

# Community Development Fund Annual Grants Program



The Shire of Wongan-Ballidu has a proud history of working in partnership with the community. One of the ways Council supports and empowers community groups is through the annual Community Development Grants program, which delivers funding for projects that:

- Reflect our community's priorities and vision, as set out in Council's Strategic Community Plan.
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups.
- Provide benefits to the local community and;
- Contribute to the social, cultural, environmental and economic development of our community.

CDF grants are provided to support participation and facilitate projects, events and improve facilities in alignment with the recreational, social and cultural needs of our community. Council invests significantly in this annual program and is proud to have supported projects that deliver to our community through the CDF Program.

## GUIDELINES

These guidelines provide a clear framework for applicants seeking funding through the Shire of Wongan-Ballidu's Community Development Fund Annual Grants Program. They outline eligibility, funding categories, limits, assessment criteria, and applicant responsibilities to ensure a fair and transparent process.

### FUNDING CATEGORIES

The program provides funding across four categories:

<p><b>A. Community Events and Programs</b>  <b>Maximum Grant Amount:</b> Up to <b>\$5,000</b></p>	<ul style="list-style-type: none"> <li>• Local festivals, community events, and celebrations</li> <li>• Educational workshops</li> <li>• Arts, culture, and heritage activities</li> <li>• Recreational programs for youth, seniors, or multicultural groups</li> </ul>
<p><b>B. Capacity Building and Volunteer Support Initiatives</b>  <b>Maximum Grant Amount:</b> Up to <b>\$5,000</b></p>	<ul style="list-style-type: none"> <li>• Volunteer training and skill development</li> <li>• Leadership or governance workshops</li> <li>• Resources or initiatives that improve group sustainability or collaboration</li> </ul>
<p><b>C. Equipment and Facility Upgrades</b>  <b>Maximum Grant Amount:</b> Up to <b>\$10,000</b></p>	<ul style="list-style-type: none"> <li>• Purchase of community-use equipment (e.g. marquees, seating, audio systems)</li> <li>• Safety or accessibility improvements</li> <li>• Kitchen or bathroom upgrades in community facilities</li> </ul>
<p><b>D. Minor Capital Works on Council Land (with prior approval)</b>  <b>Maximum Grant Amount:</b> Up to <b>\$10,000</b></p>	<ul style="list-style-type: none"> <li>• Infrastructure enhancements such as shade structures, pathways, or fencing</li> <li>• Improvements to sporting or recreational facilities</li> <li>• Landscaping or beautification projects</li> </ul>

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## APPLICANT ELIGIBILITY

Applicants must:

- Be a not-for-profit organisation, club, or community group based in the Shire of Wongan-Ballidu.
- Be incorporated or apply under the auspice of an incorporated organisation. (The Shire will not act as an auspice for this purpose.)
- Hold a current ABN.
- Be adequately insured, including public liability.
- Demonstrate capacity to deliver the proposed project.
- Be up to date with any previous Shire grant obligations and acquittals.

## PROJECT ELIGIBILITY

Eligible projects must:

- Provide clear benefit to the local community.
- Align with the Shire's Strategic Community Plan and the programs objectives.
- Fall into one of the four funding categories.
- Be delivered within 12 months of funding approval.
- Not have commenced or been completed prior to the application.

Ineligible projects include:

- Activities of a political or religious nature. Religious organisations may apply, but the funded project must be non-religious and demonstrate broad community benefit.
- Projects for private or commercial gain.
- Retrospective funding for activities already underway or completed.
- Ongoing operational costs, such as staff wages, utilities, or rent.
- Duplications of existing services or infrastructure.

## APPLICATION PROCESS

- The program opens annually in July for four weeks.
- Applications must be submitted via the Shire's online portal or in writing to the Manager of Community and Customer Services.
- Late applications will not be accepted.
- Applications must not be submitted directly to Councillors and will not be accepted.
- Applications are assessed and determined by Council at the next Ordinary Meeting.
- All applicants will be advised of the outcome within four weeks of the Council decision.



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## ASSESSMENT CRITERIA

Applications will be assessed on the following:

<b>Community impact</b>	Extent of benefit to the local community.
<b>Alignment</b>	Relevance to Shire priorities and strategic goals.
<b>Planning and capacity</b>	Quality of planning, budgeting, and readiness to deliver.
<b>Value for money</b>	Efficient use of funds and any co-contributions.
<b>Sustainability and risk</b>	Long-term impact, risk management, and insurance.

*Incomplete or late applications will not be considered.*

## FUNDING CONDITIONS

Successful applicants will be required to:

- Sign a Grant Agreement with the Shire.
- Use funds strictly for the approved project.
- Acknowledge the Shire's support in all promotional materials.
- Submit a project acquittal within 60 days of completion, including:
  - Project summary and outcomes
  - Financial report
  - Supporting documentation (e.g., photos, receipts)
- Return unspent funds or funds used for unapproved purposes.

## DISBURSEMENT OF FUNDS

- Funds will be released upon receipt of a valid tax invoice and signed Grant Agreement.
- For larger grants, staged payments may be made upon reaching key milestones.
- Funds must be spent within 12 months of the grant being awarded.
- Any unspent funds must be returned within 60 days of project completion or the end of the financial year, whichever occurs first.

