



Shire of Shark Bay Community Assistance Grants

GUIDELINES

INTRODUCTION

The Shire of Shark Bay is committed to strengthening our local community groups and organisations by supporting their community projects. Each year, the Community Assistance Grants allocation of funds are approved by Council and these grants are dedicated to ensuring local community-based organisations are supported to reach their full potential.

The Community Assistance Grants program intends to process applications in an equitable manner by providing guidelines and selection criteria. Applicants are required to demonstrate how the Community Assistance Grant funding will involve and benefit the wider Shark Bay community, including where possible, spending the grant funding with local businesses.

Applicants are encouraged to contact the Shire of Shark Bay's Community Development Officer, prior to applying for the Community Assistance Grants to discuss their community project and funding requirements.

FUNDING ROUNDS

The Community Assistance Grants program consists of three categories which are advertised to the Shark Bay Community as outlined below:

Funding Round	Applications Open	Applications Close	Applications Notified	Funding per applicant (excluding GST)
Round 1 – Community Projects	Mid September	Early October	October Ordinary Council Meeting	\$2,000 - \$5,000 per application
Round 2 - Equipment or minor project	Mid March	Early April	April Ordinary Council Meeting	Maximum \$1,000 per application
Significant Event Sponsorship Funding	All year round	N/A	Next available Ordinary Council Meeting	Maximum \$10,000 per application

ELIGIBLE ITEMS

Community Assistance Grant funding can be used for:

- Leveraging a grant from State or Federal agency
- Purchasing goods and services
- Infrastructure
- Specific community event or community program
- Prize money – co-contribution required

All applications must demonstrate how the proposed funding will be used to meet one or more of the following objectives from the Shire of Shark Bay's Council Plan:

- Economic A progressive, resilient and diverse economy
- Environment Help protect our unique natural and built environment
- Social A safe, welcoming and inclusive community

INELIGIBLE ITEMS

The following items are ineligible for funding under the Community Assistance Grants:

- Private, commercial or political ventures or activities
- Retrospective funding

- Purchase of land
- Support for an individual pursuit
- Events and/or programs that are exclusive only to the community group or organisation's members

SELECTION CRITERIA

- Applicants must be a sporting/community/not-for-profit organisation, hold a current Association Constitution and operate within the Shire of Shark Bay
- Applicants must demonstrate how the local community will benefit from the grant. This includes spending the grant funds with Shark Bay businesses
- Reoccurring or ongoing projects that have been previously funded will be given a lower priority
- Preference will be given to applications that can demonstrate funding sources other than just the Shire of Shark Bay
- Organisations that can demonstrate their own fundraising attempts will be favorably considered
- Incomplete applications or applications received after the closing date will not be considered
- The Council reserves the right to accept or reject any submissions.

ACKNOWLEDGEMENT

Successful applicants must acknowledge the Shire of Shark Bay through project media, community engagement and event promotions by using the Shire's Logo and the phrase "Proudly supported by the Shire of Shark Bay". The Shire's Community Development Officer can provide the approved Shire logo upon request.

PROJECT VARIATIONS

Project variations must be discussed with the Community Development Officer and approved by the Chief Executive Officer. Unspent funds must be returned to the Shire of Shark Bay at completion of the project.

COMMUNITY BUS HIRE

It is not necessary for a community group to apply for funding for community bus hire through this grant process. An application can be made in writing to the CEO requesting use of the Shark Bay Community Bus.

VENUE HIRE

It is not necessary for a community group to apply for funding through this grant process for reoccurring venue hire. An application can be made in writing to the Chief Executive Officer to apply for the use of the Shire of Shark Bay venues.

ACQUITTAL

Successful applicants will be required to complete a project acquittal within six (6) months of grant approval. Acquittals must be lodged before subsequent funding can be applied for. Acquittal forms are available on the Shire's website or directly from the Community Development Officer.

ABN

Please note the Shire of Shark Bay requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire to discuss how to best proceed.

GOODS AND SERVICES TAX (GST)

Funding will be paid on the basis of invoices received (ie. GST inclusive, or GST exclusive). If you are unsure, please contact the Shire to discuss.

CONTACT DETAILS

For further information about the Community Assistance Grants program, please contact the Shire of Shark

Bay's Community Development Officer on cdo@sharkbay.wa.gov.au or by telephone on 9948 1218.