May each year by the Committee. The Committee's recommendations are considered by Council as part of the annual budget process which concludes with the adoption of the Shire's annual budget in August/September each year.

Step 5

Upon adoption of the Shire's annual budget (usually August/September), applicants are notified of the outcome via letter. If successful, you will be provided with details of how you can access the funds.

Who can apply?

These grants are available to not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an auspicing organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

When can you apply?

Applications are made once a year as a part of the Shire's annual Community Grant round which usually opens in February 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 Grants and Awards Committee. The Committees recommendations are submitted to Council for consideration as part of the annual Shire budget process.

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 project's or activities expected benefits,
- A contribution in cash or kind from the applicant,
- Community and stakeholder support for the project,
- 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 auspicing bodies current Certificate of Incorporation,,
- Copy of your groups most recent audited financial statement,
- Copy of your group's insurance certificate/s of currency OR your group's auspicing bodies insurance certificate/s of currency,
- 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?

These grants are available to not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an auspicating organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

When can you apply?

Applications can be made at any time throughout the year. Applications must be received a minimum of eight (8) 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

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 project's expected benefits,
- A contribution in cash or kind from the applicant,
- Community and stakeholder support for the project,
- Demonstrated project planning, management and expertise.

Documents we need

- A completed Application Form,
- Copy of your group's current Certificate of Incorporation OR your group's auspicating bodies current Certificate of Incorporation,
- Copy of your group's insurance certificate/s of currency OR your group's auspicating bodies insurance certificate/s of currency.

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 of Donnybrook Balingup. This funding is open to not-for-profit and commercial organisations. Unincorporated organisations must be supported by an auspicing organisation (an incorporated organisation willing to act as an ‘umbrella’ organisation).

When can you apply?

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 Grants and Awards Committee’s. The Committees recommendations are submitted to Council for consideration as part of the annual Shire budget process.

What we support?

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

What we look for in your application?

- Clearly defined event objectives,
- Innovative approach to the carrying out of 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,
- 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.
- A copy of the event organisers recent audited financial statement,
- A completed Shire of Donnybrook Balingup Event Fact Finding Form will be required *at least 12 weeks prior to your event.*

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 of Donnybrook Balingup. This funding is open to not-for-profit and commercial organisations. Unincorporated organisations must be supported by an auspicing organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

When can you apply?

Applications can be made throughout the year. Applications must be received a minimum of eight (8) 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

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

What we look for in your application

- Clearly defined event objectives,
- Innovative approach to the carrying out of the event,
- Well-planned and achievable event within a specified timeline,
- Events that encourage community participation and capacity building,
- Events that work in partnership with community or business organisations,
- A contribution in cash or kind from the applicant,
- Free or affordable entry.

Documents we need

- A completed Application Form,
- Copy of the 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.
- A completed Shire of Donnybrook Balingup Event Fact Finding Form.

Who can apply?

Applicants must be Shire of Donnybrook Balingup residents.

When can I apply?

Applications can be made throughout the year. Applications must be received a minimum of eight (8) 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

Shire of Donnybrook Balingup 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:

International	Up to \$200 per applicant per year
National	Up to \$150 per applicant per year

What we look for

- Applicants are required to demonstrate that they will be participating on the basis of their selection through a competitive process,
- 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,
- 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 of Donnybrook Balingup. 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 eight (8) 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

Shire of Donnybrook Balingup 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. 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,
- Events that work in partnership with community or business organisations.

Documents we need

- A completed Application Form along with relevant supporting documentation.

Shire of Donnybrook Balingup 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.

Who can apply?

- Applicants whose primary purpose is to service the people living with the Shire of Donnybrook Balingup.
- Current recipients of Shire of Donnybrook Balingup Recurrent Funding include:
 - Donnybrook Regional Tourism Association (Donnybrook Visitors Centre - \$29,000 2017/18)
 - Balingup and Districts Tourism Association (Balingup Visitors Centre - \$29,000 2017/18)
 - Donnybrook Community Resource Centre (Preston Press - \$4,000 2017/18)
 - Bunbury Regional Entertainment Centre (\$4,000 2017/18)
 - Smart Events (\$2,000 2017/18)
 - South West Academy of Sport (\$1,000 2017/18)
 - RunAway Bus
 - Business South West

When can you apply?

Applications can be made once a year no later than the end of April. Applications are submitted to Council for consideration as part of the annual Shire budget process.

What we support?

The Shire of Donnybrook Balingup supports projects and organisations that help build capacity within the community.

What we look for in your application?

- Clearly defined organisational objectives,
- Clearly defined organisational outcomes which demonstrate the benefits to the Shire of Donnybrook Balingup,
- Organisational outcomes that encourage community participation and capacity building within the Shire of Donnybrook Balingup,
- Organisations that work in partnership with other community or business organisations.

Documents we need

- A completed Application Form,
- Copy of the organisations current Certificate of Incorporation,
- A copy of the organisations most recent audited financial statements,
- A copy of the organisations most recent annual report.