



Community Grants Program - Guidelines

COMMUNITY GRANTS PROGRAM - GUIDELNES

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1. INTRODUCTION

The Shire of Broomehill-Tambellup is committed to supporting the local community. The Community Grants Program helps local organisations deliver projects that strengthen community connection, wellbeing and participation.

Each year, the Shire allocates funding through its Annual Budget to provide financial support to community organisations that meet the objectives of the Community Grants Program.

The Shire aims to keep the Community Grants Program process as simple as possible, while ensuring the responsible use of public funds. This helps community volunteers focus on what they do best. Applicants are encouraged to contact the Shire to discuss their project idea as early as possible.

2. OBJECTIVES OF THE COMMUNITY GRANTS PROGRAM

The Shire of Broomehill-Tambellup CGP provides funding to assist community groups and not-for-profit organisations with their vital work and programs. The CGP aims to:

- Support local groups to deliver projects that benefit the community.
- Strengthen social connection, participation, and community wellbeing.
- Help bring locally driven ideas and initiatives to life.
- Encourage innovative projects and activities that meet local needs.
- Align funded projects with the Shire's community priorities.
- Leverage volunteer effort, partnerships, and community resources.
- Provide fair and transparent access to funding for a range of community groups.

Priority will be given to projects that:

- Deliver broad community benefit
- Leverage additional funding or partnerships
- Demonstrate sustainability and ongoing value

3. WHAT TYPES OF GRANTS ARE AVAILABLE?

Category 1: CEO Donations: up to \$500

Category 2: Community Grants: up to \$5,000



4. HOW DO I FIND OUT ABOUT THE CGP?

Category 1 CEO Donations are open year round.

Category 2 Community Grants are open in August and February each year. The Shire will advertise the CGP before and during each funding round, through the following methods:

- Monthly newsletter “Topics’.
- As a Public Notice item on the Shire of Broomehill-Tambellup website.
- On the Shire of Broomehill-Tambellup Facebook page; and
- Shire notice boards.

5. WHO CAN APPLY?

Applicant organisations must be based in the Shire of Broomehill-Tambellup to be eligible to apply, and either:

- Incorporated not-for-profit organisations: or subcommittees of an organisation subject to providing a letter of support from the main organisation body; or
- Unincorporated not-for-profit organisations applying through the auspice of a not-for-profit incorporated body.

The following applicants are ineligible:

- Unincorporated organisations without an auspice arrangement.
- Individuals.
- Commercial for-profit organisations.
- Government Agencies (including education, health, transport).

6. HOW TO APPLY

Category 1 CEO Donations: Detail your request in a letter or email to the CEO with sufficient supporting documents (e.g. photos, plans, quotes) to enable a decision to be made.

Category 2 Community Grants: Applicants must complete an application form available on the Shire of Broomehill-Tambellup website. The application must address the selection criteria provided within the application guidelines and include all required attachments such as budgets, receipts, quotes and letters of support.

Your application must demonstrate that the organisation or community group has a vision that is consistent with that of the Shire of Broomehill-Tambellup. The Community Vision in the Strategic Community Plan 2023-2033 ‘People Power, is ‘A region driven by community spirit’, with the community values of Commitment, Care, Friendship and Inclusion’.

The Strategic Community Plan 2023-2033 ‘People Power’ is available on Shire’s website.

Tips for your application:

- Projects that can demonstrate benefits to the wider community are preferred.
- Projects that can demonstrate contributions from the community or community groups will be preferred.

- Applications that have multiple funding sources/financial contributors will be preferred.
- Applications received from individuals will not be accepted.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.

All applicants will be advised of the outcome of their application in writing.

Late applications will not be considered. Applicants will be advised accordingly.

7. ELIGIBLE PROJECT COSTS

Eligible project costs may include but are not limited to the following:

- Costs associated with public events or functions held in the Shire of Broomehill-Tambellup.
- Purchase of equipment required for the ongoing operations of the organisation, e.g. shade tent, tables, chairs etc.
- Construction/purchase costs for facility upgrades;
- Printing of marketing materials (posters/flyers).
- Advertising and promotions.
- Assistance towards workshops/projects that benefit the Broomehill and/or Tambellup community.
- Entertainment at an event.

8. ITEMS THAT WILL NOT BE FUNDED

- Assistance towards Council rates or standard user agreements.
- Conference attendances.
- Projects that have already commenced or been finalised.
- Projects that are a duplicate of an existing or similar project/service within the community.
- Any item that may cause offence to others or cause the Shire's name to be in disrepute.
- Salary costs, administration support costs and recurring expenditure are ineligible for support.
- Alcohol.
- Political activities.
- Any item directly benefiting an individual.
- Projects not based in the Shire of Broomehill-Tambellup.

9. APPLICATION ASSESSMENT CRITERIA

Applications will be assessed against the following:

- a. Projects/activities support the key directions outlined in the Shire's Strategic Community Plan and other corporate planning documents where applicable.
- b. The project/activity is an innovative and creative approach to the identified need and/or issue.
- c. The project/activity encourages community participation and capacity building.
- d. The project/activity involves working in partnership with community or business organisations.
- e. The applicant has attempted to source funding from other avenues.

The level of grant funding available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested. The Shire reserves the right to approve, part fund or decline any application.

10. PUBLIC LIABILITY INSURANCE AND AUSPICING

Not-for-profit organisations must have Public Liability Insurance and provide a Certificate of Currency in order to be eligible for the CGP.

If your application is under auspice by another organisation you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

11. ABN AND GST

To comply with the requirements of the Federal Government's Goods and Services Tax (GST) you must advise on your application if your organisation is registered for GST.

If your organisation does not have an ABN or are not registered for GST, you are required to complete a **Statement by a Supplier form** and include it with your application.

The Shire of Broomehill-Tambellup cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.

Statement by Supplier forms are available on the ATO website.



12.APPLICATION PROCESS

APPLICATION PROCESS	
Step 1	Familiarise yourself with the Guidelines, check application closing dates, and contact the Shire of Broomehill-Tambellup to discuss your project idea and confirm that it falls within the Guidelines.
Step 2	<p><u>To submit an application</u></p> <p>Category 1 CEO Donations: Submit your request in writing or by email containing sufficient information, and any attachments, at any time – please ensure you provide enough lead time for a decision to be made.</p> <p>Category 2 Community Grants: Download and complete the application form, collate all supporting documents and attachments listed on the Application Checklist and submit application <u>before</u> the closing date. Late applications will not be accepted.</p> <p>Applicants will receive a confirmation email from the Shire within 5 working days of receiving applications. If no confirmation is received after this time, please call the Shire on 9825 3555 as soon as possible.</p>
Step 3	<p>Category 1 CEO Donations: Payment of CEO Donations will be made following confirmation of approval by the Shire, and provision of an invoice for the approved amount by the recipient organisation. Please refer to Step 8 Acquittal of Funding.</p> <p>Category 2 Community Grants: Applications will be assessed by Shire officers following the closing date and recommendations will be considered at the October or May Ordinary Council Meeting.</p> <p>Applicants will be advised in writing of when CGP Applications will be going to the Council Meeting for decision. This is to provide applicants with the opportunity to attend the meeting.</p> <p>Council Meetings commence at 4.30pm and are held in the Council Chambers at the Shire’s Tambellup Administration Office, 46-48 Norrish St Tambellup.</p>
Step 4	Applicants are notified in writing of application outcomes.
Step 5	Grant Agreement between the Shire of Broomehill-Tambellup and successful applicant to be signed.
Step 6	Successful applicants deliver and complete project.

Step 7	<p><u>Acquittal of funding:</u></p> <p>Category 1 CEO Donations: Within 30 days of the funded activity, recipients must provide a brief written report to the Shire outlining how the CEO Donation contributed to the success of the funded activity.</p> <p>Category 2 Community Grants: Successful applicants are to submit the following to the Shire within 30 days of completion/delivery of project:</p> <ul style="list-style-type: none"> • A completed acquittal report form; • Copies of receipts and supporting information; • Evidence of acknowledgment of the Shire’s contribution; and • An invoice for the grant amount. <p>Please ensure all supporting documentation and copies of receipts are included – refer to the acquittal form for details. Payment of grant funds will be made to the recipient organisation on acceptance of the acquittal.</p>
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13. CONFLICT OF INTEREST

Shire employees involved in assessing applications for funding must declare any financial interest, proximity interest or impartiality interest before the relevant application is considered and follow the necessary procedure regarding such declaration.

14. ADMINISTRATION OF FINANCIAL ASSISTANCE

Financial assistance approvals shall be administered in accordance with the following:

- Where a project is dependent on external funding, the Shire may reassess, defer or withdraw funding if the project is no longer considered viable.
- If a further application for external funding is also unsuccessful, the approved CGP funding will be withdrawn and may be made available to another community organisation.
- If external funding is approved, the approved CGP funding will be paid to the applicant once a project acquittal has been provided.
- If approved funding is not claimed within six months of the approval date, and the organisation has not provided an explanation or requested the funds be carried forward, the CEO will advise the organisation that the approval has been revoked and a new application will be required.
- If the funding received from an external source is less than the amount originally requested, the organisation must demonstrate how it will cover the funding shortfall. In this case, the CGP Committee will reassess the project. If the project is no longer considered viable, the grant approval may be withdrawn and the funds made available to other applicants.
- Applicants may only receive one grant approval per financial year.
- Applications that primarily benefit an individual will not be accepted.
- The Council’s decision is final and no appeals will be considered.
- Applicants who do not meet the grant acquittal requirements will be ineligible for future

funding from the Shire of Broomehill-Tambellup. If grant funds were paid in advance, the Shire may also take steps to recover those funds.

15. SHIRE ACKNOWLEDGEMENT

Organisations receiving a Community Grant must publicly acknowledge the support of the Shire of Broomehill-Tambellup.

This includes using the Shire's logo on any promotional or marketing materials related to the funded project. Recipients must provide evidence that this acknowledgement has been included.

Any equipment or items purchased with grant funds must display either a "Proudly sponsored by the Shire of Broomehill-Tambellup" inscription or an acknowledgement sticker supplied by the Shire.

Successful grant recipients will be announced on the Shire of Broomehill-Tambellup's Facebook page. Recipients are also encouraged to share this announcement on their own social media platforms.

Recipients must contact the Shire to obtain the official logo for promotional use. Any promotional material that includes the Shire's logo must be submitted to the Shire for approval before it is publicly released, to ensure the logo is used correctly.

The Shire may also request information about the outcomes or highlights of the project for promotional purposes. Sharing these successes helps showcase the benefits of the CGP and encourages other community groups to apply.

The Shire President and Councillors should be invited to attend any launches, events, or first uses of equipment or projects funded through the grant.



16. ACQUITTAL PROCESS AND OUTCOMES

Completion of the acquittal process is a crucial part of the CGP process. If all acquittal requirements are not completed within six months of the funding approval, the allocated funds will be forfeited unless otherwise approved by the CEO.

Category 1 – CEO Donations

Payment of CEO Donations will be made following confirmation of approval by the Shire, and provision of an invoice for the approved amount by the recipient organisation.

Within 30 days of the funded activity, recipients must provide a brief written report outlining how the CEO Donation contributed to the success of the funded activity.

Category 2 – Community Grants

The acquittal form will be provided to successful applicants once funding has been approved. Recipients must submit the following to the Shire, within 30 days of completing the project:

- A completed acquittal report form;
- Copies of receipts and supporting information;
- Evidence of acknowledgment of the Shire's contribution; and
- An invoice for the grant amount.

Payment of CGP funds will be made once the completed acquittal form and supporting evidence have been accepted by the Shire.

Advance payments may be requested in writing and are subject to approval by the CEO. Any requests for extensions to acquittal deadlines must also be submitted in writing and approved by the CEO.

If all acquittal requirements are not completed within six months of the funding approval, the allocated funds will be forfeited, regardless of whether the organisation has already spent or committed the funds. Organisations with incomplete acquittals will also be ineligible for future CGP funding until all outstanding acquittal requirements have been satisfactorily completed.

A summary of CGP activities and outcomes will be included in the Shire's Annual Report.

17. APPLICATION ASSISTANCE AND SUBMISSION

For further information or assistance with your application contact the Shire of Broomehill-Tambellup on 9825 3555 or by email to mail@shirebt.wa.gov.au

Completed applications are to be submitted via one of the below options :

- Email: mail@shirebt.wa.gov.au
- Post or in person: 46-48 Norrish St, Tambellup 6320

Tambellup Office 46–48 Norrish St, Tambellup 6320
Broomehill Office 30360 Great Southern Hwy, Broomehill 6318
P 9825 3555 E mail@shirebt.wa.gov.au
www.shirebt.wa.gov.au

