



Shire of Pingelly Community Grant Scheme Package

The Shire of Pingelly Community Grant Scheme offers financial support to not-for-profit community organisations, groups and associations for projects, events, exhibitions and/or performances which align with the Shire of Pingelly's vision:

"Pingelly, a sustainable community where natural beauty and economic diversity provide opportunities for all."

From the Shire President



"The council of the Shire of Pingelly acknowledges the significant and valuable contribution local community groups make towards creating a vibrant, cohesive and sustainable community.

The Community Grants Scheme gives the Shire an opportunity to support community groups and organisations and the pivotal role they play in developing a vibrant and diverse community. Council is committed to the provision of support and assistance through this Community Grant Scheme. "

Bill Mulroney

Shire of Pingelly Community Grant Scheme Guidelines

1. Eligibility Criteria

Applications for the Community Grant Scheme will be considered eligible for funding if they meet the following criteria.

- 1.1 Must be an incorporated not-for-profit community organisation.
- 1.2 Non-incorporated organisations may apply for the Community Grant Scheme via an incorporated, not-for-profit organisation (Auspicing).
- 1.3 A cultural organisation/group, sporting group or organisation, volunteer organisation/group or other incorporated associations based within the Shire of Pingelly.
- 1.4 The community organisation must be based within the Shire of Pingelly.
- 1.5 Community organisation must ensure they include their ABN on their application, if they do not have an ABN they are to complete the attached Statement by Supplier form.
- 1.6 The community organisation application MUST demonstrate clearly defined community benefit outcomes.
- 1.8 The community organisation must demonstrate a clearly defined need for the project for which they are applying for funding for via the Community Grant Scheme.

2. Non-Eligible Criteria

Applications for the Community Grant Scheme will be considered ineligible for funding if they meet the following criteria.

- 2.1 Commercial-for-profit organisations.
- 2.2 Applications that are received after the closing date.
- 2.3 Community organisations that failed to acknowledge the Shire of Pingelly's contribution to previous projects.
- 2.4 Community organisations seeking funding to cover the costs for a project already underway or that took place in a previous year.
- 2.5 Organisations who only fundraise.
- 2.6 Individuals who are not part of an organisation.
- 2.7 Community organisations that do not address the criteria in their applications.
- 2.8 Individuals seeking funding to cover personal living expenses, education expenses or medical and travel expenses.
- 2.9 Community organisations seeking funding to promote political, unethical or profit-making purposes.
- 2.10 Community organisations seeking funding for promoting religious beliefs.

3. Funding Criteria

Community organisations seeking funding via the Shire of Pingelly Community Grant Scheme will have their applications assessed against the following criteria.

- 3.1 Demonstrate the involvement of volunteers.
- 3.2 Provide a positive social return to the Pingelly community in the areas of:
 - Sport and Recreation
 - Youth
 - Seniors
 - Health and Welfare
 - Tourism
 - Art and Culture
 - Education
 - Not-for-profit business development
- 3.3 Are accessible and affordable for the Pingelly community.
- 3.4 Purchase of equipment ONLY when there is evidence that the equipment is vital to the ongoing viability of the service/program offered by the community organisation.

4. Funding Amounts

- 4.1 Grants of up to \$5,000 will be considered.
- 4.2 For funding requests over \$1,000 a copy of your organisations current financial statements must be attached to support your application.
- 4.3 Council contributions will generally be limited to one third of the total project cost, with the contribution capped at \$5,000

4. Advertising of the Community Grant Scheme

- 4.1 The Shire of Pingelly Community Grant Scheme applications will be advertised to coincide with the opening of each funding round inviting submissions from local community organisation.
- 4.2 The Community Grant Scheme will be promoted through the Shire of Pingelly Shire News, Facebook and Website, it will also be published in the local community paper, Pingelly Times.
- 4.3 The Community Grant Scheme will open in February of each year and close the last Friday of March in that same year. Please ensure you take note of the Community Grant Scheme opening and closing dates.
- 4.4 Community organisations are encouraged to contact the Director of Corporate and Community Services on (08)9887 1066 to confirm that the project/event will be acceptable under the grant guidelines prior to submitting the application.

5. Assessment of Applications

- 5.1 The Community Financial Scheme is allocated within Councils Financial Budget each year. Applications received are then submitted to the Ordinary Council Meeting in June for assessment and consideration to be part of the draft budget.
- 5.2 The draft budget is then put to Council in July where Community Financial Scheme applications will be considered and if applicable will be adopted in the Annual Budget for that financial year.

6. Successful Applications

- 6.1 If your community organisation is successful in their application for the Community Grant Scheme you will receive a confirmation letter of your success in August of the new financial year advising you of the grant amount allocated and requesting that you submit your acquittal and relevant tax invoices.

7. Unsuccessful Applications

- 7.1 Unsuccessful applications for the Community Grant Scheme will receive a letter advising you that you have been unsuccessful in August of the new financial year.
- 7.2 The Shire of Pingelly's Community Club Development Officer will provide unsuccessful applicants with feedback about why the organisations application was unsuccessful and will provide information on how to improve future applications and if relevant will provide you with information for alternative funding sources.

8. Requests for Variations to Initial Applications

- 8.1 If a community organisation wants to change the purpose or proposed use of grants funds that were requested in their initial application they must immediately advise Council of their request to do so. This request for variation is to be in writing to the Shire of Pingelly, once received you will receive a letter to advise you if your request for variation has been successful/unsuccessful.

9. Community Grant Scheme Acquittal and Payments

- 9.1 All community organisations who are successful in their grant application for the Community Grant Scheme are required to submit a funding acquittal by 30 June for the financial year. You must ensure to attach all requested documents.
- 9.2 Upon the submission of the Community Organisations acquittal, you will receive a letter of confirmation if it has been successful or unsuccessful. In the case of a successful acquittal a cheque for the requested funding will be attached.
- 9.2 A request to submit the acquittal after this date must be in writing to the Chief Executive Officer at minimum 30 days prior to the 30 June and is at the discretion of the Chief Executive Officer to grant an extension.
- 8.3 Community organisations must demonstrate expenditure of the grant through the completion of the attached acquittal form.
- 8.5 If a community organisation fails to submit their acquittal by the 30 June, they will forfeit all funding and if they have been reimbursed for funds they will be issued notification by way of a letter that they will be required to pay any in-kind support provided by the Shire of Pingelly back within 60 days of the date of the letter.

9. Community Grant Scheme Application Forms

- 9.1 Contact the Community Club Development Officer on (08)9887 1066 to discuss your project idea and ensure you are eligible to apply for the grant funding, to discuss your application or to obtain an application form.
- 9.2 Community Grant Scheme application packages can be downloaded digitally in full from the Shire of Pingelly website by visiting www.pingelly.wa.gov.au.
- 9.3 Community organisations must submit their application by mail or hand delivery clearly marked with the following:
 - Chief Executive Officer
 - Shire of Pingelly
 - 17 Queen Street
 - PINGELLY WA 6038

Shire of Pingelly Community Grant Scheme Funding Process

Step 1

- Contact the Community Club Development Officer on (08)9887 1066 or cdo@pingelly.wa.gov.au to discuss your project idea and confirm it is eligible for the Community Grant Scheme. And request an application package.

Step 2

- Complete the Community Grant Scheme Application Form.

Step 3

- Submit the Community Grant Scheme application form to the Shire of Pingelly before the closing date of the last Friday of March each financial year.

Step 4

- Applications are put to Council at the Ordinary Council Meeting in June of each financial year where they will be reviewed and recommendations made.

Step 5

- Successful applications for the Community Grant Scheme funding will be endorsed for the Annual Budget at the Ordinary Council meeting in July of the new financial year.

Step 6

- Successful applicants of the Community Grant Scheme funding will be notified in writing of their success in August of the new financial year.

Step 7

- Successful applicants of the Community Grant Scheme must ensure they have acquitted their funds by way of completing the Community Grant Scheme Acquittal form contained in this package and return it to the Shire of Pingelly by 4pm 30 June end of each financial year.