

# SHIRE OF BOYUP BROOK COMMUNITY GRANT GUIDELINES



[www.boyupbrook.wa.gov.au](http://www.boyupbrook.wa.gov.au)



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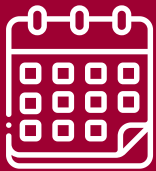


## What are the Shire of Boyup Brook Community Grants?

The Shire of Boyup Brook offers the provision of financial assistance to all local community groups in the form of a Community Grant of up to \$5,000.00. 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.







## 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 after the adoption of the annual budget.
- Signed Funding Agreement and invoice returned to the Shire as per the Funding Agreement terms.
- Acquittal is due within 60 days of completing the event/activity.



## Community Grants Policy

Policy C17 Community Grants 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](http://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 groups (preferably incorporated) that provide community benefit.
- Funds may be used for construction, equipment, contract services, operational expenses and marketing 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 align with the Shire of Boyup Brook Strategic Community Plan.
- Applications must reach the Shire by 4:00pm on the last Friday in April. Late applications will not be accepted.
- 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 based on

- Specific and once off 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 Manager Community Services by phone on 08 9765 1200 or email [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au).



Application forms are available on the website.



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 Policy C17 Community Grants 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** Complete the Application Form and submit by mail or email before 4:00pm on the last Friday in April.
- shire@boyupbrook.wa.gov.au  
(subject line Community Grant Application and your organisations name)      or      Attention: Manager Community Services  
Shire of Boyup Brook  
PO Box 2  
55 Abel Street  
Boyup Brook WA 6244
- 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 funds can be accessed. 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 as per the Funding Agreement terms.
- 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.



## 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



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