



# Community Grant Guidelines

2025/26 – Round Two

The Shire of Denmark's **Community Grant Program** provides financial support to community organisations and groups operating on a not-for-profit basis. The grant program aims to support local projects and initiatives that benefit the Denmark community. Successful applicants will have 18 months to deliver their project.

## 1. Key Dates - Round2



## 2. Community grant categories

Applicants must only select **one category** for their application.

### 1 Environmental Sustainability

**Maximum request \$5,000**

Focuses on activities supported through the Sustainability Strategy and Action Plan.

**Example Outcomes** Clear benefit to environmental sustainability and the community.  
Connecting the community by caring for natural heritage.  
Reducing the community's impact on the environment.

**Example Projects** Community-led project to protect and restore environments.

### 2 Wellbeing

**Maximum request \$5,000**

Broad-ranging grants that primarily focus on improving the health and general well-being of those most at risk in the community.

**Example Outcomes** Benefit at-risk individuals or groups within the community.  
Increases healthy lifestyles and/or improves mental health.

**Example Projects** Offering counselling services, support groups or mental health workshops.  
Providing healthy meals or nutrition programs for low-income families or others in need.  
Organising walking groups for at-risk populations.  
Creating clubs or events to reduce social isolation and loneliness.

### 3 Equipment and Facilities

**Maximum request \$10,000**

Aimed at community groups needing to upgrade equipment or infrastructure to continue delivering their service. Some groups may use this program to leverage external funding.

**Example Outcomes** Allows for the continued delivery of crucial community services.

**Example Projects** Upgrading critical equipment or infrastructure.  
Facilities upgrades, including disability access improvement.  
Historical plaques.

## 4 Be Active

**Maximum request \$5,000**

Available to applicants aiming to connect the community by building a sense of belonging, commitment, and activation through events, programs or initiatives.

This could be clubs and groups seeking to engage new members, provide new services, or addressing a social need in the community.

**Example Outcomes** Increased sense of belonging, connection and participation in the community.

Reduction in disadvantage across community.

Sharing and preserving cultural heritage, and acknowledging and respecting Indigenous culture and heritage.

Revitalisation and enrichment of places by promoting community interaction and engagement.

**Example Projects** Cultural activities that contribute to a sense of community identity and inclusion.

Inclusive projects and programs that reduce isolation for specific groups in the community.

Arts-focused social activities.

Initiatives that help young people feel they belong to a wider community.

Organising events, such as fun runs or historical walking tours, to bring people together.

## 5 Startup

**Maximum request \$1,000**

Startups can be new clubs or community groups looking to get established.

Groups can only access this program once and must demonstrate that they are addressing an unmet community need, have members, and have a space to operate from.

**Example Outcomes** Establish a new club or group that will benefit the community in a new way.

**Example Projects** Purchasing equipment, undertaking training or coaching programs or establishing their club structure and governance.

## 6 Build Future Leaders

**Maximum request \$2,000**

Open to community groups seeking to build organisational sustainability by investing in leadership development, youth development programs or governance training.

**Example Outcomes** Enhance organisational sustainability and community leadership. Sharing knowledge and capability for the benefit of the community.

**Example Projects** Providing training for identified future leaders in the community.

### **3. Applicant Eligibility**

Eligible applicants are permitted to submit **only one application** per funding round.

#### **Who can apply?**

- Either an incorporated, not-for-profit organisation or group, OR an unincorporated, not-for-profit organisation or group, applying through the auspices of a not-for-profit incorporated body.
- A local community organisation or an organisation located outside the Shire that provides support and/or services to residents of Denmark where there are no local providers and there is a great need in Denmark.

#### **Who cannot apply?**

- An Individual, sole trader, private or commercial business.
- Educational institutions.
- State or Federal Government.
- Applicants located outside the Shire of Denmark unless they can demonstrate that they are addressing a need benefiting the Denmark community where there are no existing local providers delivering this service.
- Organisations whose main purpose is to fundraise.
- Applicants who have failed to acquit previous projects funded through the Shire of Denmark.
- Organisations whose core values and vision do not align with the Shire of Denmark's and whose association may bring the Shire's reputation in disrepute.

## 4. Project Eligibility

**Eligible projects** must be delivered within the funded timeline and fit within one of the six funding categories with matching expenses.

The following are ideas/examples of what **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.

The following are ideas/examples of what **cannot** be funded:

- Ongoing expenditure in the form of operating or administrative costs e.g. rent, staff wages, utility costs, insurance, and stationery.
- Expenditure or projects that benefits an individual or personal business aspirations.
- Projects that are predominately taking place, or servicing, 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.
- 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 *Council Plan - Our Future 2035*
- Any activities that may cause offence to others or cause the Shire's name to be in disrepute.

# 5. Assessment Areas

Each eligible application will be assessed against the following areas:  
(Weighting is displayed in brackets to help you ensure you are allocating your time appropriately)

## **Project Relevance (5%)**

- Your project or activity fits within one of the six categories.

## **Alignment with Council aims and priorities (50%)**

- Your application clearly describes how the project or activity aligns with the Shire's Council Plan – Our Future 2035
- Your application gives a clear explanation of how the project or activity will achieve a **positive outcome for the community**. This could include:
  - Who will benefit?
  - What problem your project helps solve.
  - What long-term positive change it could create.
  - How it reflects community values like connection, sustainability and inclusiveness.
  - Whether it helps reduce pressure on Shire resources, such as creating better spaces or cutting down on waste.
  - How it fits into the bigger picture of Shire priorities (safety, environment, culture, economy).
  - Whether it brings people together, such as schools, clubs, local businesses or volunteers.

## **Measurable Outcomes (30%)**

- You have given a clear explanation of how you will be able to check that your project is having an impact, ensuring future success. There are a number of examples listed on the application form. This data should be tracked and then form part of the acquittal process.

## **Feasibility (10%)**

- The application demonstrates your financial ability, experience, skills and resources to complete the project within the set timeframe.

## **Application Quality (5%)**

- All relevant sections of your application are completed, with a clear budget and supporting evidence (e.g. quotes or letters of support).

## 6. Assessment Process

Applications for Community Grants are assessed by a panel of Shire Officers. **This is a competitive program, so not all applications may be funded.** All funding decisions are final and are not subject to review or appeal.

### Preparing Your Application

We have designed the application form to be as accessible as possible, recognising that community groups and volunteer organisations may not have access to professional grant writers

To give your application the best chance of success, it is important to:

- Make sure both the applicant and the proposed project or activity meet the eligibility criteria
- Show that the project or activity can be completed within the required funding timeframe
- Select the one category (from the six available) that best matches your project or activity
- Clearly explain how your application meets, or exceeds, the Assessment Areas
- Answer all questions fully and provide as much relevant detail as possible
- Consider whether your project could still proceed if only partial funding is offered (**see Section 7**)

The Panel will consider each application's response to the Assessment Areas (which are differentially weighted) based on a scale of 1 - 5 as detailed in the table, opposite.

A **higher rating** will be allocated to:

- Projects that directly address the key goals as outlined in the Council Plan - Our Future 2035
- Projects that meet a need or gap in service in the community,
- 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 which have received previous funding over the past two years will be given a low priority unless significant community benefit can be demonstrated,
- Projects duplicating an existing program/service.

Rating	Meets the Assessment Area
5	<b>Outstanding:</b> Greatly exceeds criterion
4	<b>Very Good:</b> Exceeds Criterion
3	<b>Good:</b> Meets criterion
2	<b>Fair:</b> Partially meets criterion
1	Does not meet criterion

## 7. Funding Amount

The maximum amount that can be applied for varies with the Category of Grant. Funding available for Community Grants cannot be confirmed until the budget is adopted by Council (typically in early August). If sufficient funds are not available or the adoption of the budget is delayed, this will impact the ability to award funding as per the timeline. For this round, the budget is expected to be \$28,500.

**There is no guarantee that successful applicants will receive the full funding amount requested.**

The amount of funding awarded is dependent on the amount of funds available, as well as the rating applied to the application, with higher rated applications receiving a greater proportion of their requested budget.

**It is important to consider whether the project could be completed with only partial funding from the Shire.**

Alternate ways that the project could still be completed include delivering the project in stages or a fundraiser activity to meet the funding shortfall.

You will need to indicate on your application whether you have the capacity to deliver the project outcomes with partial funding from the Shire. **If not, your application will no longer be considered if it does not score highly enough to be awarded the full amount requested.**

# Grant Conditions and Requirements

Listed expenses should only include costs that are directly related to the project, such as materials, venue hire, promotional activities, and staffing.

## 8. 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/auspicing organisation's current financial statements.

## 9. 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.

## 10. 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 supported by the Shire of Denmark**' must be made in all publicity associated with the project. It is a requirement of funding that the Shire of Denmark logo is used where suitable. To use the Shire's logo, please contact the Shire's Communications Officer by emailing [info@denmark.wa.gov.au](mailto:info@denmark.wa.gov.au) to receive a copy of the logo and guidelines for its usage.

## 11. 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.

## 12. Grant Payment

Community grants shall be paid to the successful applicant, on receipt of an invoice and up to the value of invoices, statements or receipts.

Specifically,

- 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.

## 13. Co-funded Projects

Where a community grant is approved for projects that are dependent upon funding from an outside source (e.g. Community Sporting and Recreation Facilities Fund, 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 Shire 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.

## 14. Changes in Project Scope

Where the scope of the approved project changes, applicants must seek approval from the Shire to determine if the changes are deemed to be "substantial" and if a reconsideration of the grant funding is required.

### **Grant funding may be revoked.**

Request to make changes to project scope must be made in writing to the Manager Community Services at [info@denmark.wa.gov.au](mailto:info@denmark.wa.gov.au) outlining the reason(s) for the change.

## 15. Acquittal of Grants

The acquittal form will be sent to applicants with the Grant Agreement when funding applications are approved. A copy of the form is also available on the Shire's website. The completed acquittal report form including support documents in the form of receipts, tracked metrics for success and up to 4 high-resolution photos must be submitted to the Shire of Denmark, within 30 days of project completion but no later than **1 November 2027**.

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 the agreed timeline 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 beyond 18 months must be made in writing addressed to the Manager Community Services at [info@denmark.wa.gov.au](mailto:info@denmark.wa.gov.au) outlining the reason for the extension.

## 16. Revoked Grant Funding

Where approved grant funding is **not claimed by 1 October 2027** and the organisation involved has failed to submit the signed Grant Agreement and invoice, the Manager of Community Services shall advise the organisation that their grant approval is revoked and that they should then re-apply.

## 17. 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

via the [Your Denmark](#) page



### Email

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



### In person, at the Shire of Denmark Administration Centre

953 South Coast Highway Denmark WA 6333

All applications must be received by the closing date to be eligible for assessment—**late applications will not be considered.**

Online submissions via the [Your Denmark](#) page will be acknowledged with an immediate auto-response email. Please check your junk/spam folders. Email and postal submissions will be acknowledged within two working days of receipt.

**If you do not receive an acknowledgement, we have not received your application.** Please contact the Shire if you do not receive acknowledgment of receipt.

We recommend submitting with enough time to be able to resubmit, if necessary, prior to the closing date.

## 18. Key Contact and Information

**Applicants are strongly encouraged to discuss their projects with the Shire's Community Development Officer Andy prior to submitting their application.**

To discuss your project, set up a meeting, or for other enquiries about Community Grants, please contact Shire of Denmark Community Development Officer – Andy on (08) 9848 0300 or by email to [andy.percy@denmark.wa.gov.au](mailto:andy.percy@denmark.wa.gov.au)

Key information to apply for a community grant, as well as helpful resources can be found at:

- [Council Plan – Our Future 2035](#)
- [ABN Lookup](#)
- [Statement by a Supplier Form](#)
- [Incorporation Lookup](#)
- [Registered Charity Organisation](#)
- [Shire of Denmark – Grants](#)
- [FAQs](#) on the Shire of Denmark webpage