



Shire of Shark Bay Community Grants

APPLICATION GUIDELINES

INTRODUCTION

Each year, Council approves an allocation of funds which are dedicated to supporting and strengthening community engagement and development. The Community Grants program is dedicated to ensuring community-based organisations are supported to reach their full potential.

As Council intends to process applications as equitable as possible, the Selection Criteria outlined below must be addressed in your application.

Funds requested must demonstrate to be of benefit to the broader Shark Bay community, including wherever possible that the grant funds are spent with local businesses.

Grant acquittal is to be provided to the Shire within six (6) months of receiving funding. An extension can be applied for in writing to the Chief Executive Officer.

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

BROAD GUIDELINES and SELECTION CRITERIA

- ✓ Applicant must be a not-for-profit organization and hold a current Association Constitution
- ✓ Applicant must demonstrate how the community will benefit from the grant. This includes investing the grant funds with Shark Bay businesses.
- ✓ The application must identify that the funds meet one or all of the following:
 - Purchasing goods and services such as sporting equipment or materials, or engaging a professional for the purpose of instruction
 - Infrastructure such as significant construction or improvement of facilities
 - Sponsorship – funding or in kind assistance for a specific event or program.
- ✓ Organisations must be an elector or operate in the Shire Shark Bay locality.
- ✓ Requests previously funded will be given lower priority.
- ✓ Applicants must be able to demonstrate attempts to source other relevant funding.
- ✓ Organisations that demonstrate their own fundraising attempts will be favorably considered.
- ✓ No application will be considered outside of the allocated time frame.
- ✓ All grants approved will require a project acquittal – within six (6) months of grant approval.
- ✓ Unspent funds must be returned to the Shire of Shark Bay at completion of the project.
- ✓ The Council reserves the right to accept or reject any submissions.

PROJECT VARIATIONS

Project variations must be discussed with the Community Development Officer and approved by the Chief Executive Officer.

BUS HIRE

Bus hire is capped at \$1,000 per group per financial year. It is not necessary for a community group to apply for funding through this grant process to cover bus hire. An application can be made in writing to the CEO requesting use of the Shark Bay Community Bus.

VENUE HIRE

Venue hire is also capped at \$1,000 per financial year. It is not necessary for a community group to apply for funding through this grant process to cover 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.

INELIGIBLE ITEMS

The following items are ineligible funding items:

- Private/Commercial ventures or activities
- Retrospective funding
- Purchase of land
- Support for an individual pursuit
- Events/ activities/programs that do not involve the Shark Bay community
- Events/Activities/programs that are exclusive to the group or organisation's members
- Events/activities/programs that already receive financial assistance from another source of funding.

AQUITTAL

All funded projects are to be acquitted within six (6) months of grant approval. Acquittals must be lodged before subsequent funding can be applied for. Acquittal forms are available from the Community Development Officer, email cdo@sharkbay.wa.gov.au or telephone 9948 1218.

TIMING

Two rounds of Community Grants will be advertised during the year. Closing dates for each round will be included in the advertisement.

As from 1 July 2019, the new 'Significant Events' grant will be accessible to those community groups hosting annual programs that attract additional visitors to Shark Bay. This grant will be open all year round and is designed to assist organizations to plan ahead. The grant will be allocated at Council's discretion.

ACKNOWLEDGEMENT

All funded projects are to acknowledge the Shire of Shark Bay through project media, community engagement and event promotions. The Community Development Office of Shire administration can provide support in signage and approved use of the Shire's logo.

GOODS AND SERVICES TAX

Goods & Service Tax (GST) legislation states that donations deemed as an appropriation will not attract GST. GST legislation states that financial assistance given which constitutes a service or purchased of an item will attract GST. Therefore, funding given for a service or purchase to an organisation that has no Australian Business Number (ABN) may attract withholding tax. Withholding tax is currently set at 48.5%.

A statement by a supplier may be necessary if your organisation does not have an ABN.