

SHIRE OF BOYUP BROOK COMMUNITY GRANT GUIDELINES



www.boyupbrook.wa.gov.au



shireofboyupbrook



shireofboyupbrook





What are the Shire of Boyup Brook Community Grants?

The Shire of Boyup Brook offers the provision of financial assistance to all local community groups in the form of a Community Grant or Donation. The objective of this assistance is to promote and support community-based initiatives that are beneficial to the community and support the Shire of Boyup Brook's Strategic Community Plan.



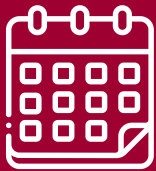
Donation or Grant?

Donations of \$1,000 and under

Provide a letter outlining the project, community benefit and your organisation's contribution.

Grants of \$1,001 and over

Complete an application form and supply additional supporting information.



Important Dates to Remember

- Applications open the first Monday in March
- Applications close the last Friday in April
- Assessment panel meets in May
- Applicants will be notified in September after the adoption of the annual budget
- Signed Funding Agreement and invoice due no later than the last Friday in October
- Acquittal is due within 60 days of completing the event/activity or no later than 30 June



Guidelines for Community Grants Policy

F.02 Guidelines for Community Grants Policy includes information on:



eligibility



funding conditions



assessment of applications

This policy is available from the Policy Manual in the Document Centre on the Shire website www.boyupbrook.wa.gov.au

Eligibility

Applicants must satisfy the Shire of Boyup Brook Community Grant guidelines which include:

- Applicant organisations must be local community (including sporting) groups that provide community benefit.
- Funds may be used for construction, equipment, salaries, contract services, operational expenses, marketing expenses, consumables and administration expenses.
- Only one application per year may be funded for any one organisation.
- The funding is not to be used for direct profit or financial gain to the organisation.
- The proposal must support the mission statement, values and strategic direction of the Shire.
- Applications \$1,000 and under must be made via letter, outlining the project, community benefit and applicants contribution. Applications over \$1,001 must complete the application form and provide additional supporting information. Only complete applications will be considered.
- Applications must reach the Shire by close of business on the final Friday in April. Late applications will not be considered.
- The applicant organisation must be able to demonstrate the capacity to manage and be accountable for the funds and the project.
- Grants will not be provided retrospectively (for a project that is already complete or underway).

Funding support will be on the basis of:

- specific and once off initiatives.
- annual support for organisations for specific ongoing initiatives.
- annual support to assist organisations to become self-sufficient.



Organisations are encouraged to seek funding from other sources and not rely on Shire funding support. Council may consider providing only a portion of the total funds requested. Preference will be given to applications that leverage funds and demonstrate a larger percentage of contribution.

How to Apply

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



Application forms are available on the website, under Forms in the Document Centre.



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



All grant recipients are bound by the Shire of Boyup Brook Employee Code of Conduct.



Application Process

- Step 1** Read through the Guidelines for Community Grants Policy in the Policy Manual on the website to ensure your project is eligible for funding and contact the Shire if you have any questions.
- Step 2** For donations under \$1,000 submit your application letter. For community grants over \$1,001 complete the Application Form. Submit all applications via mail or email before close of business on the last Friday in April.
- Attention: CEO
Shire of Boyup Brook
PO Box 2
55 Abel Street
Boyup Brook WA 6244
- or
- shire@boyupbrook.wa.gov.au
(subject line Community Grant Application and your organisations name)
- 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.
- Step 7** Send the signed Funding Agreement and invoice to the Shire for payment by business on the last Friday in October.
- Step 8** The Shire will sign the Funding Agreement and provide a copy of the document for your organisation's records. The Shire will process the invoice for payment.
- Step 9** Deliver your project.
- Step 10** Complete the Acquittal Report and forward to the Shire (by mail or email) within 60 days of completing the event/activity or no later than 30 June.



Shire Contact Information



55 Abel Street, Boyup Brook WA 6244
PO Box 2, Boyup Brook WA 6244



Ph: 9765 1200



Email: shire@boyupbrook.wa.gov.au



Opening hours: Monday - Friday
8.30am - 4.30pm



www.boyupbrook.wa.gov.au

