



### 1. Intention

To provide guidance on the Alcoa Waroona Micro Grants which aim to financially support community organisations in building engaged, vibrant, inclusive and healthy communities in partnership with Alcoa Australia.

### 2. Scope

This policy applies throughout the district.

### 3. Statement

Alcoa Waroona Micro Grants are designed to support community groups to:

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

Applications will be invited two times each year, with a total funding pool of \$30,000. Funding rounds will close at the end of April and November. An applicant is entitled to apply for a maximum grant allocation of \$2,000 (approved) in any given financial year.

#### 3.1 Key Focus Areas

Applications should meet at least one of the following priority focus areas in line with the Shire of Waroona Strategic Community Plan:

- Pursue a social environment that is accessible and inclusive to all ages and abilities.
- Grow and develop an age-friendly community.
- Become a youth engaged and supportive community.
- Develop and facilitate events of 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.

### 3.2 Priorities

For applications that meet the focus areas and have strong community benefit, priority will be given to:

- Events, projects and initiatives that are new and address a well evidenced need or gap within the Shire, which may include, but not be limited to the promotion or celebration of multiculturalism, the arts, health & wellbeing and/or the environment; and
- Events, projects and initiatives that demonstrate sustainability in the future.

### 3.3 Eligibility

To be eligible, applicants must:

- Submit an application on the official application form, by the closing date;
- Be an incorporated not-for-profit organisation or au spiced through one;
- Hold current public liability insurance;
- Not have outstanding acquittals with the Shire or Alcoa Australia; and
- Agree to comply with Local, State and Commonwealth laws applicable to the approved project or event.

### 3.4 Additional Information

- Where applications require additional clarification, the Shire may seek further information during the assessment process. The responsibility for ensuring adequate information is provided in support of an application, remains with the applicant. It is highly recommended that applicants liaise with Shire officers prior to lodgement, to ensure all relevant factors and information has been considered and prepared.
- 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 should they deem it appropriate.
- Partnerships with other community organisations or evidence of other fundraising from other sources will be well regarded.
- Organisations wishing to submit funding applications for multiple projects should use a separate application form for each project or activity, with each application subsequently being assessed in its own right.
- A full breakdown of the proposed income and expenditure should be provided as part of the application. The income and expenditure should be clearly detailed and must balance. Provision of this information will be essential for the application to proceed.
- Alcoa Australia and the Shire of Waroona reserve the right to part-fund an application.
- Events will generally be supported for up to five years, at which time the ongoing sustainability of the event will need to be demonstrated. Events will not be funded through this scheme for more than 5 years, as it is expected that they will either have progressed to a sustainable event and/or be deemed a regular, iconic event and may be provided separate annual funding under the Shire's budget.

Funding shall not be considered:

- Where applications are received after the closing date or are incomplete;
- For projects that have already commenced;
- For projects deemed the responsibility of another Government Department;
- Where projects are considered to be a private, commercial or individual responsibility;

- For wages or administration costs;
- For recurrent maintenance, operating expenses or bonds; or
- For events held outside the Shire of Waroona.

### 3.5 Conditions of Funding

Prior to any funding being released, recipients will be required to enter into a formal Grant Agreement with the Shire. This agreement will include a commitment to comply with the terms on which the funding is provided, including the lodgement of acquittal documentation.

### 3.6 Funding Assessment

Grants received through the Alcoa Waroona Micro Grant Fund will be assessed on merit through the Alcoa Waroona Sustainability Fund prior to a recommendation being put forward to Council.

## 4. Legislative and Strategic Context

Nil

## 5. Review

This policy is to be reviewed triennially.

## 6. Associated Documents

Nil

## 7. Document Control

Division	Community		
Policy Number	CP006		
Contact Officer	Manager Community Development		
Related Legislation	Nil		
Related Shire Documents	CM003 – Alcoa Waroona Micro Grants		
File Number	CM.7, GS.4		
Risk Rating	Low	Review Frequency	Triennially
Next Review	June 28	Date Adopted	20/10/2020
OCM Number	OCM20/10/174	Previous Policy No.	COM005

## 8. Amendments

Date	Details of Amendment	Reference	Record Number
23/03/2021	Amended to additional information.	OCM21/03/015	

22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
22/07/2025	Reviewed with minor amendments	OCM25/07	CM.7, GS.4