



GUIDE

Community Grants Program 2024-2025

“The Community Grants Program is offered to assist community groups who provide valuable community, cultural, environmental, sporting and recreational services and activities.”



From the Shire President

The Council of the Shire of Esperance recognises the significant contribution of individuals and community groups towards creating a strong and vibrant community.

One of the most effective means of promoting community growth is through the use of volunteers and non-government organisations. The Council acknowledges and supports the contribution that community members make of their time, labour and expertise toward improving our community's quality of living.

The Community Grants Program gives us an opportunity to recognise and support this great work. The program helps to build upon the partnership between Council and community based organisations for projects and activities that respond to local needs.

I encourage you to contact the Community Development Officer to discuss your proposal prior to submitting an application (contact details are outlined in this document).

We look forward to receiving your project proposal and the ongoing partnerships this program creates between Council and community.

A handwritten signature in black ink, appearing to read 'Ron Chambers'.

**Cr Ron Chambers
Shire President**

Overview

Program Objectives

The Community Grants Program is the Shire's principal community investment program. Through this program council contributes to community wellbeing by:

- Supporting and stimulating diverse and dynamic projects, programs, events and activities;
- Encouraging collaboration through engagement and participation in the community;
- Facilitating stronger, more sustainable and resilient communities;
- Supporting the maintenance and upgrade of community facilities.
- Encouraging projects and events benefiting Aboriginal and Torres Strait Islander people.

The purpose of the Shire's Community Grants Program is to develop and actively support community organisations and individuals who positively contribute to community wellbeing and the cultural life of the region.

The grants program enables the Shire to recognise leadership and individual achievement, build community capacity and sustainability, develop cultural identity and support initiatives that respond to identified community needs.

Viewpoint

The program is designed with a philosophy of opportunity, support and partnership. The Shire of Esperance will provide a range of grants to encourage and engage groups and individuals in the community to make a positive and ongoing contribution which results in social, environmental, recreational, economic and cultural benefits to the wider community.

These guidelines provide a framework for the grants program which ensures an equitable, accountable and transparent process for the distribution and acquittal of financial assistance to community groups and individuals.

Interest Free and Self Supporting Loans

Applications for Interest Free and Self Supporting Loans are separate to the Community Grants Program and may be submitted for Shire of Esperance consideration at any time of the year. If you are planning a major capital works program this type of funding may be suitable to your needs. All enquiries regarding Interest Free and Self Supporting loans are to be directed to the Director of Corporate and Community Services.

Access and Inclusion

The Shire of Esperance is committed to providing dignified and equitable access for all. It is important that applications are inclusive of people living with a disability and their carers. We encourage you to read the Shire of Esperance Disability Access and Inclusion Plan.

Volunteers

The Shire of Esperance values and recognises the enormous amount of work done by volunteers within our community. We encourage best practice Volunteer Management principals are used, including the use of Volunteer's Accident Insurance.

If you would like any further information or guidance contact the Esperance Volunteer Resource Centre.

Collaborative Approaches & Consultation

All applicants are encouraged to consider collaborating on projects that work towards a common goal or support a common target group. We encourage groups to work together, learn from each other's experience and avoid unnecessary duplication. Applications that provide evidence of early consultation with participants and key stakeholders will be highly regarded.

Assistance

For further information or assistance to complete an application form, please contact the Community Development Officer on:

Phone: (08) 9071 0666

Email: shire@esperance.wa.gov.au

Categories & Key Dates

at a glance

	Small Grants	Annual Grants
Purpose	<p>Timely grants to support the delivery of projects, programs, events and activities.</p> <p>Supports small equipment purchases, workshops, school holiday programs and community events.</p> <p>Assists with sporting or cultural representation at a national or international level.</p>	<p>For the development of the community through projects or events.</p> <p>Supports capital upgrades, improvements and development of community services and facilities.</p> <p>To provide support and incentive for new and developing local and regional events.</p>
Application Amount	Up to \$3,000	\$3,000 and over
	Up to \$500 for representing WA or Australia	
	Up to 100% of the total project cash expenses	Up to 50% of the total project cost
Availability	Open all year	Open once yearly
Applications Open	<p>August 2024</p> <p>Upon formal adoption of Shire Budget</p>	Late January 2024
Applications Close	24 June 2024 or upon the full allocation of 2024/2025 Small Grants budget	14 March 2024
Decision	Within 4 weeks of application	By Late June
Funding Available	Upon Approval	Upon formal adoption of Shire Budget (Estimated Early August 2024)
Project Delivery / Grant Year	1st August 2024 - 31st July 2025	
Accountability Report Due	60 Days following project completion or 30th September 2025 Which ever falls first	
Examples	A listing of Successful Community Grants Projects can be found at www.esperance.wa.gov.au/community-grants-program	

Eligibility Criteria

General Eligibility Criteria

- All projects, programs and activities must be conducted within the budgeted grant year.
 - No retrospective funding. Applications must be received prior to a project or event commencing to allow sufficient time for review and outcomes to be advised;
 - Only one application per project can be accepted from an applicant;
 - Applicants must reside or operate within the Shire of Esperance;
 - Projects, programs and activities for which funding is sought must be based within the Shire of Esperance (unless it is a Small grant for representation);
 - Organisations must be a not-for-profit, Incorporated Organisation or a Registered Indigenous Corporation or a Registered Charity (unless it is a Small grant for representation);
 - Unincorporated groups can still apply, providing they are auspiced by an incorporated organisation that can manage the grant on behalf of the applicant. A letter agreeing to auspice must accompany the application;
 - Organisations that have received financial support from Council within the past five years must have met all the requirements of their approval, including acquittal reporting.
- Demonstrate sustainable strategies including ongoing asset maintenance, asset replacement strategies and ongoing program / event sustainability;
 - Encourage a strong sense of community wellbeing that supports the Council's strategic direction and meets the identified goals as outlined in the Shire of Esperance Council Plan 2022-2032. A copy of this plan can be accessed at www.esperance.wa.gov.au;
 - If funding is related to premises on Shire controlled land organisations must have a valid lease, comply with insurance and lease conditions; and seek approval from Council for any proposed improvement to Council owned property;
 - Seek and obtain all relevant permissions, permits, licenses and/or statutory approvals.

Applicants must:

- Demonstrate effective management skills and be financially accountable;
 - Have clearly defined, specific objectives and measurable outcomes;
 - Provide details of other sources of funding sought and obtained for the project;
 - Demonstrate the capacity to contribute to the project through their own financial or in-kind resources;
 - Have a substantial degree of community support and representation;
 - Demonstrate that their project outcomes create a significant benefit to the Esperance community and meets a recognised community need;
 - Encourage and support the involvement of volunteers; foster community engagement and participation;
- ## Who can not apply
- Businesses, commercial or profit making entities;
 - Government agencies;
 - Political groups;
 - Committees or Working Groups of the Shire of Esperance.
- ## Projects, programs and activities that are ineligible include those that:
- Seek funding of the same project more than once;
 - Seek funding for celebration activities or events where attendance is limited to individual organisations and their members;
 - Are for commercial gain;
 - Seek reimbursement for monies already spent or for payment of debt;
 - Seek funding for voluntary labour and in-kind contributions/donations;
 - Seek funding for the purchase of alcohol;
 - Are aimed at promoting political views (including protests); discrimination; violence or anti-social behaviour;
 - Potentially have involvement with organisations that engage in unlawful activities;
 - Projects that clash with, or adversely affect, existing community events including Shire events;
 - Do not show sustainable strategies.

Grant Categories

Small Grants

This category is designed to support community groups address a need of the community in the delivery of small projects, equipment purchases, programs, events and activities for the benefit of the community.

This grant category also supports Esperance residents, whether as individuals or teams, seeking assistance for representing Western Australia or Australia in sporting, academic, leadership or cultural endeavours.

Funding, Eligibility and Conditions

This is to be read in conjunction with the general eligibility criteria referred to in this document p.5 & 8-9

- Applications for Community sponsorship are for amounts up to \$3,000 (ex GST);
- Applications for Arts / Culture / Sport representation are for amounts up to \$500 (ex GST);
- Representation grants for sporting pursuits are for representing Western Australia or Australia only;
- Representation grant applications will not be considered if the representative/s is self-nominated or receives payment of any kind;
- Representative teams are to complete one application per team. Only one representation grant will be considered for any one team;
- Organisations and representatives can only receive one Small Grant from Council each financial year;
- Applications can be for up to 100% of the total project cash expenses;
- Applications open in August and close late June or upon the full allocation of the Small Grants budget;
- Funding outcomes will be advised within four weeks of application; Funding is available upon approval.

Applications made for Community Funding must include:

- A copy of Certificate of Incorporation (or equivalent alternative registration);
- Evidence of Public Liability Insurance;
- Evidence of major expenses over \$1,000*
**Local quotes preferred, if local quotes are not obtained, please provide a suitable explanation.*

Applications made for Community Funding may include:

- Images or other documentation which may assist assessment of the grant application.

Applications made for Representation Funding must include:

- Written confirmation from a recognised sporting peak body on their official letterhead, stating the applicant's name and confirming the level of participation; or
- For non-sporting events, written confirmation or an invitation to represent in an area of interest at a high-profile state, national or international event.

Grant Categories cont.

Annual Grants

This category is designed to support organisations that enhance the community through projects or sustainable community events that celebrate diversity, creativity, inclusion and a vibrant and strategically balanced community.

The emphasis of these grants is on development initiatives; maintenance and upgrading of community facilities; activities which result in social, cultural and environmental benefits through fostering opportunities for access, participation, and responding to community issues and needs.

Funding, Eligibility and Conditions

This is to be read in conjunction with the general eligibility criteria referred to in this document p 5 & 8-9

- Applications over \$3,000 (ex GST);
- Applications must not exceed 50% of the total project cost. Total project cost can include cash and non-cash (in-kind) items;
- Applications are open on a yearly basis; Funds are distributed to successful applicants upon the formal adoption of the budget (anticipated late July / early August 2023);
- Applicants can apply for two Annual category grants if one of the applications is for an event.

Applications made under this category must include

- A copy of Certificate of Incorporation (or equivalent alternative registration);
 - Evidence of Public Liability Insurance;
 - Adopted/endorsed Income & Expenditure Statement / Profit & Loss (12mth) for the previous financial year;
 - Adopted/endorsed Balance Sheet or Statement of Assets & Liabilities;
 - Quotations for project expenses*:
 - One quotation for all purchases over \$1,000
 - Two quotations for all purchases over \$3,000
- *Local quotes preferred, if local quotes are not obtained, please provide a suitable explanation.*

Applications made under this category may include

- Images or other documentation which may assist assessment of the grant application.
- The most recent annual report or equivalent (such as President's report) which outlines the activities of the organisation;
- Provide a report that demonstrates the need for the project or activity, which may include your organisation's business plans;
- A copy of any business, strategic or other relevant planning documents;
- A budget for the forthcoming year;
- A concept/site plan or images (if relevant);
- Letters of support from stakeholders;
- Evidence of principal support from landowner (if relevant);
- Relevant permissions, permits, licenses and/or statutory approvals obtained.

Application Process

Shire staff involved in the administration of the Community Grants Program are available to guide and assist you in the preparation of your application.

If you are applying for a capital improvement project you are encouraged to contact staff to arrange and site visit.

This is a competitive process. A good application reflects that you have read the guidelines and associated documents, while also demonstrating your skill, ability and commitment to managing a successful project.

The grants program is designed to provide limited financial assistance and is not intended to be relied upon as a primary or recurrent source of funding.

How to Apply

- Applications will only be accepted on the forms made available by Council at the time the grant funding round is advertised; Please refer to the Shire's website to confirm the closing date for the next round of grants;
- Application forms may be obtained from the Shire's website or Administration Office;
- Responses must be provided to all questions on the application form;
- Applications must include a clearly documented project budget;
- Applications must include all supporting documentation where required, i.e. Certificate of Incorporation, quotations, etc (please see requirements for each category);
- Applications from unincorporated groups and organisations must be authorised in writing by an auspicing organisation;
- As set out the application form, applicants must agree to the conditions of the grant;
- **Late applications will not be considered under any circumstances.**

GST

GST may apply to your grant funding, depending upon your organisation's tax status. If your organisation is GST registered, then GST will apply to the grant amount funded. If the organisation is not GST registered, then GST does not apply to the grant funding.

Completed applications must be submitted by post or email:

Post: The Chief Executive Officer; Shire of Esperance
PO Box 507; Esperance WA 6450

Email: shire@esperance.wa.gov.au

If you are completing the form electronically, hand written signatures in the appropriate section(s) is required.

Please keep a copy of your application for your records.

Freedom of Information

Applications for funds and other written information provided to Council will be treated confidentially. However, the provisions of the Freedom of Information Act, 1982, apply to all documents held by the Shire of Esperance.

Assessment Process

- Acknowledgement of application will be provided to applicants;
- A panel of officers will assess applications against the eligibility requirements and selection criteria and make preliminary recommendations;
- Applicants may be requested to make a presentation to Council;
- Decisions regarding the allocation or non-allocation of funding will be made by Council (or officers acting under delegated authority) and are considered final;
- Council reserves the right to part-fund an application;
- Applicants will receive written notification about the success or otherwise of their grant application;
- Commencement of the project or expenditure of expected funds must not take place until this notification is received;

Please Note: Shire Staff and Councillors participate in the assessment and decision making process for the Community Grants Program. It is not recommended that you seek letters of support from Staff or Councillors as it may be perceived as a 'conflict of interest'.

Application Process cont.

How Applications Are Assessed

The high demand for funding under the Council's Community Grants Program will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, grants are highly competitive and approval will depend on available funds and the number and quality of applications.

Applications will be assessed against the following key selection criteria and ranked in order of priority:

- Alignment with the guidelines and eligibility criteria of the Community Grants Program;
- Demonstration of the community need for the project;
- Benefit to the Esperance community (i.e. contribution to community well being);
- Alignment to the Shire of Esperance Council Plan goals and strategies;
- Ability to achieve tangible outcomes for the benefit of the Esperance community;
- Demonstration of the organisation's ability to effectively manage the project with consideration to relevant financial and legislative frameworks;
- Capacity to make a significant financial or in-kind contribution to the project;
- Past funding history and profile of organisation;
- Levels of volunteer participation and wider community participation;
- Evidence of consultation with relevant stakeholders;
- Inclusion of a balanced, realistic and complete project budget (incorporating relevant quotes);
- Evidence of other state/federal funding secured by the applicant. Co-contributions are assessed with financial contributions receiving a higher weighting than in-kind contributions.

Applications that encompass the following attributes will receive a lower priority level in the assessment process:

- Seeking funding for bonds, employee salaries and wages;
- Requests that are deemed to be regular ongoing operational costs of an organisation;
- Funding for recurring projects.

Recognition of Contribution

If your grant application is successful, recognition and acknowledgement of the Shire of Esperance contribution will be required. This includes but not limited to; display of the Shire logo on promotional material; acknowledgement in all advertising and publicity; display of Shire signage at events; invitation to Councillors to functions; and where appropriate distribution of Shire promotional material. Details of these requirements will be outlined in the funding acknowledgement.

When submitting an application to the Shire of Esperance's Community Grant program you will be providing permission for any future images of the project to be potentially used by the Shire for their future promotion, reporting and/or other project purposes

Accountability

- Successful applicants will be required to sign a grant funding acknowledgement that will detail funding conditions and accountability requirements, prior to any grant funds being paid;
- Grants provided under the Community Grants Program must only be spent on the project as approved by Council;
- All grant monies must be expended within the budgeted grant year (1st August 2024 - 31st July 2025) or the funds must be refunded to the Shire;
- If the situation arises where the event, project, activity or attendance does not occur the monies shall be reimbursed to the Shire in full;
- Any unspent funds must be returned to the Shire;
- Any changes to the project that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval from the Shire;
- An Accountability report must be provided on the prescribed forms within 60 days of project completion or 30th September 2025 which ever falls first;
- The Accountability report must include a financial report of budgeted and actual expenditure, and evidence of: grant funds being spent; recognition of Shire contribution; tangible evidence to support performance indicators - all to the satisfaction of the Shire.



**For further details on the Community Grants Program please contact
the Community Development Team.**

**Shire of Esperance Windich Street
PO Box 507**

Esperance WA 6450

P: 08 9071 0666

E: shire@esperance.wa.gov.au

W: www.esperance.wa.gov.au