



# COMMUNITY DEVELOPMENT GRANTS 2019

Guidelines

# Community Development Grants 2019

## Guidelines

Please refer to the 'Grants' section on the Shire of Waroona website to access the application form. Contact should be made with the Community Development Officer at the Shire of Waroona on (08) 9733 7800 or [cdo@waroona.wa.gov.au](mailto:cdo@waroona.wa.gov.au) to discuss your project before completing the application form.

To be considered, all applications must be received by the Shire of Waroona by mail, fax or email by the closing date. Please allow up to 4 weeks from the closing date for your application to be processed. Council has the discretion to consider and accept applications that do not clearly meet these guidelines should those applications demonstrate merit and community value.

**Closing date: 4:00pm, 29 March 2019**

## About the grants

People define and take ownership of their own problems and issues, and work together as a group rather than individuals to achieve beneficial outcomes. These actions should increase the self-reliance of the community and its individuals rather than increase dependency on others.

Community Development helps people to develop economically and socially viable communities which assist, strengthen and support individual and family growth, and enhance the quality of life (*as defined by the United Nations*)

## What is covered by the grant?

Funding of up to \$800 is available for local community organisations to assist with projects and activities that enhance the community in line with Community Development principles, and the Shire of Waroona Strategic Community Plan.

## Who can apply?

Eligible organisations must be:

- Operating in and servicing the Waroona shire
- An incorporated not for profit organisation
- An unincorporated organisation or community group, applying through the auspice of an incorporated body or local government authority

Schools may apply provided the project demonstrates partnerships with other community groups and general community involvement. The project **MUST NOT** be part of the existing curriculum.

## Who cannot apply?

You should not apply for this grant if you are:

- A federal or state agency
- An individual

- A commercial for profit organisation or business
- An unincorporated not for profit community sector organisation (unless applying through an incorporated body or local government authority)

Organisations that have not provided an acquittal from previous Shire of Waroona funding in accordance with the agreed time frames, are ineligible to apply until the required documentation has been submitted.

### Funding may be used for:

A range of items associated with projects including:

- Projects that increase access to information and knowledge
- Support programs that develop skills, promote leadership and increase networks
- Projects that provide equipment and material to assist organisations to develop
- Projects that support community advocacy and services
- Events and infrastructure

### Funding may not be used for:

- Operational expenses for newly established organisations, projects and initiatives
- Operational expenses for existing organisations, projects and initiatives
- Affiliation and/or membership fees

Shire of Waroona will not fund projects retrospectively. Applications must be for projects commencing no sooner than four weeks following the closing date.

Funded projects must be completed and acquitted before the applicant is eligible to apply for the next funding round.

Shire of Waroona will not provide cash support to individuals but will consider the purchase of goods and services on behalf of an applicant if their proposal demonstrates clear outcomes for other people in the community.

### Assessment criteria

Please answer all questions in the application form to address the assessment criteria, and provide letters of support where appropriate.

Each application will be assessed against the following criteria:

- Clearly identified aims, objectives and outcomes that demonstrate the community development aspects of the project
- Relevant to the development of the community and leads to improved services and skills
- Provides opportunities for community members to showcase and/or develop their skills
- Identifies the way in which the application may address issues concerning people with disabilities, young people, families and seniors
- Identifies the involvement of other organisations, project partners and support services in the project
- Evidence of sound planning and demonstrated ability to manage the project

- Demonstrates how the applicant will promote the planned project, event or service to its target audience
- Clearly identifies the level of financial support provided by the applicants, community or groups involved in the project. Remember to include in-kind and volunteer support
- The requested grant amount is reasonable given the aim of the project, number of participants and expected outcomes (value for money).
- Demonstrates how the project outcomes will be measured

A contribution of fifty percent (50%) of the total project cost from the applicant will be viewed favourably.

This contribution can consist of cash or in-kind, such as venue hire, volunteers, etc. (Volunteers hours must be supported by realistic hourly rates and schedules).

Community organisations are encouraged to approach other funding bodies to supplement funding, and foster and develop partnerships with other service and community groups.

### How to apply

1. Contact the Community Development Officer on (08) 9733 7800 or at [cdo@waroona.wa.gov.au](mailto:cdo@waroona.wa.gov.au) to discuss your project idea and confirm that it aligns with the Community Development Grants 2019 guidelines.
2. Download the application form and complete all section of the document with respect to the proposed project.
3. Before submitting an application for assessment, take a moment to complete the checklist at the end of the application form to ensure that all application criteria have been met and all relevant information and attachments have been included.
4. Applications can be submitted to Shire of Waroona, via the following means:

Email (preferred): [cdo@waroona.wa.gov.au](mailto:cdo@waroona.wa.gov.au)

Post: Chief Executive Officer  
Shire of Waroona  
PO Box 20  
WAROONA WA 6215

5. All applications will be acknowledged via email within five business days of receipt. Should you not receive an acknowledgement, please contact the Shire by telephone or email to confirm that your application has been received.

### Assessment and notification

Please allow up to 4 weeks for advice regarding the outcome of your application.

All applications will be assessed by Council's Small Grants and Awards Committee and approved by Council. All organisations that apply for funding will be notified in writing of the outcome of their submission.

To assist in processing your application, please note the following requirements:

- For photocopying purposes, use black ink or type your application details
- Do not present your application in a binder or folder
- Please respond to the funding criteria by addressing all questions
- If you need more space, provide the information as briefly as possible on A4 paper
- Supply any supporting material with your application and ensure that it is clearly labelled

### Successful applicants

Successful applicants will be required to report on their projects. Once the project is completed, a final report must be submitted to meet acquittal requirements. Specific reporting requirements will be advised when your grant is approved. However, generally, this report will give a summary of project activities, outcomes, and participants in the project, together with any problems incurred or lessons learned, to evaluate the effectiveness of the project against the objectives of the Community Development Grants 2019.

### Further information

If you require further information about the Community Development Grants 2019 or assistance in completing the application form, please contact:

Brad Vitale  
Community Development Officer  
Telephone: (08) 9733 7800  
Email: [cdo@waroona.wa.gov.au](mailto:cdo@waroona.wa.gov.au)  
Website: [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)