



Shire of Lake Grace

Community Funding Request Guidelines

Applications must be received by: Friday 29 April 2022

The Shire of Lake Grace provides funding assistance through the annual Community Funding Request to eligible community organisations based in the Shire of Lake Grace for events or projects which benefit the community, or which have demonstrated the principal interest in the Shire.

The focus of the funding is for community driven events, projects and other initiatives that demonstrate community engagement. Funding is available for activities taking place from 1 July 2021 to 30 June 2023. **Cash and in-kind support is available up to a maximum of \$5,000 to community groups and organisations.**

Before applying for funding, you must discuss your proposed activity with our Community Services Officer. To discuss your project, or for other enquiries about Community Funding Request, please contact Cheryl Chappell, Community Services Officer on 9890 2500 or by email shire@lakegrace.wa.gov.au

What may be funded

- Professional fees and charges associated with an event or project (e.g. entertainment, adjudicators, printing, fixed equipment, skilled labour).
- Expenses associated with the production of an event or project (e.g. equipment hire, materials, advertising, venue hire).

Eligibility

- Only not for profit community organisations are eligible for support through the Shire's Community Funding Requests.
- No application shall receive in excess of \$5,000 (cash or in kind).
- The applicant group must be able to demonstrate substantial community support for the project.
- Projects are required to be completed within the financial year of receiving the grant.

Ineligibility

- Maintenance, repairs, upgrades or fittings to buildings or property which are privately owned or are the property of the local government.
- The applicant group must be able to demonstrate substantial community support for the project.
- Deficit funding or retrospective funding.
- Recurrent expenditure (i.e. salaries and operational costs).
- Proposals where alternative sources of funding are available.
- Projects, programs, events or activities coordinated by religious organisations

Assessment Criteria

- Applications should be submitted using the Application Form, with copies of quotes attached.
- Applications should be addressed to the above and received by the closing date.
- Demonstrated capacity to manage and be accountable for the funds and the project.
- Demonstrated cash, donated and in-kind contributions to the proposed project.
- Copies of quotes for materials and services to deliver the project.
- Membership of the organisation is primarily Shire of Lake Grace residents.
- Aims and objectives of the organisation benefit primarily the community.
- Provision of a detailed cash budget showing expenditure and income including grant amount requested.

- Demonstrate the extent of community involvement and the contribution in cash or in-kind by the organisation.
- Compliance with all acquittal requirements for any previous Shire funding received.
- Compliance with appropriate Local Laws, Policies, Acts, Regulations and Standards.

Priorities

The Lake Grace Community Strategic Community Plan will influence how the Shire Councillors will access the eligibility of any funding application. Projects aligned with the Strategic Community Plan 2017 - 2027

- **Economic** A prosperous agricultural based economy, supporting diversification of industry
 - Outcome 1.1 An innovative, productive agriculture industry
 - Outcome 1.2 A diverse and prosperous economy
 - Outcome 1.3 An attractive destination for visitors
- **Environment** Protect and enhance our natural and built environment.
 - Outcome 2.1 A well maintained attractive built environment servicing the needs of the community
 - Outcome 2.2 A natural environment for the benefit and enjoyment of current and future generations
- **Social** A valued, healthy and inclusive community and life-style
 - Outcome 3.1 An engaged, supportive and inclusive community
 - Outcome 3.2 A healthy and safe community
- **Leadership** Strong governance and leadership, demonstrating fair and equitable community values
 - Outcome 4.1 A strategically focused, unified Council functioning efficiently
 - Outcome 4.2 An efficient and effective organisation

Acknowledgement and Logos

Successful applicants will be required to indicate how they intend to acknowledge the Shire of Lake Grace's contribution towards the activity or event. The Shire's support must be acknowledged through any advertising, other promotional material and media publicity associated with the activity. Approval must be given to use the Shire's logo.

Event Approvals

Applicants who receive funding to host an event must seek the relevant approvals from the Shire of Lake Grace by contacting 9890 2500 or by email shire@lakegrace.wa.gov.au

Steps in the Community Grant Funding Process

1. Contact the Shire of Lake Grace to discuss your project idea and confirm it falls within the guidelines. Telephone: 9890 2500 or Email: shire@lakegrace.wa.gov.au
2. Complete the Community Grant Application Form.
3. Submit the application form by the cut-off date.
4. Applications are assessed and recommended to the Shire of Lake Grace Councillors.
5. Recommendations are decided by Council at the Annual Budget meeting.
6. Applicants will be notified in writing in August of the new financial year of the outcome of their application.
7. Complete the Community Grant Project/ Event before June 1 2023.
8. Community Funding Acquittal Form with all attachments are to be returned to the Shire office by June 2023.