

# Shire of Denmark

## COMMUNITY GRANTS

# 2023/24 Guidelines



## Key Dates

Timeline	Date
Project or Activity Delivered between	1 November 2023 – 29 June 2024
Applications Open	7 August 2023
Application Close	<b>1 September 2023</b>
Assessment	4-15 September 2023
Notifications of Outcomes	Later in the year, prior to 1 November 2023
Grant Acquittals	Within 30 days of project completion but no later than 29 June 2024

Late applications will not be accepted.

\*Date subject to change

Before submitting an application for this grant, please ensure you have carefully read all details contained in the information pack. Community Grants are very competitive and it is in your best interest to ensure your application meets the eligibility criteria, addresses at least one of the funding priorities, and considers the application assessment process.

If you need help with your application, we encourage you to make an appointment with Shire of Denmark Community Development Officer Rosie Arnephie on 9848 6033 or [rosemarie.arnephie@denmark.wa.gov.au](mailto:rosemarie.arnephie@denmark.wa.gov.au) to discuss your application.

All applications must be received by the **Shire of Denmark** by the closing date to be eligible for assessment. Receipt of online and email submissions will be acknowledged with an immediate auto-response email. **If you do not receive an auto-response, we have not received your application.** Postal submissions will be acknowledged within five working days. Please contact Shire of Denmark if you do not receive confirmation of receipt by this time.

## How to Apply

Please refer to [www.denmark.wa.gov.au/community-grants](http://www.denmark.wa.gov.au/community-grants) to access the application form.

Applications can be submitted through the following methods:



Online Application Form

[www.denmark.wa.gov.au/community-grants](http://www.denmark.wa.gov.au/community-grants)



[Enquiries@denmark.wa.gov.au](mailto:Enquiries@denmark.wa.gov.au)



Shire of Denmark Administration Centre  
953 South Coast Highway Denmark WA 6333

## Section 1: Grant Overview

### About the Community Grant Program

The Community Grant Program provides financial support to community organisations and groups operating on a not-for-profit basis located within the Shire of Denmark. The grant program supports projects and initiatives that benefit the Denmark community.

Community grants are available across six categories:

1. Cultural Development and Arts
2. Historical
3. Sports
4. Events
5. Environment
6. Sustainable Enterprise

Grants can be used for any purpose including but not limited to, minor building construction, maintenance or repair, equipment purchase or hire, events or functions, relief from Council fees and charges etc.

#### 1. Funding Amount

Community Grants are available from \$201 up to \$10,000 from a funding pool of \$25,000. The total pool of funding is determined during the annual budget process and may vary each year.

#### 2. Priority Areas

Applications to the Community Grant Program must align with the Shire of Denmark [Strategic Community Plan](#) & [Sustainability Strategy](#). The Shire of Denmark has identified Youth Services as a key priority for 2023/24. Projects targeting young people aged between 12-24 years will be highly regarded.

#### 3. Who Can Apply?

Eligible applicants are permitted to apply for one round, each financial year.

Eligible applicants must be:

- ▶ an incorporated not-for-profit organisation or group or
- ▶ an unincorporated not-for-profit organisation, group or individual, applying through the auspice of a not-for-profit incorporated body.

#### 4. Who Cannot Apply?

- ▶ An unincorporated organisation without an auspice arrangement
- ▶ An Individual, sole traders, private or commercial businesses
- ▶ Educational institutions
- ▶ State or Federal Government
- ▶ Applicants located outside the Shire of Denmark
- ▶ Organisations whose main purpose is to fundraise
- ▶ Applicants who have failed to acquit previous projects funded through the Shire of Denmark

## 5. What Can Be Funded?

The following but not limited to, can be funded:

- ▶ Publicity, communications and marketing
- ▶ Printing and copying of advertising material
- ▶ Purchase of equipment or hire fees for events
- ▶ Relief from Council imposed fees and charges for events
- ▶ Assistance towards workshops/projects that benefit the Denmark community
- ▶ Ground-works, minor building construction, maintenance or repairs
- ▶ Projects taking place in the current financial year

## 6. What Can't Be Funded?

- ▶ Ongoing expenditure in the form of operating or administrative costs e.g. rent, staff wages, utility costs, insurance, and stationery
- ▶ Capital works or equipment
- ▶ Expenditure or projects that benefits an individual or personal business aspirations.
- ▶ Projects that are taking place or servicing predominately outside the Shire of Denmark
- ▶ Projects that duplicate an existing or similar project/service within the community
- ▶ Applications where grant funds are to promote political purposes, unethical or profit-making purposes that benefit an individual
- ▶ Applications where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds
- ▶ Personal living, education, medical or travel expenses
- ▶ Projects that are the responsibility of the State or Federal Government
- ▶ Activities targeted at students in a school setting
- ▶ Deficit funding of any operation activities
- ▶ The purchase of alcohol and gifts
- ▶ Expenditure on projects or purchases that have been made prior to grant approval (Retrospective funding)
- ▶ Projects /items that are not consistent with the Shire of Denmark's Strategic Community Plan and or Sustainability Strategy
- ▶ Any activities that may cause offence to others or cause the Shire's name to be in disrepute

## 7. Selection Criteria

Each eligible application will be assessed against the following criteria:

- ▶ Only one (1) application per applicant will be accepted for the funding round.
- ▶ Alignment with the Shire of Denmark's Strategic Community Plan and Sustainability Strategy
- ▶ Demonstrated need or community benefit with achievable objectives and outcomes
- ▶ Projects that benefit a sufficiently broad, or diverse, target group
- ▶ Funding will be spent largely or wholly within the Shire of Denmark and largely or wholly for the benefit of the residents of the Shire of Denmark
- ▶ Meets the funding category criteria
- ▶ Completeness of application with budgetary details and supporting information (e.g. quotes or letters of support)
- ▶ Capacity of the group both financial and otherwise to deliver the project

## 8. Application Assessment Process

- ▶ Applications for Community Grants will be assessed by a panel of Shire Officers. This is a competitive program, and not all applications will be successful. Your chances of success depend on how well you can demonstrate that your application meets the priority areas and assessment criteria.
- ▶ Applicants should answer all the questions provided with as much detail as possible. Your responses will enable the Assessment Panel to make their decision. When completing the application form consider how the proposed activity or project addresses the assessment criteria.
- ▶ All funding decisions are final and cannot be contested or appealed. Applicants are advised that canvassing of elected members will automatically disqualify their application from consideration.

### 8.1. Assessment Matrix

The Assessment Panel will assess each application's response to the funding criteria based on a scale of 1 – 4 as detailed below.

RATING	DESCRIPTION
1	Does not meet criterion
2	Fair: Partially meets criterion
3	Good: Meets criterion
4	Very good: Exceeds the criterion

### 8.2. Weight Rating

Applications will be weighed on a sliding scale as shown below.

Rating	Assessment	Funds allocated of total requested
<b>High</b>	Meets 90 -100% of the weighted criteria	100%
<b>Medium</b>	Meets 70-89% of the weighted criteria	70%
<b>Low</b>	Meets 50-69% of the weighted criteria	50%
<b>Not Recommended</b>	Meets less than 50% of the weighted criteria	0%

### 8.3. Project Ratings

A higher rating will be allocated to:

- ▶ Projects that address priority areas as outlined in the Shire's' Strategic Community Plan.
- ▶ Projects that meet a need or gap in service in the community
- ▶ Projects that involve or support young people between the ages of 12 -24 years
- ▶ Collaborative community-wide projects
- ▶ Project with co-contribution funds (e.g. other grant source, cash, or in-kind contributions)

A lower rating will be allocated to:

- ▶ Projects previously funded will be given a low priority unless significant community benefit can be demonstrated.
- ▶ Projects duplicating an existing program/service.

## 8.4. Capacity to Deliver

**There is no guarantee that successful applicants will receive the full funding amount requested.** The amount of funding awarded is dependent on the weight scoring of the application. For example, if an applicant requested funding of \$2,000 and received a weight scoring of 50%, they will only qualify for \$1,000 of funding.

Applicant will also be assessed on their capacity to deliver the project with partial funding which may impact on the grant outcomes. **If you have answered NO at question 4.3** of the application form, indicating that you would not have capacity to deliver the project with partial funding, then your application will be rated **NOT RECOMMENDED**, and therefore unsuccessful.

To increase your chance of success, consider alternate ways that the project could still be delivered. For example, the project could be delivered in stages, or you can consider a fundraiser activity to meet the funding shortfall.

## Section 2: Grant Conditions and Requirements

### 9. Financials

Grant applications must include supporting quotes or cost estimates. For requests over \$1000, applicants are also required to submit a copy of the organisation's current financial statements.

### 10. Funding Agreement

Applicants seeking funds through the Community Grant program must be prepared to sign a Funding Agreement if their application is successful. Auspicing organisations will enter into a funding agreement with the Shire on behalf of the individual or non-incorporated organisation whose project they are auspicing.

### 11. Acknowledgements and Logos

The Shire of Denmark's financial support must be acknowledged through means such as advertising, promotion and any media publicity associated with the project. Acknowledgement that "This project is assisted by the Shire of Denmark" must be made in all publicity associated with the project. The use of the Shire of Denmark logo is encouraged. To use the Shire's logo, approval must first be obtained by contacting the Shire's Communications Officer by emailing [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au).

### 12. ABN and Tax Status

To comply with the requirements of the Federal Government's Goods and Services Tax (GST), successful applicants without an ABN must complete a Statement by a Supplier form in order to be funded. Statement by a Supplier forms are available to download from the Shire's website as a PDF or from Australia Post. **Shire of Denmark cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.**

### 13. Grants Payment

Council community grants (as approved) shall be paid to the applicant, on receipt of an invoice and up to the value of copy invoices, statements or receipts.

- ▶ If the amount of the grant is \$3,000 or more, 50% of the grant will be paid upfront on approval of the project, when a tax invoice is provided.
- ▶ The outstanding balance will be paid following the successful acquittal of the project and receipt of the final tax invoice. The acquittal must be accompanied by proof of expenditure such as invoices paid, receipts or copies of statements.
- ▶ When the amount of the grant is less than \$3,000 payment of the full amount can be paid on commencement of the project when a tax invoice is provided. The acquittal must be sent on completion of the project along with receipts as proof of expenditure.

### 14. Revoked Grant Funding

Where approved grant funding is not claimed by **31 May 2024** and the organisation involved has failed to submit the signed Grant Agreement and invoice, the Chief Executive Officer shall advise the organisation that their grant approval is revoked and that they should then re-apply in the following year.

### 15. Co-funded Projects

Where community grant is approved by Council for projects that are dependent upon funding from an outside source, e.g. Sport and Recreation WA; Lotteries Commission etc, and that funding application is unsuccessful or the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall.

In such circumstances the Council will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds shall then be made available to other applicants.

### 16. Changes in Project Scope

Where the scope of the approved project changes, applicants are to contact the Manager Community Services, who will determine if the changes are deemed to be “substantial” and if a reconsideration of the grant funding is required.

### 17. Acquittal of Grants

- ▶ The acquittal form will be sent to applicants with the Grant Agreement when funding applications are approved.
- ▶ The completed acquittal report form including support documents in the form of receipts and hi-res photos must be submitted to the Shire of Denmark, **within 30 days of project completion but no later than 29 June 2024.**
- ▶ Balance of final payment for grants over \$3,000 to successful community organisations will be made once the acquittal document along with supporting documentation is provided.
- ▶ Failure to complete the acquittal by 30 June 2024 will result in those funds being forfeited irrespective of whether funds have been spent or committed by the organisation.

- ▶ Failure to acquit will disqualify the applicant from applying for future grants funding.
- ▶ Request to extend acquittal must be made in writing addressed to the Manager Community Services at [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au) outlining the reason for the extension.

## 18. Helpful Links

- ▶ [ABN Lookup](#)
- ▶ [Statement by a Supplier Form](#)
- ▶ [Incorporation lookup](#)
- ▶ [Shire of Denmark - Grants](#)

## Key Contact

Applicants are encouraged to discuss their projects with the Shire's Community Development Officer prior to submitting their applications.

To discuss your project, or for other enquiries about Community Grants, please contact Shire of Denmark Community Development Officer, Rosie Arnephie on (08) 9848 0333 or by email to [rosemarie.arnephie@denmark.wa.gov.au](mailto:rosemarie.arnephie@denmark.wa.gov.au)