



SHIRE OF ESPERANCE

Community Grants Program Guidelines 2026/2027

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Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Mar 2014	1	D14/14851[V1]	New guidelines for community grants for 2014/2015.	Feb 2015
Feb 2015	2	D14/14851[V2]	Annual review 2015/2016.	Feb 2016
Feb 2016	3	D14/14851[V3]	Annual review 2016/2017.	Feb 2017
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Jan 2018	5	D14/14851[V5]	Annual review 2018/2019.	Feb 2019
Feb 2019	6	D14/14851[V6]	Annual review 2019/2020.	Feb 2020
Feb 2020	7	D14/14851[V7]	Annual review 2020/2021.	Feb 2021
Jan 2021	8	D14/14851[V8]	Annual review 2021/2022.	Feb 2022
Feb 2022	9	D14/14851[V9}	Annual review 2022/2023.	Feb 2023
Jan 2023	10	D14/14851[V10]	Annual review 2023/2024.	Feb 2024
Oct 2023	11	D14/14851[V11]	Annual review 2024/2025.	Feb 2025
Jan 2025	12	D14/14851[V12]	Annual review 2025/2026.	Feb 2026
Jan 2026	13	D14/14851[V13]	Annual review 2026/2027.	Feb 2027

Acknowledgment of Country

The Shire of Esperance acknowledges the Kepa Kurl Wudjari people of the Nyungar nation and Ngadju people, who are the traditional custodians of this land, and their continuing connection to land, waters and community.

We pay our respect to their Elders past, present and emerging and we extend that respect to other Aboriginal Australians today.

Copyright and Disclaimer



For Disclaimer and Privacy information, please scan the QR code or visit <https://www.esperance.wa.gov.au/disclaimer.aspx>

Requests for further authorisation should be directed to the –
Shire of Esperance
PO Box 507
Esperance WA 6450
shire@esperance.wa.gov.au

“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 applying (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.



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 build community capacity and sustainability, develop cultural identity and support initiatives that respond to identified community needs.

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.

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.

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.

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.

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 for 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.

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 and Key Dates at a Glance

	Small Grants	Annual Grants	Request for Civil Works
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>	<p>Provides a way for community groups to request appropriate community infrastructure projects.</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 community infrastructure.</p>
Application Amount	<p>Up to \$3,000</p> <p>Up to \$500 for representation</p>	\$3,000 and over	At Council discretion

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	Small Grants	Annual Grants	Request for Civil Works
	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	August 2026 Shire Budget	February 2026	
Applications Close	30 June 2027 or full allocation	10 April 2026	
Decision	Within 4 weeks of application.	As adopted with the Budget 2026	
Funding Available	Upon Approval	Estimated early August 2026	
Project Delivery / Grant year	1 August 2026 to 31 July 2027		
Accountability Report Due	60 Days following project completion or 30 September 2027, whichever falls first.		
Examples	A listing of successful community grants projects can be found at Community Grants Program » Shire of Esperance	Hockey Synthetic Turf Upgrade Earthworks	

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
- Projects/Events already receiving support from the Shire in the form of sponsorship agreement, other funding, or in-kind support are ineligible

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
- 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 can be accessed at [Esperance Council Plan](#)
- 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.

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

- Are for commercial gain
- Are aimed at promoting political views (including protests); discrimination; violence or anti-social behaviour
- Potentially be involved with organisations that engage in unlawful activities;
- Projects that clash with, or adversely affect, existing community events including Shire events
- 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
- Seek funding for celebration activities or events where attendance is limited to individual organisations and their members
- Seek funding for project/events that are already supported by the Shire in the form of sponsorship agreement, funding, or in-kind support
- Do not show sustainable strategies

Grant Categories

Small Grants

Grant Categories and Limits

Community Sponsorship Grants

Up to \$3,000 (ex GST) for incorporated organisations delivering community benefit projects.

Representation Grants

Up to \$500 (ex GST) for individuals or teams officially selected to represent Western Australia or Australia in arts, culture, or sport.

Funding, Eligibility and Conditions

This is to be read in conjunction with the general eligibility criteria referred to in this document p.5 and 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. In kind contributions are encouraged but not required
- 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 and a tax invoice has been received
- Self-nomination or paid participation is not eligible for Representation Funding.
- Representative Teams are eligible if they are representing Western Australia or Australia at a recognised event. Only one application can be submitted as a team application, individual applications will not be accepted for Team Representation
- Grant funding is NOT eligible for uniforms, equipment or other items that benefit only a small number of club members

Applications for Grant 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.
- Images or other documentation which may assist assessment of the grant application (where relevant)

Applications 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.
- Written confirmation from recognised peak body (on official letterhead) confirming selection and level of participation or for non-sporting events, an official invitation or confirmation of participation at a state, national, or international event.

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 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.

Council on occasion may provide funding for up to three years to groups that require recurrent funding and who provide an essential service or event for the community, which aligns with the Council Plan. Council may approve longer term funding.

Each application is assessed on its own merit. If your group is offered multi-year funding, an acquittal is required each year before the next years' funding can be released. For example, the Shire currently funds The Cannery Arts, Esperance Community Arts and the Brass Band on a 3 -year recurrent basis.

Applications made under this category may include

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

Requests for Civil Works

Community Infrastructure

To assist in providing sufficient background to Council regarding applications for private works which have a wider community benefit, the Civic Works option is included as part of our community grants program.

This option allows you to request support for a variety of civic projects aimed at enhancing community infrastructure and public spaces. Our range of services includes, but is not limited to -

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- Road and footpath improvements
- Park and recreational facility upgrades
- Community hall renovations
- Community beautification projects

Regarding Community Hall renovation applications please refer to POL0088 Reserved Funding for Community Halls policy [Reserve Funding for Community Halls](#). This provides guidelines for replacing or upgrading of Community halls.

These project applications will then be considered with the budget options for Civil Works projects. Civil Works options, require information about your project, including its scope, objectives and anticipated impact on the community. Our team is here to assist you with the application process to ensure your project aligns with our grant criteria.

For more information or to submit a request, please contact us at community@esperance.wa.gov.au or visit our website.

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.

- Applications will only be accepted on the forms made available by Council at the time the grant funding round is advertised
- Application forms may be obtained from the Shire's website or Administration Office
- Responses must be provided to all questions on the application form. Please refer to the Shire's website to confirm the closing date for the next round of grants
- Applications must include a clearly documented project budget
- Applications must include all supporting documentation where required, eg 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
- Applicants must agree to the conditions of the grant
- Late applications will not be considered

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.

Application Submission

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, handwritten signatures in the appropriate section(s) are 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: We recommend that you do not seek letters of support from Staff or as it may be perceived as a 'conflict of interest'. Shire Staff and Councillors participate in the assessment and decision-making process for the Community Grants Program.

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 to the Shire of Esperance Council Plan goals and strategies
- Alignment with the guidelines and eligibility criteria of the Community Grants Program
- Demonstration of the community need for the project
- Demonstration of the organisation's ability to effectively manage the project with consideration to relevant financial and legislative frameworks
- Benefit to the Esperance community (i.e. contribution to community well-being);
- Ability to achieve tangible outcomes for the benefit of the Esperance community;
- Inclusion of a balanced, realistic and complete project budget (incorporating relevant quotes)
- 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
- Confirmation of co-contribution from other funding sources for the project. (Co-contributions are given a higher weighting than in-kind contributions)

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 2026 - 31st July 2027) 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 2026 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 on (08) 90710666

shire@esperance.wa.gov.au or visit www.esperance.wa.gov.au.