



Shire of Cunderdin
Community Grants 2024/25

Grant Guidelines

COMMUNITY GRANTS 2024/25

The Shire of Cunderdin invites applications for funding to support innovative projects or events in response to community needs, either as a whole or target groups (children, youth, seniors, people with disabilities, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects and events for which opportunity has arisen.

Projects must take place within the Shire of Cunderdin and significantly benefit the Shire of Cunderdin community. Funding can be used for a wide range of purposes, including, but not limited to:

- Once off community events
- Community projects that address a clearly defined community need
- Small equipment purchases or capital projects.
- A maximum of 20% of the total funding can be used for catering purposes.

ELIGIBILITY

1. The applicant organisation must operate within the Shire of Cunderdin and beneficiaries must be residents of the Shire of Cunderdin.
2. Only groups who can demonstrate that they are not-for-profit community organisations will be considered eligible for funding.
3. Applications must be made on the appropriate Shire of Cunderdin Community Grant Application Form.
4. Canvassing of Elected Members may result in your application being disqualified.

ASSESSMENT CRITERIA

Submission of a Community Grant application does not guarantee funding.

Applications will be assessed against the following criteria:

1. Project Description and Purpose

- Clearly explains what the project, event, or infrastructure is and its main goal.

2. Community Benefit

- How will the project help the local community?

3. Fit with Local Goals

- How well does the project match the community's goals and values?

4. Realistic and Lasting

- Is the project doable and can it last over time?

5. Community Involvement

- Does the project bring people together and involve the community?

WHAT CANNOT BE FUNDED

Please note that the following items WILL NOT be funded under this grant:

- Full cost of the project - applicants need to contribute towards the project. Contributions can be cash, planned fundraising activities and in-kind support.
- Retrospective costs.
- Recurrent operational or staffing costs.
- Gifts or the purchase of alcohol.
- Costumes or uniforms.
- Equipment not directly related to the project
- Projects that are the core responsibility of government agencies.
- Projects that are deemed to be of benefit to a business, person or other profit-making venture. Corporate events or projects.
- Activities that duplicate an existing service.
- Catering for more than 20% of the grant request

APPLICATION REQUIREMENTS

In order to be considered for funding, applicants must provide the following by the advertised closing date:

1. Completed and signed application form
2. Copy of Public Liability Insurance (where applicable)
3. Copy of latest financial statement and balance sheet (if applicable)

SUCCESSFUL APPLICANTS

Applicants will be notified of the outcome of their application. Successful applicants will be required to sign a grant agreement specifying the terms and conditions of the grant, before claiming the awarded funds. If at any stage the applicant is unable to meet the terms and conditions of the funding agreement they should contact the Community Development Officer as soon as possible. Successful applicants are to submit a compliant tax invoice to the Shire of Cunderdin to claim their funding within 1 month of successful notification received.

- For grants under \$1,000.00 the full allocation can be claimed upfront.
- For grants \$1,000.00 and above 90% of the allocated funding can be claimed upfront. The remaining 10% will be withheld until the project is complete and a financial acquittal and project evaluation has been submitted and approved.

APPLICATIONS DUE 4PM ON FRIDAY, 27 SEPTEMBER 2024 (no late applications will be accepted)

Applications can be submitted by mail, email or hand delivered:

Shire of Cunderdin
37 Lundy Avenue
PO Box 100
CUNDERDIN WA 6407

liezl.debeer@cunderdin.wa.gov.au

Enquiries regarding eligibility and the application process should be directed to: Community Development Officer Ph (08) 9635 2700 or liezl.debeer@cunderdin.wa.gov.au

GRANT STEPS AND TIMELINE

Grants are generally confusing and require a lot of paper work. To make it easier, please follow these easy steps to determine how you are progressing with your grant process.

Please remember that a positive grant outcome is not the final step - there is lots more paper work to be completed!

GRANT APPLICATION PROCESS	1	Read through the grant guidelines.	<input type="checkbox"/>
	2	Contact the Community Development Officer to discuss your proposed project.	<input type="checkbox"/>
	3	Complete the application form & attached all necessary documentation. Submit your application on time! Applications close 4 pm on Friday, 27 SEPTEMBER 2024.	<input type="checkbox"/>
	4	Receive notification of outcome by 31 October 2024. (Notification Letter)	<input type="checkbox"/>
GRANT SUCCESSFUL	5	Sign grant agreement and return with invoice for grant amount as per instructions on the Notification Letter .	<input type="checkbox"/>
	6	Implement project/event. Don't forget to: <ul style="list-style-type: none"> • Acknowledge the Shire of Cunderdin. • To take photographs as evidence. • Keep a copy of all invoices. 	<input type="checkbox"/>
	7	Finished your project? Submit your project acquittal form & claim any outstanding monies by 31 May 2024. The entire project is required to be completed by 31 May 2024.	<input type="checkbox"/>
OR			
UNSUCCESSFUL?	5	Go back through your grant application and the grant guidelines. Is there anything in the grant application that cannot be claimed through the grant?	<input type="checkbox"/>
	6	Still unsure why your grant have not been approved? Give the Shire of Cunderdin a call to obtain feedback on your application.	<input type="checkbox"/>