

COMMUNITY FUNDING PRIORITIES & ELIGIBILITY

The Shire of Gingin provides two community funding opportunities:

- **COMMUNITY GRANTS PROGRAM (pg. 5)**
For funding requests of up to \$10,000 (GST excl.)
- **COUNCIL BUDGET REQUEST (pg. 7)**
For funding requests of \$10,001 (GST excl.)

Community funding aligns with the forward planning of the next Shire's *Annual Budget*¹ and is very competitive so please ensure projects are planned well with information provided.

Who can apply?

Community Funding can be applied for by not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an *auspicing*² organisation.

What are the Community Funding priorities?

The Community Funding priorities align with the Focus Areas of the Shire of Gingin's **Strategic Community Plan 2019-2029** which are:

Community Wellbeing	To support the Shire of Gingin community to be inclusive, vibrant, healthy and safe through the Shire's service delivery.
Natural Environment	To develop the Shire's capacity to support conservation of natural assets and undertake sustainable resource management.
Infrastructure & Development	To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner.
Economic Development	To support economic development through the Shire's service delivery.
Governance	To demonstrate effective leadership, governance and advocacy on behalf of the community.

¹ **Annual Budget:** is Shire's budget for the financial year (1st July to 30 June) of which all funding is allocated and Council approved. The Annual Budget is GST exclusive.

² **Auspicing:** is when an incorporated organisation agrees to apply for a grant on behalf of an unincorporated, not-for-profit association or community organisation. The auspicing organisation will receive, hold and administer the funding for the applicant. Funding will be provided directly to the bank account of the auspicing organisation.

Note: It is the responsibility of the auspicing organisation and the applicant to independently negotiate and agree upon the terms and conditions of the auspicing agreement between them. Evidence of this must be appended to the Grants Application.

What is eligible and what is not?

ELIGIBILITY

To be eligible for the Community Funding Program the applicant must:

- Undertake the project within the Shire of Gingin's local government boundaries;
- Only submit one application *per* project (cannot apply for Community Grants Program [up to \$10,000 Gst excl.] and Council Budget Request [over \$10,001 Gst excl.] for the same project);
- Prioritise Community Funding applications if more than one is submitted, inclusive of both Community Grants Program and Council Budget Requests. (e.g. 1 being the most important);
- Have completed and satisfactorily acquitted prior projects for which any Shire of Gingin funding was previously received; and
- Submit the application in accordance with the requirements outlined in the Community Funding Guidelines and in the respective application document.

INELIGIBILITY

The Shire of Gingin's Community Funding Program is not eligible for:

- Operational consumables (including printing inks, office supplies);
- Commercial activities or organisations (e.g. businesses);
- Core organisational operating costs, for example a permanent position for ongoing work (e.g. wages, staff);
- Projects that duplicate existing services and programmes within the Sub-Region of Lower Coastal, Upper Coastal and Gingin Rural;
- Activities that are already covered by existing service agreements with the Shire of Gingin;
- Projects with a political or religious purpose only;
- Retrospective costs³ (i.e. project/event already commenced and/or completed);
- Costs or activities fully funded by another grant or income source if successful in more than one funding application, funds must be split or returning advising accordingly);
- Projects that have not received a Shire letter providing in-principal support for infrastructure or asset projects that the Shire owns, manages and/or will be responsible for; and/or
- Maintenance to Shire buildings (these items are identified during infrastructure inspections and during maintenance assessments).

Can I apply for in-kind contribution (support) from the Shire of Gingin?

The Shire of Gingin receives many community requests each year for in-kind contributions, meaning Shire services, staffing and/or products are provided at no cost. For example, requests include (but are not limited to) venue or equipment hire; extra bins including drop-off and collection; traffic management; additional cleaning and assistance with set-up/pack-up for events. These activities create costs to the Shire of Gingin including utility usage costs, contractor costs, overheads and staffing costs (including overtime costs for weekends). It is important to note that annual staffing wage allocations are based on core duties only and if there is a requirement to undertake additional in-kind works then additional time and budget allocation is required.

In addition to this consideration, Shire staff may not be available to assist all requests, in particular during peak periods, weekends or out of normal office working hours. Therefore, staff capacity to support the requests must also be a consideration.

³ The Community Funding Program does not pay retrospective payments. That includes payment of invoices/costs for the previous financial year (i.e. when the grant is applied for) or prior. In addition this includes any projects and/or events that have already commenced or are completed prior to receiving formal advice (written letter) as to the outcome of the grant application following the endorsement of the Annual budget. The Grant Application must be for 1) a project or event that is proposed to commence or 2) a PLI Invoice that is due for payment in the upcoming Annual Budget Financial Year.

To assist with planning the additional budget allocation to support Shire in-kind contributions, applicants can apply for Shire in-kind support through a Community Grants Application or in a Council Budget Request. This is in addition to (cash) funding or as a sole requirement. Council will assess these requests based on expected budget requirements and staffing capacity (where applicable). For applications where in-kind support is approved, the additional funds will be factored into the upcoming Annual Budget.

Applicants must provide specific details including what assistance is required and timeframes, location, proposed roles etc. Any approved in-kind staffing will have an agreed responsibilities and duties list prior to the event/project. A minimum of twenty (20) business days is ideally required to confirm all requirements.

It is important to note that due to the number of requests received each year, resourcing constraints and staff capacity, applicants are strongly encouraged to plan for alternative options should the require for Shire in-kind support not be approved. Council's decision will be final and no further discussions will be entered into if not approved.

Can I apply for Community Funding for Infrastructure and/or Assets projects?

If seeking Community Funding for a project that is classed as infrastructure and/or assets that the Shire of Gingin owns, manages and/or will be responsible for then you will need to refer to the **Infrastructure/Assets Projects** section of this document on page 9. This includes new infrastructure/assets and/or alterations and upgrades to existing infrastructure/assets.

What do I need to know to apply for funding?

Grant Applications and Project Plans are available from the Shire's website [Grants & Funding](#)

Example Documents Required:

- A completed Grant Application Form or Council Budget Request Project Plan, as applicable;
- Current Certificate of Incorporation (if not supplied previously);
- Most recent financial statement;
- Recent Bank statement;
- Copy of insurance Certificates of Currency;
- Most recent invoice for Public Liability Insurance (only);
- Committee Minutes with Motion approving this project/event; and
- Shire In-Principle Letter of Support (with reference to Concept Enquiry projects)
- Supporting information, such as stakeholder and community support.

SUBMISSION METHODS

Community Grants Program applications and Council Budget Request (Projects Plan) will only be accepted if submitted by respective deadlines via the following submission methods:

Email grants@gingin.wa.gov.au
Subject **Community Grants Program or**
Subject **Council Budget Request**

Delivery **Shire of Gingin Administration Centre**
7 Brockman Street, Gingin

Shire of Gingin Lancelin Office
255 Vins Way, Lancelin

Post **Shire of Gingin**
Gingin Community Grants Program
PO Box 510
GINGIN WA 6503

What happens after you submit your application?

All community funding applications will be notified in writing with advice of the outcome sent by the last business day in August.

SUCCESSFUL APPLICATION REQUIREMENTS

Successful applicants will receive a Funding Agreement that includes minimum requirement obligations and funding conditions including any regulatory approvals or authorisation requirements. The applicant must sign and return the Funding Agreement by the last Friday in September (4pm) as formal acceptance that they will adhere to the agreement conditions.

Invoices will only be paid in advance (i.e. for an event) subject to prior agreement. Payments of successful grants are made at 50% prior to commencement and 50% upon receipt of the Acquittal and completion of the project unless an alternative schedule is agreed prior to signing of the funding agreement. This does not apply to Public Liability Insurance grants.

A formal Acquittal Report must be completed by the last business day in May within the Annual Budget year of which the funding has been allocated. Events and projects that will be completed after this date can request an extension, refer contact information below.

Note: The approved funds are contingent upon the actual expenditure. Any unused funds must be returned to the Shire.

The Acquittal Report must be accompanied by documentation that demonstrates the project outcomes. This includes evidence that the Shire of Gingin has been acknowledged as a project funding partner (e.g. flyers, signage, media promotion). Failure to do so may jeopardise future community funding opportunities with the Shire.

Community Funding Contact

If you are interested in applying for Community Funding and would like to discuss the suitability of your project, or require guidance to complete your Grant Application or Council Budget Request (Project Plan), please contact the Shire's **Community and Place team** (as below) and you will be connected to the appropriate Shire Officer.

Community Events & Services Officer

P (08) 9575 5162

E grants@gingin.wa.gov.au

COMMUNITY FUNDING PROGRAM

(up to \$10,000 GST excl.)

What grants can I apply for?

Applicants can apply for up to \$10,000 (GST excl.).

PUBLIC LIABILITY INSURANCE GRANT APPLICATION

Council may fund up to 50% of the Community Group/Organisation's Public Liability Insurance (PLI) up to the value of \$500 of *whichever is the lesser amount*;

- Sporting groups/clubs and community enterprises (such as Country Clubs, CRC's etc.) are not eligible for the PLI grant.
- PLI coverage must be for \$10 million or for community groups/organisations that lease a Shire premises coverage must be for \$20 million.
- This funding only covers the Public Liability Insurance portion of an Insurance Package, other insurance policies such as Business, Professional Indemnity, Contents and Association liability etc. are not eligible for funding.
- If the PLI application is successful, the actual amount that is paid will be based on the invoice amount due in the respective Annual Budget (financial year). PLI invoices are not paid for the previous financial year (i.e. when the grant is applied for).

COMMUNITY PROJECT GRANT APPLICATION

Examples of successful projects in the past include community events, equipment and community programs (e.g. art activities and hobby workshops, etc.).

- Projects or events *must be completed by the last business day in May*.
- If the project or event is scheduled to completed or held after this date, please contact the community funding contact (previous page) to discuss an alternative.

What are the applications assessed on?

Council assesses each community grant program application and are responsible for making the decision as to whether a project will be funded or not.

For the Community Project Grant Applications, Council base these decisions against project eligibility, funding priorities and the following evaluation criteria:

- Identified Need/Issue**
The difference the project idea will make to the identified issue/need
- Funding Priorities**
The project supports one or more of the five Shire of Gingin funding priorities
- Outcomes**
Expected benefits (aim to achieve) within the Shire, community, focus area etc.
- Project Management**
Project planning and management experience and knowledge (including risk management)
- Support for Project**
Community/stakeholder in-kind and/or cash support for the project. This must be evidenced, e.g. letter of support etc.

f) Value for money

Assess the overall outcomes (impact, benefits etc.) in relation to funding amount requested and total project cost.

PLEASE NOTE that a rating system is used to assess each of the above criteria points. For example, referring to 'Support for Project', applicants who contribute a greater percentage of cash/in-kind contribution to their own project will rate higher than those that don't. This contribution is inclusive of funding and in-kind support from other external sources.

When can I apply?

The Community Grants Program has one annual round that *opens on the first Monday of February (9am) and closes on the third Friday of March (4pm)*. Applicants will be advised by the last business day in August as to the outcome of their application. Projects/events must not commence prior to announcement of successful applications.

Refer to the following timetable to assist with your planning.

COMMUNITY GRANTS PROGRAM TIMETABLE

Timeline	Deadlines	Steps	Information
February	First Monday in February (9am)	Shire Community Grants Program Opens	
March	Close Third Friday in March (4pm)	Shire Community Grants Program Closes	
April		Special Council Meeting - Community Grants Program	Council Assessment of applications
July		Special Council Meeting - Annual Budget Adoption	Annual Budget Adoption
August	By last business day in August	Applicant's Letter's sent	Outcome of Application advised
September	Last Friday in September (4pm)	Deadline for return of Funding Agreement by successful applicants	Payments not made unless submitted
May	Last business day in May (4pm)	Project/Events & Acquittal Deadline (including Invoices)	
TBA	As pre-advised	Acquittal Report at project completion (if after end of May)	Shire pre-approval is required

COUNCIL BUDGET REQUEST

(for funding requests of \$10,001+)

If your project is seeking an amount of \$10,001+ (GST exclusive) from the Shire of Gingin a Council Budget Request is required. To make a Council Budget Request, a Project Plan must be completed and submitted for the project *by the last business day in February (4pm) deadline* for budget consideration. Refer page 4 for submission information.

The project will then be reviewed by Shire Officers and comments will be provided to Council for their consideration when assessing the Project for the upcoming Annual Budget.

What are the Project Plans assessed on?

Council needs to ensure that a project seeking a Council Budget Request is well thought through, has factored in project management requirements (demonstrating that it has been well planned) and is value for money. The Community Projects Grant Application assessment criteria (page 7) also applies to Council Budget Requests.

The Shire provides a simple Project Plan template for use, however the applicant can choose an alternative version that better suits their project as preferred. The completed Project Plan may also be beneficial to include when applying for other third party grant or funding sources.

- Only Project Plans with adequate information (as deemed by Shire Officers) will be eligible for Council Budget Request assessment.
- Shire Officers may be able to review and provide feedback on your draft Project Plan (Council Budget Request) if received by no later than first Friday in February if you intend to seek funds in the upcoming Annual Budget. To have the draft reviewed please forward to grants@gingin.wa.gov.au with the subject line 'Project Plan Review'.
- Project Plans with inadequate information and/or received after the deadline will not be eligible for assessment. With adequate information, the applicant may submit their Project Plan as a Council Budget Request for review by the next Annual Budget deadline.
- Applicants who contribute a greater percentage of cash/in-kind contribution to their own project, will rate higher than those that don't. This contribution is inclusive of funding and in-kind support from other external sources.
- If the applicant does not have the capacity to manage a project, they can partner with another organisation who does have the capacity. Please note that with some fixed assets and infrastructure projects the Shire may be required to manage the project.

PLEASE NOTE that the Shire offers project planning workshops and coaching sessions on request. If you wish to register your interest in attaining support to develop your Project Plan please contact the Community Events & Services Officer on (08) 9575 5162 or email grants@gingin.wa.gov.au.

When can I apply?

The Council Budget Requests are assessed with the planning of the upcoming annual Annual Budget allocations. Project Plans must be submitted *by the last business day of February (4pm) deadline* for Budget consideration. The Shire strongly recommends that the applicant work on their Project Plan in the year prior to seeking funding to allow plenty of time for development and to seek guidance from the Shire as required.

Applications will be advised by last business day in August of the same year. Projects/events must not commence prior to project plan and funding approval.

Refer to the following timetable to assist with your planning.

COUNCIL BUDGET REQUEST TIMETABLE

Timeline	Deadlines	Steps	Information
February	Last Business Day of February	Council Budget Request Deadline	Project Plan Submission (funding requests of \$10,001+ GST excl.)
March - April		Shire Officer Review of Council Budget Requests	Comments provided to Council
		Special Council Meeting - Council Budget Requests	Council Assessment for Budget Consideration
July		Special Council Meeting - Annual Budget Adoption	Annual Budget Adoption
August	By last business day in August	Applicant's Letter's sent	Outcome of Application advised
September	Last Friday in September (4pm)	Deadline for return of Funding Agreement	Payments not made unless submitted
May	Last business day in May (4pm)	Acquittal Report Deadline (including invoices)	
<i>TBA</i>	<i>As pre-advised</i>	<i>Acquittal Report at project completion (if after end of May)</i>	<i>Shire pre-approval is required</i>
Feb- March		Applicant's Letter's sent	Advice of Concept Enquiry outcome

INFRASTRUCTURE/ASSETS PROJECTS

If you are seeking funding for infrastructure or an asset that the Shire owns, manages and/or will be responsible for please ensure you read the [Projects – Shire Assets/Land FAQ sheet](#), as you may need to submit a Concept Enquiry to seek Shire 'in-principle support' to be able to progress with the project. Both the FAQ sheet and Concept Enquiry form are available Shire's website on the same page.

When can I submit a Concept Enquiry?

The Concept Enquiry process can take several weeks and therefore it is recommended that the Concept Enquiry form is submitted at the concept stage of the project, in other words before undertaking any further project action. *A Concept Enquiry can be submitted at any time throughout the year and are reviewed throughout the year.*

What do I need to know if applying for community funding?

If your project requires a Concept Enquiry and you are planning to apply for Shire funding, the Concept Enquiry form deadline for submissions is the last business day in January.

Concept Enquiries with *inadequate information and/or received after this date will not be eligible* for the open Community Grants Program round.

Concept Enquiries that have received in-principle support will receive a letter providing this information. A copy of the In-Principle Support letter must be provided when submitting a Grant Application, noting that other funding bodies often require this information as well from the 'land owner'. Those who have not received in-principle support are not eligible to apply for Community Funding.

Refer the timetable as follows to assist with your planning.

COUNCIL ENQUIRY TIMETABLE

Timeline	Deadlines	Steps	Information
January	Last Business Day in January	Submit completed Concept Enquiry	<i>Deadline for Shire review prior to community funding closing dates*</i>
February	Third Tuesday in February	Shire Officer Review for Council	Comments for Council consideration
		Council Ordinary Meeting	Council Review