



Community Funding Program 2024 Guidelines

The 2024 Community Funding Program consists of two (2) funding streams with a focus on Community supported and facilitated programs, services and projects that contribute to the social, environmental and cultural development of the Shire of York;

1. **Minor Grant** – assistance to incorporated groups and organisations that provide programs, services or activities to the following sectors of the community; Aged, Youth, Disadvantaged, Early Childhood & Families, Volunteers, Sport, Recreation and Environment. 100% of total project costs can be considered with applications up to \$2,000 available.
2. **Major Grant** – assistance to incorporated groups and organisations within the Shire of York for infrastructure development, maintenance, upgrades and revitalisation. A maximum allocation of 60% of total project cost with applications up to \$10,000.

Eligibility

The Community Funding Program is available to not-for-profit incorporated groups and organisations that are located within the Shire of York boundaries. In special circumstances organisations based outside the Shire of York with a project, program or activity proposed to take place within the Shire may be considered given there is evidence of significant local and regional benefit to residents.

Applicants are to demonstrate how the program/service/activity meets an identified community need, how the impact on the community will be measured, how it's proposed to ensure the ongoing sustainability of the program, capacity to fund ongoing maintenance and if assistance has been sought from other avenues/partnerships.

1. Minor Grant

Who can apply?	Incorporated community groups, not-for-profit organisations based in the Shire of York, individuals or groups representing the municipality at a state, national or international sporting or cultural event who may require assistance with accommodation, travel and other incidental costs.
Eligible Projects include:	<ul style="list-style-type: none"> ▪ New services, programs and activities aimed at specific target groups to meet an identified need or address an identified gap. <ul style="list-style-type: none"> ○ Eligible community sectors include; Aged, Youth, Disadvantaged, Early Childhood & Families, Volunteers, Sport, Recreation and Environment. ▪ Programs aimed at training, development, retention and recruitment of volunteers (including purchase of equipment relevant to the program)
<p>Projects must, wherever practical, utilise local contractors and/or suppliers within the Shire of York Projects must aim to benefit a majority of residents within the Shire of York.</p>	
Projects ineligible include	<p>Projects that do not take place within the Shire of York Projects with sufficient funding opportunities from other levels of government Projects that have a commercial purpose Affiliation and/or Membership Fees</p>
Ineligible expenses include	<p>Capital expenditure Personal expenses Purchase of equipment unless directly related to the project</p>
Funding Limits	Up to 100% of project budget (maximum of \$2,000)
Supporting Documents	<p>Copy of your organisations/groups Constitution Evidence of Public Liability Insurance Project Budget & copy of quotes from suppliers/service providers Committee meeting minutes endorsing this project and application</p>
Terms and Conditions	<ul style="list-style-type: none"> ▪ Groups and Organisations may only submit one application per funding round ▪ Successful applicants will be required to sign a Grant Acceptance Agreement

Examples of Assistance Grant Projects could include

- Programs aimed at training, development, retention and recruitment of volunteers (including purchase of equipment, hire fees and other costs relevant to program)
- New services, programs and/or activities aimed at specific target groups to meet an identified need and/or address an identified gap
- Come-and-try, activation programs aimed at reaching new members/participants in your club, organisation or service
- Funding for individuals or groups representing the municipality at a state, national or international sporting or cultural event who may require assistance with accommodation, travel and other incidental costs.
- \$250 is provided for individuals attending an event/ activity, representing at a state level and \$500 for individuals attending an event/ activity, representing at a National level;
- ✧ Applicants applying for funding to attend a sporting or cultural event must provide proof of their selection through a formal qualifying process.

2. Major Grant

Who can apply?	Incorporated community groups, not-for-profit organisations based in the Shire of York
Eligible Projects include:	<ul style="list-style-type: none"> ▪ Minor infrastructure projects, maintenance and renewal projects. ▪ Upgrades to existing community facilities. ▪ Projects must be undertaken by groups/organisations that have an official tenure agreement on land owned by Local, State, Commonwealth Government or eligible entity
<p>Projects must, wherever practical, utilise local contractors and/or suppliers within the Shire of York Projects must aim to benefit a majority of residents within the Shire of York.</p>	
Projects ineligible include	<p>Projects that do not meet the requirements of the Shire of York - Community Funding Policy</p> <p>Construction of standalone new community facilities</p> <p>Projects that do not have the consent of the land owner</p> <p>Projects considered the responsibility of other government departments, individuals and private for-profit groups</p> <p>Projects that are not complimentary to relevant Regional/District strategies/plans e.g. the Council's Strategic Community Plan 2020-2030, State Sporting Association Strategy or Governing Body Strategy</p>
Ineligible expenses include	<p>Purchase of equipment, unless directly related to the eligible project</p> <p>Retrospective funding for projects already completed</p>
Funding Limits	<p>Up to 60% of project budget (maximum of \$10,000)</p> <p>Your organisations Cash contribution must be more than the value of your in-kind contribution</p>
Supporting Documents	<p>Copy of your organisations/groups Constitution</p> <p>Evidence of Public Liability Insurance</p> <p>Detailed Budget & Copy of quotes from suppliers/service providers</p> <p>Committee meeting minutes endorsing this project and application</p> <p>Letter confirming consent from land owner (including Shire owned land)</p> <p>Site plans (if required)</p> <p>Building Plans (if required)</p> <p>Development Applications (if required)</p> <p>Confirmation of any other income sources used to fund the project</p>
Terms and Conditions	<ul style="list-style-type: none"> ▪ Groups and Organisations may only submit one application per funding round ▪ Successful applicants will be required to sign a Grant Acceptance Agreement

Examples of Revitalisation Grant Projects could include

- ♦ Solar Panels
- ♦ Seating
- ♦ Goal Posts
- ♦ Scoreboard
- ♦ Doors/Ramps to improve access

4. Assessment Criteria

Applicants will be assessed on the following criteria:

- ♦ Is the group/organisation ready?
 - All supporting documentation provided, AGM minutes, constitution, committee meeting minutes, public liability insurance etc.
- ♦ Is the proposal ready?
 - Well scoped, clearly identified need, All supporting documentation provided, budget, quotes, plans, alignment with strategies, consideration of ongoing cost etc.
- ♦ Has the project / initiative meet an identified community need?
- ♦ The degree to which the project / initiative will have an impact on the community.
- ♦ The use of local suppliers (where possible)

Applications will be assessed by Shire officers, and recommendations for funding presented to Council at its next available Council meeting.

5. Time frames

Applications for the 2024/2025 financial year open in April and October for a period of four week. All applications must be submitted before the submission cut-off date with the required supporting documentation to be consider in that assessment round.It's strongly recommended that applicants contact the Shire at least 2 weeks prior to the closing date.

<i>Rd</i>	<i>Submission Cut Off</i>
1	30 April 2024
2	31 October 2024
3	30 April 2025

6. Funding Conditions

- Community groups seeking funding through the community funding program will sign a grant acceptance agreement with the Shire of York if their application is successful.
- Successful applicants will be required to submit a brief evaluation form (including acquittal) that highlights the outcomes of the project within three months of the completion of the project.
- Funds must not be used for any purpose other than what was in the original application form without prior approval from the Shire of York.
- All funding which is unspent for the term and purpose that they were approved for are to be returned to the Shire within three months of the conclusion of the project.

For all enquiries including an application form please contact the Shire office on Ph: 9641 0500 or email: records@york.wa.gov.au