



## Shire of Shark Bay Community Assistance Grants

# GUIDELINES (2020/2021)

### 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 April	Early May	May Ordinary Council Meeting	Maximum \$1,000 per application
Significant Event Sponsorship Funding	All year round	N/A	Next available Ordinary Council Meeting	Maximum \$20,000 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

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 Strategic Community Plan 2018 - 2028:

- 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 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
- Applicants must demonstrate how they have tried to source other relevant funding
- 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 are to 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's 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**

Bus hire is capped per group per financial year, allocated at Council's discretion. It is not necessary for a community group to apply for funding through this grant process. An application can be made in writing to the CEO requesting use of the Shark Bay Community Bus.

## **VENUE HIRE**

Venue hire is capped per financial year, allocated at Council's discretion. 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](mailto:cdo@sharkbay.wa.gov.au) or by telephone on 9948 1218.