



## Community Development Fund 2024-2025 Guidelines

# Form A

### 1. What can I apply for?

There are two funding categories:

#### **Small Grants:**

*Small scale projects or events with a completion date of no later than 30 June 2025.*

**Volunteers:** Projects that support and develop volunteers, including training & recognition. **Community:** Community events and workshops.

**Youth:** Activities and programs targeted at youth participation.

**Physical Activity:** Funding for programs that increase physical activity and participation.

**Community Services Support:** Funding to support the operation of community groups, for example: promotion and marketing, training & development, office equipment.

#### **Capital Works & Major Maintenance:**

*Larger scale projects with a total project cost over \$10,000. Completion date of no later than 30 June 2025, or as approved by Council.*

**Capital Works:** New facilities, major modifications or extensions to existing Shire owned facilities.

**Major Maintenance Works:** Major maintenance to existing Shire owned facilities, structural and fixtures only.

It is expected that all applicants will make a financial contribution to their project/event. To share project costs, where possible, co-funding (third party) is encouraged.

### 2. When can I apply?

Applications open on Tuesday 23 January 2024 and close on Friday 26 April 2024. Funding will be determined by Council within the adoption of the 2024-2025 Budget. Late applications will not be accepted. Successful applications will be announced in July 2024.



### 3. Who can apply?

These grants are available to incorporated not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an *auspicing*<sup>1</sup> organisation, unless they are applying for financial assistance to become incorporated.

<sup>1</sup>*Auspicing: Auspicing is when an incorporated organisation agrees to apply for a grant on behalf of an unincorporated, not-for-profit association or community organisation. The auspicing organisation will receive, hold and administer the funding for the applicant. Funding will be provided directly to the bank account of the auspicing organisation.*

**Note:** It is the responsibility of the auspicing organisation and the applicant to independently negotiate and agree upon the terms and conditions of the auspicing agreement between them. Evidence of this must be appended to the Application – FORM B.

### 4. What are the funding priorities?

The following funding priorities are taken from the Community Strategic Plan 2021-2031:

1. Our Connections: A welcoming, supportive and flourishing community.
2. Our Place: The Shire is a vibrant place to work, trade, visit and call home.
3. Our Economy: The Shire facilitates and welcomes opportunities for different employment and business needs.

Taking these themes into consideration, projects and funding will be prioritised within four categories of environment, community, infrastructure and economy. Please refer to the Strategic Community Plan for further information:

[Strategic Community Plan 2021 - 2031 » Shire of Wongan-Ballidu](#)

### 5. What are the Grant Conditions?

#### **Grant Conditions - General:**

1. Where possible, projects must have the support of the wider community and not replicate existing projects in the community.
2. Recipients are required to promote the Shire as a sponsor of the project/event.
3. Successful grants must be acquitted by the 30 June 2025, or as otherwise agreed upon by Council. Applicants that have not acquitted a previously received grant will be ineligible for consideration until such acquittal is submitted.
4. Late applications will not be accepted.
5. Applications must not be submitted directly to Elected Members (Councillors).
6. For requested contributions over \$5,000, the applicant's independently audited financial statements for the immediately preceding financial year must be provided with the application.

#### **Grant Conditions - Small Grants:**

1. The Shire will generally contribute up to one third of the total project/event cost

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### Grant Conditions – Capital Works & Major Maintenance Grant:

1. The applicant must demonstrate that the project is sustainable.
2. A thorough Needs Assessment (Statement of Need) must be included with the application.
3. The applicant must provide a plan to account for 'whole of life' costs of the asset or infrastructure without further Council assistance.
4. For major maintenance projects, a three year maintenance plan, prioritising each component, must be provided with the application.
5. The total project cost must be greater than \$10,000.
6. The Shire will generally contribute up to one-sixth of the total project cost for capital works projects, and one third of the total project cost for maintenance projects.
7. It is the responsibility of the applicant to ensure that all building and planning conditions are complied with.
8. Adequate advance notice, relative to the size of the project, must be provided to Council.
9. For infrastructure projects, a meeting with the relevant Shire Manager to discuss the technical detail and statutory approvals needed, is required prior to submitting your application. A letter of support from that manager must be attached to the application.

## 6. Disbursement of Grants

1. Payment of grant monies will only be made on receipt of a tax invoice from the applicant
2. CDF grants in excess of \$2,000.00 will be disbursed quarterly on the following dates:
  - I. 27 September 2024
  - II. 20 December 2024
  - III. 31 March 2025
  - IV. 27 June 2025
3. The Shire of Wongan-Ballidu Chief Executive Officer has delegated authority to adjust the disbursement schedule.
4. Grants must be expended in the financial year they were awarded.
5. Council has the right to refuse payment and/or request monies be returned from an approved grant if the project has altered from the original application.
6. Any monies unspent at the conclusion of the funding period must be returned to Council within 60 days of completion of the project or the end of the financial year.
7. The applicant must be ABN registered.



## 7. What are the applications assessed on?

Council assesses each community grant application (FORM B) and are responsible for making the decision as to whether a project will be funded or not through the annual Community Development Grants program. With reference to FORM B applications, Council base these decisions against project eligibility, funding priorities and the following evaluation criteria:

- a) Identified Need/Issue **(Question 4.1)**
  - The difference the project idea will make to the identified issue/need.
- b) Funding Priorities **(Question 4.2)**
  - The project supports one or more of the four Shire of Wongan-Ballidu funding priorities.
- c) Outcomes **(Question 4.1)**
  - Expected benefits (aim to achieve) within the Shire, community, focus area etc.
- d) Project Management **(Question 4.3)**
  - Project planning and management experience and knowledge (including risk management).
- e) Support for Project **(Attachments and/or Contribution)**
  - Community/stakeholder in-kind and/or cash support for the project. This must be evidenced, e.g. letter of support etc.
- f) Value for money **(All application questions)**
  - Assess the overall outcomes (impact, benefits etc.) in relation to funding amount requested and total project cost.

## 8. What is eligible and is not?

### Eligibility:

To be eligible for funding the applicant must:

- Undertake the project within the Shire of Wongan-Ballidu's local government boundaries.
- Submit one application per project; (if more than one project, identify order of priority).  
Have completed and satisfactorily acquitted prior projects for which any Shire of Wongan-Ballidu Community Development Funding was previously received.
- Submit the application in accordance with the requirements outlined in this Community Development Fund Guidelines (Form A) and Community Development Fund Application Form (Form B).

### Ineligibility:

Shire of Wongan-Ballidu Community Development Fund grants does not provide funding for:

- Commercial activities or organisations (e.g. businesses).
- Projects that duplicate existing services and programmes.
- Activities that are already covered by existing service agreements with the Shire of Wongan-Ballidu .
- Costs or activities fully funded by another grant.
- New and/or upgrades of fixed assets/infrastructure (capital items) located on Shire property (including vested land of the Shire) whereby the Shire will be responsible for the whole of life costs (e.g. maintenance and repairs). Projects of this nature are subject to budget deliberations within the scope of the Shire's Capital Works program. <sup>2</sup>

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<sup>2</sup> In looking at any new fixed infrastructure; additions/alternations and/or improvements to existing infrastructure, that the Shire's owns, will own or is under their jurisdiction, the Shire has to consider:

- the whole of life costs (e.g. maintenance and repairs) with relation to the Shire's existing infrastructure requirements;
- infrastructure budget allocations and constraints; and
- the Shire's ten year Corporate Business Plan (future capital works program) priorities. If your proposed project is for fixed infrastructure please contact the Shire's Manager of Regulatory Services in the first instance.

### 9. What do I need to know to complete the application form?

The application forms can be downloaded from our website [www.wongan.wa.gov.au](http://www.wongan.wa.gov.au)

#### Grant Contact:

If you are interested in applying and would like to discuss the suitability of your project, or require assistance with your application, please contact the Shire's Manager of Community Services on 9671 2550 or [mcs@wongan.wa.gov.au](mailto:mcs@wongan.wa.gov.au)

#### Additional Documents:

Please refer to FORM B – Application Form, to ensure that you have all of the required supporting documentation available.

To submit the application please email, post or drop-in to Shire Offices (refer below).

### 10. What happens after you submit your application?

All applicants will be notified in writing of the outcome of their application by the end of July 2024.

Successful applicants will receive grant agreement correspondence including minimum requirement obligations and funding conditions. Signed acceptance of this grant agreement must be provided by 31 August 2024.

A formal acquittal report must be completed by 30 June 2025. This includes supplying supporting documentation.

### 11. Submit Your Application:

Applications Close 4.30pm Friday 26 April 2024. Late Applications will not be accepted.

By Post:

**Chief Executive Officer**

Shire of Wongan-Ballidu

PO Box 84

WONGAN HILLS WA 6603

By Hand:

**Shire of Wongan-Ballidu Administration Office**

cnr Quinlan St & Elphin Cres.

WONGAN HILLS

By Email: [shire@wongan.wa.gov.au](mailto:shire@wongan.wa.gov.au)