



# Community Grants

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## Information Kit

2018 - 2019

Applications close 27 April 2018



## **Community Grants**

The Shire of Boyup Brook is offering the provisions of financial assistance to all Local Community Groups. The objective of these grants is to promote and support community-based initiatives that are beneficial to the community and which support the Shire of Boyup Brook's Strategic Community Plan.

### **Important dates**

Applications open:	Thursday 01 March 2018
Applications close:	Friday 27 April 2018
Assessment Panel:	During May
Applicants will be notified:	During September after the adoption of the annual budget.
Signed Funding Agreement and invoice due:	October
Acquittal due:	Within 60 days of completing the event and activity and at the latest by 30 June in the financial year, of the successful grant.

### **Eligibility**

Only Boyup Brook community groups/organisations or groups/organisations servicing the Boyup Brook community are eligible for funding support. In some instances, organisations may apply for funding on behalf of individuals who must be residents of the Shire. Only one application per year may be funded for any one organisation.

In general, applications for funding shall fulfil the following criteria:-

- Not for direct profit or financial gain to the organisation or an individual;
- The proposal supports the mission statement, values and strategic direction of the Shire;
- The applicant organisation can demonstrate the capacity to manage and be accountable for the funds and the project.

The Shire will:-

- only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances;
- require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds;
- require each successful applicant to agree that they do not represent the Shire in any capacity.



## How to apply

We have endeavoured to make the process as simple as possible; however, if you have any questions please contact the Research and Development Coordinator 08 9765 1200.

- Step 1:** Read through the information kit to ensure your project is eligible for funding and contact the Shire if you have any questions. Further information is also available in the Donations Policy in the Policy Manual on the website.
- Step 2:** Complete the Application Form and lodge before 5pm Friday 27 April 2018.
- Mail applications to:  
Shire of Boyup Brook  
Abel Street (PO Box 2)  
Boyup Brook WA 6244  
email: [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au)
- Step 3:** Applications are assessed by the assessment panel in May.
- Step 4:** Applicants will be notified of the outcome of their application via letter once Council budgets are approved for the financial year.
- Step 5:** Successful applicants will be provided with a Funding Agreement to read and sign before you can access the funds. The Funding Agreement will state the amount of the Grant and if it is inclusive of GST.
- Step 6:** Successful applicants to prepare an invoice for payment of the correct Grant amount from the details on the Funding Agreement. If you have any questions please contact the Research and Development Coordinator 08 9765 1200.
- Step 7:** Send the signed Funding Agreement and invoice to the Shire for payment.
- Step 8:** The Shire will sign the Funding Agreement and provide a copy of the registered form for your organisation's records. The Shire will process the invoice for payment.
- Step 9:** Deliver your project.
- Step 10:** Complete the Acquittal Report within 60 days of completing the event/activity and forward to the Shire (by mail or email) by 30 June 2019.



### **Conditions of funding**

- New applications for Donations/Grant/Sponsorship may not be considered if previous funding from the Shire has not been correctly acquitted by 30 June, in the financial year of the successful grant.
- To return any unspent funds at the completion of the project to the Shire of Boyup Brook.
- To sign and adhere to the conditions of the Funding Agreement.

It is expected that all projects, events and activities will:

- Acquit the funds within 60 days of completing the event/activity by 30 June in the financial year of the successful grant/sponsorship/donation application. The acquittal is to include the appropriate financial statements to demonstrate that the funds have been spent on the purpose for which they were allocated.
- Provide a detailed report at the conclusion of the project/event/activity, which outlines the achievements measured against the objectives. Funding must only be used for the purposes specified in the Funding Agreement.
- Acknowledge Shire support in its advertising, promotion and any media publicity to the satisfaction of the Shire. Utilise the Shire's logo with permission and where appropriate.

Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

For more information on Community Grants read through the Donations Policy in the Policy Manual on the website or contact the Research and Development Coordinator 08 9765 1200.