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Community Grants Program (CGP) Guidelines

# INTRODUCTION

The Shire of Kondinin is committed to recognising the value of all community organisations. The Community Grants Program (CGP) provides up to a maximum of $7,500 each, enabling Shire of Kondinin community-based organisations to develop projects that increase participation and benefit the community. The total amount Council will allocate to the Community Grants Program is $80,000.00 each financial year.

The Community Grants Program application period is open each financial year from **Monday 25th of March 2025 and closes on Monday 1st of May 2025**. Funding will be announced following approval by Council in May.

# OBJECTIVES OF THE COMMUNITY GRANTS PROGRAM

The Community Grants Program’s objectives are to support projects that promote community capacity, improve social participation, and inclusion as well as enhance social cohesion.

The Shire of Kondinin CGP provides grants to assist community groups and not-for-profit organisations with their vital work and programs to:

* Promote community capacity and social cohesion;
* Encourage groups and clubs to enhance their groups/clubs;
* Ensure fair distribution of activities and services across the Shire; and
* Encourage resident participation in activities that benefit the community.

# ADVERTISING

Before and during the funding round, advertising of the CGP will commence.

The advertisements will be placed in:

* Kondinin Calendar;
* Hyden/Karlgarin Householder;
* the monthly Shire newsletter, ‘The ECHO’;
* the Shire of Kondinin website;
* the Shire of Kondinin Facebook page; and
* Shire information boards.

WHO CAN APPLY?

Eligible groups and organisations must be:

* an incorporated not-for-profit organisation; or sub-committees organisations are eligible to apply, subject to providing a letter of support from the main organisation body; or
* An unincorporated not-for-profit organisation, applying through the auspice of a not-for-profit incorporated body or Local Government authority.

WHO CAN NOT APPLY?

* an unincorporated organisation without an auspice arrangement;
* an individual;
* a commercial for-profit organisation;
* Government Agencies (including Education, Health, Transport etc); or
* Organisations that have not provided an acquittal from a previous Community Grants Program are ineligible to apply until the required documentation has been submitted.

# ELIGIBLE PROJECT COSTS CAN INCLUDE

* Printing of posters/flyers;
* Advertising and promotion;
* Purchase of equipment required for the ongoing operations e.g. shade tent, tables, chairs, computers etc.;
* Assistance towards workshops/projects that benefit the Shire of Kondinin community.
* Entertainment
* Costs associated with public events or functions in the Shire of Kondinin and
* Infrastructure improvements e.g. fencing, lighting, storage etc.

# WHAT ITEMS WILL NOT BE FUNDED

* Assistance towards Council’s rates or standard user agreements;
* Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery, etc;
* Food, drinks and alcohol;
* Interstate and overseas travel;
* Conference attendance;
* Projects that have already commenced;
* Projects not based in the Shire of Kondinin;
* Projects that duplicate an existing or similar project/service within the community;
* An item benefiting an individual; and
* Subsidising sporting club fees.

# COMMUNITY GRANTS(maximum $7,500 GST exclusive)

Applicants can request funding of up to $7,500 from Council per grant round. All requests for funding over $5,000 require a cash component of 25% from the applicant or a confirmed source of funding.

# SELECTION CRITERIA

Each application will be assessed against the following criteria:

* Does the project meet a broader community need?
* Does the project benefit a sufficiently broad, or diverse, target group?
* Does the organisation have the capacity to undertake and manage the project?
* Does the application represent value for money?
* Collaborative community-wide projects are encouraged.

The level of assistance available is limited by the Council’s budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

# PUBLIC LIABILITY INSURANCE & AUSPICING

The not-for-profit organisations must have Public Liability Insurance and provide a copy of their current Certificate of Currency in order to be eligible for the CGP.

If your application is being auspices by another organisation you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

# SHIRE VALUES AND COMMITMENT

All applicants must demonstrate that the organisation or community group has a vision that is consistent with the Shire of Kondinin. Organisations or community groups who apply to the CGP that engage in negative public comments that disparage the Shire, Councillors and/or staff may have their application denied on this basis.

# HOW TO APPLY

Applicants must complete an application form, located on the Shire of Kondinin website. The application must address the selection criteria provided within the application guidelines. Late applications will not be accepted for consideration. Unsuccessful applicants will be advised.

TIMELINE OF PROJECT

* Applications must be received **by 4:30 pm on Monday 1st May 2025**, late applications will not be considered;
* Approval must be obtained from Council for any significant change to the project and
* Grant allocations that are not accessed by June 1st of the financial year will be forfeited (unless an extension before June 1st has been approved by the Shire CEO).

# DOCUMENTS REQUIRED TO BE PROVIDED

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| □ | A completed application form; |
| □ | Certificate of Currency showing current Public Liability; |
| □ | Letter of support if you are being auspice by another organisation |
| □ | Letters of support from other supporting groups (if applicable) and |
|  |  |
| □ | Quotes for all expenditure items on the project budget. |
| **APPLICATION PROCESS** | | | |  |
| **Step 1** | | Contact the Shire of Kondinin Community Development Officer to discuss your project idea and confirm that it falls within the guidelines. | |  |
| **Step 2** | | Complete the application form. | |  |
| **Step 3** | | Submit the application by the closing date, making sure to acquire and provide all supporting documents in the application checklist. **Late applications will not be accepted.** | |  |
| **Step 4** | | Recommendations of applications received are considered at the May Ordinary Council  Meetings. | |  |
| **Step 5** | | Applicants are notified of the outcome via written correspondence. | |  |
| **Step 6** | | The project is completed. | |  |
| **Step 7** | | Show evidence of Shire of Kondinin’s contribution to the project. (Plaque, Annual Report, Social Media Post, Minutes etc.)  Send a photo to Community Development Officer or invite Community Development Officer to see the final project. | |  |
| **Step 8** | | Payments of acquitted funds are paid to the community organisation upon receipt of an invoice and evidence of the project completion is sent to the Shire of Kondinin Community Development Officer. | |  |

# CONFLICT OF INTEREST

Councillors and Council employees involved in assessing applications for assistance must declare any financial interest, proximity interest or impartiality interest before the relevant application is considered and follow the necessary procedure regarding that declaration.

# ADMINISTRATION OF FINANCIAL ASSISTANCE

Financial assistance approvals shall be administered in accordance with the following:

* Where financial assistance is approved by the Council for projects that are dependent upon funding from an outside source, eg: Department of Local Government, Sport and Cultural Industries; Lotterywest etc, and that funding application is unsuccessful, then the approved Council CGP funds may be accrued in the following financial year, subject to a written request to the CEO.
* Where an application for accrued funding is again unsuccessful, the approved Council CGP monies shall be withdrawn and may be made available to other community organisations.
* Where funding from an outside source is approved any CGP monies (as approved) shall be paid to the applicant, on the acquittal of the project.
* Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall. In such circumstances, the council will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.
* Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.
* Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
* Applications that have multiple funding sources/financial contributors will be preferred.
* Applications for the Shire of Kondinin Community Grants Program received from individuals will not be accepted.
* Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
* Council’s decision is FINAL and applicants may not request an appeal.
* Organisation can be the auspicing group for more than one application.

# SHIRE ACKNOWLEDGEMENT

Approved applications must acknowledge that the Shire of Kondinin has provided funding towards their project/equipment and applicants are to include the Shire of Kondinin logo on all promotional and marketing material. Supporting evidence must be supplied.

All sponsored equipment must acknowledge the Shire of Kondinin by engraving ‘Proudly sponsored by the Shire of Kondinin’ or placing an acknowledgement sticker, as provided by the Shire of Kondinin or alternatives options approved by the Community Development Officer. Approved applications will be published on the Shire of Kondinin Facebook page.

Advertising the success of the positive outcomes of the project is encouraged and the Shire requests that cooperation is provided to enable this to happen. It is envisaged that these examples may encourage other community groups to get involved with the CGP experience.

It is strongly encouraged that the Shires CEO is invited to the event/launch/first use of equipment etc.

# PAYMENT

Payment of the CGP funds to successful community organisations will be made once the evidence of the project is provided. Requests for extensions and justification must be provided in writing to the CEO for approval.

This information is to be disseminated to the Shire of Kondinin Councillors. The Community Grants Program is to be reported via Shire’s Annual Report.

**For further information or assistance with your application contact:**

Kondinin & Hyden’s Community Development Officers

08 9889 1006 / [kncdo@kondinin.wa.gov.au](mailto:kncdo@kondinin.wa.gov.au) OR 08 9880 5160 / [hycdo@kondinin.wa.gov.au](mailto:hycdo@kondinin.wa.gov.au)

**Applications are to be sent to the Shire of Kondinin:**

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| Mail (Shire of Kondinin) | Email | In Person |
| PO BOX 7, Kondinin WA 6367 | [kncdo@kondinin.wa.gov.au](mailto:kncdo@kondinin.wa.gov.au) | 11 Gordon Street, Kondinin WA |
| PO BOX 4, Hyden WA 6359 | [hycdo@kondinin.wa.gov.au](mailto:hycdo@kondinin.wa.gov.au) | 12 McPherson Street, Hyden WA 6359 |