



Community Grants

The Shire of Boyup Brook is offering the provision of financial assistance to all local community groups in the form of a Community Grant or a Memorandum of Understanding. 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.

A Community Grant is a set amount of funds for a single year in order to achieve a specific identified purpose. A Memorandum of Understanding (MOU) is a request for a funding agreement for three years.

Important dates

Applications open:	Monday 11 March 2019
Applications close:	Friday 26 April 2019
Assessment panel:	May 2019
Applicants will be notified:	September 2019 after the adoption of the annual budget
Signed Funding Agreement and invoice due:	no later than 31 October 2019
Acquittal due:	within 60 days of completing the event/ activity or no later than 30 June 2020

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 <https://www.boyupbrook.wa.gov.au/>.

How to apply

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

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



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:** Complete the Application Form and lodge via mail or email before 5pm Friday 26 April 2019.
- Attn: Community Grants Administrator
Shire of Boyup Brook shire@boyupbrook.wa.gov.au
Abel Street (PO Box 2)
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 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 Community Grants Administrator 08 9765 1200.
- Step 7:** Send the signed Funding Agreement and invoice to the Shire for payment by the end of October 2019.
- 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 2020.

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

For more information, contact the Community Grants Administrator 08 9765 1200.