



## **ANNUAL COMMUNITY DEVELOPMENT FUND (CDF)**

(Open for Application on January 14th of each year)

*Applications are assessed Council and allocated in the following financial year. Unsuccessful applications will be notified in writing.*

Applications are accepted by **Post:**

Chief Executive Officer  
Shire of Wongan Ballidu  
PO Box 84  
WONGAN HILLS WA 6603

**Hand:**

Shire office on Cnr Quinlan Street and Elphin Crescent Wongan Hills

or **email:**

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

### **Application Process**

1. Contact Council's Development Officer to discuss the details of the grant requested (at least six months prior to application if it is for a large project).
2. Complete the application form and ensure all relevant information is attached. Incomplete applications may be disadvantaged.
3. Submit the application to Council before 4.30 pm on May 21<sup>st</sup> of each year. Late applications will not be considered.
4. Applications will be assessed and prioritised by Council at the May Council meeting.
5. Council will approve or reject applications at its Budget Meeting in July.
6. Decision communicated to applicants in writing by the second week in August.

## Overview of Community Development Fund

Each financial year grant funds will be able to be applied for to support community projects undertaken by incorporated community, cultural or sporting group within the Shire

Funding will be given to projects which fit into the priority areas listed below

Category	Description
Capital Works	New facilities, major modifications or extensions to existing Shire owned facilities. e.g: <ul style="list-style-type: none"><li>• Additions to existing facilities</li><li>• Extension of playing surfaces</li><li>• New Buildings</li></ul>
Major Maintenance Works	Major maintenance to existing Shire owned facilities (fixtures and structural only).e.g: <ul style="list-style-type: none"><li>• Replacement of playing surfaces</li><li>• Kitchen upgrades</li><li>• Carpet or curtain replacement</li><li>• Reroof of existing building</li></ul>
Volunteers	Projects which support and develop Volunteers, including training and recognition
Community	Community Events and Workshops e.g: <ul style="list-style-type: none"><li>• Festivals,</li><li>• Workshops</li></ul>
Youth	Activities and programs for youth
Physical Activity	Funding for programs that increase physical activity and participation in sport and Recreation activities within the Shire.  Sports skill development
Community Services Support	Funding to support Community Groups operations e.g: <ul style="list-style-type: none"><li>• Promotion and Marketing</li><li>• Training and Development</li><li>• Office Equipment</li><li>• Operational</li></ul>

### Application Process

1. Contact Council's Development Officer to discuss the details of the grant requested (at least six months prior to application if it is for a large project)
2. Complete the application form and ensure all relevant information is attached. Incomplete applications may be disadvantaged. The Manager Community Services is available to assist with writing of applications and acquittals upon request
3. Submit the application to the Shire of Wongan-Ballidu before 4.30pm on 21<sup>st</sup> May to be eligible for consideration in the following financial year funding round

4. Applications will be assessed and prioritised by Council at the May Council meeting
5. Council will approve or reject applications at its Budget Meeting in July
6. Decision communicated to applicants in writing by the second week in August

#### **Conditions of Grant - Capital and Major Maintenance**

1. It being demonstrated that the project is sustainable;
2. Applications for capital works must demonstrate a need through a Needs Assessment
3. That the group has developed a plan to deal with the 'whole of life' costs of the asset or infrastructure so built and maintained without further Council assistance;
4. Applications for major maintenance must submit a three-year maintenance plan and prioritise each component
5. That the total project cost is over \$10,000; (Capital and Major Maintenance Project Grants only)
6. For requested contribution amounts over \$5,000, the organisations independently audited financial statements must be provided for the immediate prior year and;
7. Infrastructure projects will generally be supported at the ratio of 1/6<sup>th</sup> and Building projects 1/3<sup>rd</sup> and;
8. Adequate advance notice, considering the size of the project, is provided to Council;
9. Councils existing, ongoing or regular contributions to that organisation are taken into account
10. Recipients are required to publicise that the Shire of Wongan-Ballidu is a sponsor of the project
11. Applications for capital works or major maintenance will only be considered for Shire owned facilities and fixtures
12. Applications for major maintenance must submit a three year maintenance plan and prioritize each component
13. Successful grants must be acquitted prior to the end of March of the financial year in which they are received. Applicants who have not acquitted a previously received grant will be ineligible for consideration until such acquittal is submitted

#### **Conditions of Grant – Small**

1. Organisations must be not-for-profit and based in the Shire of Wongan-Ballidu
2. Applicants must demonstrate they have applied for contributions from other funding agencies. For example Lotterywest will consider funding community projects up to 1/2 and the Department of Sport & Recreation will consider funding for sport & recreation projects up to 1/3
3. All grants other than capital or major maintenance must be matched two for one with the Shire of Wongan-Ballidu's grant. This can be either financial (fundraising, grant from other outside agency) or in-kind

4. Recipients are required to publicise that the Shire of Wongan-Ballidu is a sponsor of the project
5. Successful grants must be acquitted prior to the end of March of the financial year in which they are received. Applicants who have not acquitted a previously received grant will be ineligible for consideration until such acquittal is submitted

#### **Conditions of Grant – General**

1. Where possible, projects must have the support of the wider community and not replicate existing projects in the community
2. Grant availability and application process will be advertised in the Wonga-Balli Boomer from the second week in January each year until the Tuesday prior to the May 21<sup>st</sup> closing date
3. The Grant open period will run from January 14<sup>th</sup> to May 21<sup>st</sup> each year
4. Applications must be submitted to the Shire Office before 4.30pm on May 21<sup>st</sup> to be eligible for consideration in the following financial year funding round. Applications will be assessed and prioritised by Council at the May Council meeting
5. Council will approve or reject applications at its Budget meeting in July
6. Decisions will be communicated to applicants by the second week in August
7. Applications will only be accepted by not-for-profit incorporated organisations (unless an organisation is requesting assistance in becoming incorporated or unless the organisation/group has an incorporated sponsoring body acting as a guarantor)
8. Applications must be submitted with all supporting documentation
9. Applications must not be submitted directly to Councillors
10. Late applications will not be accepted
11. Applicants must complete relevant acquittal forms before the end of March in the year in which the grant is awarded. Previous recipients who have outstanding acquittals will be ineligible for consideration until all acquittals have been submitted. Forms outlining the acquittal process will be forwarded once a grant is awarded
12. Expenditure must take place in the financial year the grant is awarded

#### **Disbursement of Grants**

1. Payment of grants will only be paid 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:
  - 30 September
  - 31 December
  - 31 March
  - 30 June

3. The CEO has delegated authority to adjust the disbursement if the applicant requires payment in one installment or earlier for financial hardship reasons
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



## Shire of Wongan-Ballidu

### Community Development Fund - Application Form

(Please complete all sections and contact the Shire's Development Officer if you require assistance)

#### PART ONE – APPLICANT'S DETAILS

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

#### PART TWO – STRATEGIC ALLIANCE

Please tick the strategic category you feel your project fits into. There are four goals outlined in the Shire's Strategic Plan:

- ☐ Implement modern management principals to benefit the **community** through effective **service** delivery
- ☐ Assist in the fostering of self-determination in social, cultural and heritage responsibility areas to provide for a quality **lifestyle**
- ☐ Maintain, upgrade and develop physical **infrastructure** within Council's financial capabilities to support growth and development
- ☐ Enhance and maintain the **environment** for future generations to ensure **conservation** of our natural and cultural assets

#### PART THREE – CATEGORY

Please tick the grant category most appropriate to your application and refer to the conditions on page 2:

Capital Works  
Major Maintenance Works  
Volunteers  
Community  
Youth  
Physical Activity  
Community Services Support

## PART FOUR – ACTIVITY DETAILS

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Location: \_\_\_\_\_  
(town & street address)

When do you anticipate completing your project? (Projects must be completed in the financial year the monies are granted).

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Total project cost: (Two quotes must be provided) \_\_\_\_\_

Grant requested (ex GST): \_\_\_\_\_

Does your activity have a multi-purpose focus and /or benefit the community at large? If so, please provide details below:

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Please list the budget for this activity:

Contributor	Cash (\$)	In-Kind (\$ and description)
Shire	\$	
Seniors	\$	
<b>TOTAL</b>		

(Letters of Support must be attached for each contributor listed above)

Have you attached Letters of Support from other contributors to this project?	YES	NO
Is your activity an infrastructure project?	YES	NO

*(If yes, you will need to make an appointment with the Shire on (08) 96711011 for a meeting with the relevant Shire Manager to discuss the technical detail and statutory approvals required, prior to submitting your application. A letter of support from that manager must be attached.)*

Is your Letter of Support from the Manager attached?	YES	NO
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#### **PART FIVE – ORGANISATION DETAILS**

Is your organisation Not-For-Profit (please circle) <i>(If you are a For-Profit organisation you are ineligible to receive a Council grant)</i>	YES	NO
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Is your organisation incorporated (please circle) <i>(If you are un-incorporated you will need a sponsoring body behind your project, which is Incorporated otherwise you are in-eligible to receive a Council grant unless it is a seeding grant – see below)</i>	YES	NO
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Are you applying for a seeding grant to become incorporated?	YES	NO
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Does your organisation have an Australian Business Number (ABN)? If so, please provide the ABN below:

Is your organisation registered for GST?	YES	NO
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Please describe the service that your organisation provides the community:

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How many active members in your organisation? \_\_\_\_\_

Have you received a grant from the Shire in the past? If so please list the details below	YES	NO
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Year:        Amount: \_\_\_\_\_

Description (including town and address): \_\_\_\_\_

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Year:        Amount: \_\_\_\_\_

Description (including town and address): \_\_\_\_\_

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## **PART SIX – DECLARATION**

I certify to the best of my knowledge the information provided is correct and discloses an accurate account of the income, expenditure and activities.

Applicant Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **PART SEVEN – SUPPORTING DOCUMENTATION**

The following must be attached to your application:

1. Incorporation Certificate
2. Audited financial statements for the previous and current financial year (two years)
3. Needs' analysis (for capital grants only)
4. Three-year upgrade plan (for major maintenance works grants only)
5. Letters of support (from other contributors)
6. Two quotes for each component of the request
7. Copy of your Public Liability Insurance certificate