



# COMMUNITY FUNDING PROGRAM 2025-2026 GUIDELINES AND APPLICATION FORM

The Shire of Lake Grace Community Funding Program provides financial assistance to not-for-profit organisations within the Shire to support community driven initiatives that encourage community engagement and development, build resilience and wellbeing, and foster pride and leadership.

## PART A – GUIDELINES

Applicants are strongly encouraged to contact the Shire's Community Economic Development Officer to discuss the eligibility of their project (Phone: 08 9890 2500 or Email: [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)).

- All applications for the Community Funding Program must be received by the Shire of Lake Grace before the closing time advertised below to be eligible for assessment
- The project must be delivered within the Shire of Lake Grace
- The project must be completed from 1 July to 30 June within the applicable financial year (unless a written application for a time extension is approved by the Shire of Lake Grace).
- Only one (1) application may be submitted by an organisation within the advertised financial year
- Applications must be submitted using the Application Form, with copies of quotes, project budget, and supporting documents attached
- Applications must clearly state how they intend to acknowledge the Shire of Lake Grace's contribution towards the project, should the application be successful.
- Details on how to submit your application can be found at the bottom of each page.

## CLOSING DATE

Closing Time: 4.00pm

Closing Date: Monday 5 May 2025

Postal applications must be received by the above date. Applications received after the closing time/date **will not** be accepted or assessed.

## WHO CAN APPLY?

Not-for-profit community groups and organisations located in, or has a membership base primarily within the Shire of Lake Grace.

How to submit this application:

- Attach completed PDF to an email and send to [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)
- Post to Shire of Lake Grace, PO Box 50, Lake Grace WA 6353
- Hand in to the Shire Front Reception at 1 Bishop St, Lake Grace





## WHO CANNOT APPLY?

- An organisation that has already received the maximum funding allocation from the Community Funding Program in the same financial year
- Organisations that have not acquitted previous Community Funding cannot apply until the required documentation has been submitted. Please contact the Shire of Lake Grace if there are queries about an organisation's acquittal status.

## FUNDING AVAILABLE

Funding up to a maximum of \$5,000 in any single financial year is available, including cash and in-kind support. Projects must demonstrate an identified and evidenced community need, and align with at least one priority area within the Shire's Strategic Community Plan (refer to Priority Areas).

## WHAT IS COVERED BY THE FUNDING?

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

## WHAT IS NOT COVERED BY THE FUNDING?

- Maintenance, repairs, upgrades or fittings to buildings or property which are privately owned
- Deficit funding or retrospective costs
- Recurrent/operational expenditure (i.e. salaries, on-going maintenance and operational costs)
- Political activities or loan repayments
- Projects, programs, events or activities coordinated by religious organisations
- Projects that are considered commercial, private or benefit an individual
- Projects that may be deemed offensive, or bring the Shire and the Community Funding Program into disrepute.

## PRIORITY AREAS

Projects must demonstrate a clearly identified and evidenced community need, and align with the Economic, Environment, Social, Leadership objectives and priority areas within the Shire's Strategic Community Plan. These include, but are not limited to:

- An innovative, productive agriculture industry
- A diverse and prosperous economy
- An attractive destination for visitors
- A well maintained attractive built environment servicing the needs of the community

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- A natural environment for the benefit and enjoyment of current and future generations
- An engaged, supportive and inclusive community
- A healthy and safe community
- A strategically focused, unified Council functioning efficiently
- An efficient and effective organisation.

### ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

- Clearly identified and evidenced community need
- The level of community benefit and engagement
- The level of community support for the project (this may include, but not limited to: letters of support, evidence of community engagement, and survey results)
- Demonstrated capacity to manage, and be accountable for the funds and the project (this may include, but not limited to: financial statements, project budget, quotes, insurance documents)
- Co-contributions of cash or in-kind services by the organisation, partnerships, or other funding sources
- Each project will be considered on its merits, and allocation of funds will be made within the constraints of the Shire of Lake Grace budget.

### SUCCESSFUL APPLICANTS

Recipients of Community Funding must meet the following requirements:

- Acknowledgement of the Shire's support on any advertising, promotional material, and media publicity associated with the project, including social media. Shire logos and approval for its use are to be sought from the Shire ([shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au))
- The project complies with appropriate Local Laws, Policies, Acts, Regulations and Standards. This includes event approval applications, which must be submitted to the Shire independently of the funding application ([shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au))
- The project must be completed from 1 July to 30 June within the applicable financial year (unless a written application for a time extension is approved by the Shire of Lake Grace)
- Funding recipients must complete the Community Funding Acquittal form and provide a brief report and supporting financial documentation within 30 days of project completion. Recipients who fail to complete the acquittal process will be ineligible for future funding.

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**PART B – APPLICATION FORM**

APPLICANT DETAILS			
Legal Name of Organisation			
Trading Name <i>if different to legal name</i>			
Entity Type:	<input type="checkbox"/> Not-for-profit <input type="checkbox"/> Incorporated Association <input type="checkbox"/> Unincorporated Group <input type="checkbox"/> Other (please detail) _____		
ABN	<input type="checkbox"/> No ABN: _____	<input type="checkbox"/> Yes	Registered for GST <input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Address			
Phone Number			
Email Address			
Website or Social Media Link			
Contact Person		Position	
Mobile Number			
Email Address			
Previous Funding	<i>Has your organisation received funding from the Shire of Lake Grace in the past five (5) years?</i> <input type="checkbox"/> Yes (Provide details on the table below) <input type="checkbox"/> No (Go to Project Details)		
Year	Purpose	Amount	
		\$	
		\$	

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# Shire of Lake Grace

Ph: 08 9890 2500  
 Fax: 08 9890 2599  
 PO Box 50, Lake Grace WA 6353  
[shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

OFFICE USE ONLY File No: 0859

## Community Funding Program

PROJECT DETAILS			
Project Name			
Project Summary	<i>Please provide a brief summary of your project. The information supplied will be used by the Shire to describe the project to the public where applicable. <b>Maximum 50 words.</b></i>		
Project Start Date		Project End Date	
Project Location(s)			
Project Address			
Project Partnerships	<i>List the organisations, groups, and/or stakeholders supporting your project below, and describe their input. <b>Please attach evidence or letters of support.</b></i>		
Organisation Name	Contact Person/Phone	Organisation's Input to the Project	

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## Community Funding Program

Project Details	Please describe your project in detail, including what community need it is addressing, the intended outcomes, and how it will achieve this. <b>If you need more space, you may attach one additional A4 page.</b>	
Priority Areas	Select the Shire Community Strategic Plan objectives your project aligns with (multiple priorities may be selected). <b>Refer to the guidelines for details on Priority Areas.</b>	
<b>Economic</b> <input type="checkbox"/> An innovative, productive agriculture industry <input type="checkbox"/> A diverse and prosperous economy <input type="checkbox"/> An attractive destination for visitors	<b>Environment</b> <input type="checkbox"/> A well maintained, attractive built environment servicing the needs of the community <input type="checkbox"/> A natural environment for the benefit and enjoyment of current and future generations	
<b>Social</b> <input type="checkbox"/> An engaged, supportive and inclusive community <input type="checkbox"/> A healthy and safe community	<b>Leadership</b> <input type="checkbox"/> A strategically focused, unified Council functioning efficiently <input type="checkbox"/> An efficient and effective organisation	

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## Community Funding Program

Community Engagement	<i>Please provide details of any community engagement, including how you have involved community members in the design, implementation and delivery of the project. This could be a target group or the wider community.</i>
Project Success	<i>Describe how you will measure, or determine the success of your project.</i>
Shire Acknowledgement	<i>How will you acknowledge the Shire of Lake Grace's funding contribution to the project?</i>

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Inclusion & Access Considerations *How does your project allow for disability access and align with inclusion principles? Tick the statements that apply to your project.*

- People with disability have the same opportunities as other people to access or take part in the project
- People with disability have the same opportunities as other people to access the buildings or other facilities associated with the project
- People with disability receive information about the project in a format that will enable them to access the information as readily as other people
- People with disability have the same opportunities as other people to volunteer with your organisation

**PROJECT BUDGET**

Use the table below to show where the project income is coming from and how it will be spent. The requested Shire Funding amount (maximum \$5000) should be listed at column 2. Include any co-contributions from your organisation or any other funding streams. This can include cash and in-kind contributions at column 3 and 4. Attach quotes where applicable. **All amounts listed exclude GST.**

Requested Shire Funding amount (excluding GST) \$

Budget Item	Shire Funding Program	Other Cash or Grants	In-kind Support	Source of Other Cash or In-kind Support
What the funding is to be spent on	Expenditure from the Shire's Community Funding Program	Any other cash income for the project from the applicant, project partners or grants	An estimated \$ value of the in-kind support for the project from the applicant and/or project partners	List the source of other cash or in-kind support noted in column 3 or 4
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

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## DECLARATION

On behalf of the applicant organisation, I declare that:

- I am authorised to legally enter into contracts and sign legal documents on behalf of the applicant organisation.
- The information provided in this application, including attachments, is true and correct.
- I understand that false or misleading information provided in this application or attachments may result in the application being rejected, funds being withheld, or the disqualification of the applicant from any future funding programs.
- I understand I may be required to supply further information prior to the Shire's consideration of the application.

If funding is provided:

- The project will comply with applicable Local Laws, Policies, Acts, Regulations and Standards, and appropriate insurances will be in place (including but not limited to public liability, volunteers, motor vehicle, etc).
- The applicant organisation will submit an invoice to the Shire of Lake Grace to enable payment of the funding.
- The project will be completed from 1 July to 30 June within the applicable funding financial year (unless a written application for a time extension is approved by the Shire of Lake Grace).
- The Shire's financial support will be acknowledged on any advertising, promotional material, and media publicity associated with the project, including social media. Shire logos, and approval for its use will be sought from the Shire of Lake Grace.
- The applicant will complete and submit a Community Funding Program Acquittal form within 30 days of completing the project.

Name		Signature	
Position		Date	

## CHECKLIST

- Contacted the Community Economic Development Officer to discuss the proposed project and the applicant's funding eligibility.
- Completed all questions in the application form, including project budget and details, as accurately as possible.
- Attached written quotes, letters of support and/or other relevant supporting documents.

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