

## Fact Sheet

### Aim

The Alcoa Waroona Micro Grants Fund (AWMGF) aims to assist community based organisations to build vibrant, inclusive and healthy communities.

The fund, a partnership between Alcoa of Australia and the Shire of Waroona supports groups to:

1. Build and strengthen their organisational capacity or sustainability; or
2. Deliver events, projects, programs or facilities that benefit Waroona communities or simply addresses a well evidenced need, effectively contributing to building a vibrant, inclusive and healthy community.

### Objectives

Projects must align with the Shire of Waroona 2030 Strategic Community Plan with funding applications meeting **at least one** of the following key priority areas:

- Pursue a social environment that is accessible and inclusive to all ages and abilities
- Grow and develop and an age-friendly community
- Become a youth engaged and supportive community
- Develop and facilitate events of a local and regional scale
- Ensure the safety of the community
- Connect the natural assets, waterways, parks and reserves to the community
- Promote a mentally and physically healthy community
- Support local community, sporting and recreational groups and initiatives
- Foster and value our volunteers
- Support and enhance health services in Waroona
- Pursue actions to preserve areas and materials of historical significance throughout the Shire
- Foster arts and culture throughout the Shire
- Support, embrace and celebrate our local Aboriginal community

Applications will be invited **twice per year** with a maximum grant allocation of **\$2,000** per community group or organisation approved in any given financial year.

Applications for multiple projects with a grant request totalling not more than \$2000 may be considered. Organisations wishing to submit multiple projects should do so on separate applications and should prioritise their activities.

**If an application request is over \$2000 it will not be eligible for Micro Grant Funding.** If available, the Shire of Waroona and/or Alcoa Australia may provide information for other viable funding options to assist. Please note other funding options are not guaranteed and should not be relied on.

Rounds will close as follows:

Round	Open	Close	Notification By
Round 1	1 December	15 February	31 March
Round 2	1 June	15 August	30 September

### Eligibility

Eligible applicants must meet the following criteria:

- applications will be submitted on the official application form and received by the Shire of Waroona prior to the closing date;
- applicants must be an incorporated not for profit organisation or au spiced by one;
- applicants must hold current public liability insurance;
- applicants must not have outstanding acquittals with the Shire of Waroona or Alcoa Australia;
- applicants agree to comply with Local, State and Commonwealth laws applicable to the approved project or event;
- the event or project is not retrospective and will occur or commence following the notification date;
- applications must align with at least one of the key priority areas as identified in the Shire of Waroona 2030 Strategic Community Plan.

The Shire reserves the right to request the applicant to submit the most current audited financial statement or the latest treasurer's report covering the previous 12 months or previous financial statements relating to the project or event should it feel it is appropriate.

### The Project must

- have a clearly stated purpose and a practical plan for achieving this purpose;
- include a realistic, clear and comprehensive budget complete with quotes for all items and a proposed time line for completion;
- demonstrate the need and/or benefits to community, and preferably detail the number and age range of people, the range of groups and the activity area.

Applicants demonstrating the following will be well regarded:

- partnerships with other community organisations.
- a strong self-help trend through energetic fundraising and/or funding from other sources.
- projects having not received previous funding, including in-kind support, from Council within the past three years.

**Assessment**

Applications will be assessed through the Alcoa Waroona Sustainability Fund Committee prior to a recommendation being put forward to Council for approval. Applications will be assessed on individual merit and value to community.

Funding shall not be considered:

- where applications are received after the closing date or are incomplete;
- for projects that have already commenced or do not provide enough lead time for funding conditions and acknowledgement requirements to be met;
- where projects are considered to be a private, commercial or individual responsibility;
- for recurrent maintenance, operating costs or bonds; or
- for events held outside the Shire of Waroona.

Funding conditions:

- Recipients will be required to enter into a formal Grant Agreement with the Shire of Waroona committing to comply with the terms on which the funding is provided and the lodgement of acquittal documentation following the completion of the project before any funding is release;
- Recipients will be required to acknowledge the Shire's and Alcoa Australia's support and contribution in promotional material, media releases or other public documents relating to the project or event, where possible, including invitation to formal opening etc;
- Acquittal documentation is to be submitted to the Shire of Waroona within 90 days of completion of the project or event, on the approved acquittal and evaluation forms provided.

Alcoa Australia and the Shire of Waroona reserve the right to part-fund, defer or seek additional information relating to an application.

**Applications can be submitted in the following manner**

Post	In Person	Email
Small Grants Fund Shire of Waroona PO Box 20 WAROONA WA 6215	Shire Administration Office 52 Hesse Street WAROONA WA 6215	<a href="mailto:warshire@waroona.wa.gov.au">warshire@waroona.wa.gov.au</a>

Applicants are required to contact the Shire of Waroona Place and Community Development team to discuss their application prior to grant submission.

Contact: (08) 9733 7800 or Email: [warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au)