



COMMUNITY GROWTH FUND GUIDELINES

Shire of Carnarvon's Community Growth Fund is designed to demonstrate Council's commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation, and make a positive and ongoing contribution to the region.

Please read these guidelines in full before completing an application.

GUIDELINES REVISED – JANUARY 2023

What is the Community Growth Fund?

The Shire of Carnarvon's Community Growth Fund is designed to demonstrate Council's commitment to supporting not-for-profit community-based organisations, event organisers and individuals who deliver and grow social, economic, reconciliation, educational, recreational, environment, art and cultural benefit to the Shire of Carnarvon community.

The Council will provide grants only when it is satisfied that:

- The application meets the eligibility criteria set out in these guidelines, and in the policy for the specific program.
- The grant will be used for a purpose that provides community benefit.
- The grant will meet a community and/or social need in the community.
- Community Growth Funds Committee approval.

How are the applications assessed?

The Community Growth Funds Committee consists of Elected Members that evaluate applications, and Council staff prepares recommendations for Council approval.

The high demand for funding under the Shire of Carnarvon's Community Growth Fund will mean that not all grant applications can be approved. Although an application may meet the assessment criteria and the ability to align with the Shire's Strategic Community Plan is essential.

Community Growth Funds Committee on an assessment matrix and eligibility criteria for the particular category will assess all funding submissions.

This is done by a 0-4 scoring method as listed below:

0	Conflicts with eligibility criteria
1	Not Demonstrated
2	Partially demonstrated
3	Sufficiently demonstrated
4	Exceedingly Demonstrated

All applications will receive written notification of the outcome of their application. Successful applications may also be acknowledged as part of the Council's publications.

Before you apply

Applicants are encouraged to contact the Shire of Carnarvon's community and cultural development department to discuss their project and the application process before applying. Shire staff are **not permitted** to complete an application on behalf of a community group or organisation.



Submission Timeframes

Submissions will be considered on a half-yearly basis at Community Growth Fund Committee Meetings:

Round	Opening Date	Closing Date	Applicants notified of outcome	Timeframes for completed acquittal (if successful)
1	1 January	12 February	Following decision of subsequent Council meeting after closing date	12-weeks from date of program, project and/or activity completion.
2	1 July	12 August		
3	1 October	12 November		

Note: Applications outside scheduled rounds will not be accepted.

Grant Categories

Category	Grant Description	Maximum (Cash or In-Kind)
Major Project Support Grant	Major Project Support Grant supports a project or event which has significant economic and/or cultural importance to the community, and is recognisable as being specific to, and for the betterment of the Shire of Carnarvon.	\$10,000
Community Support Grant	Grants are offered under this category to support organisations and the planning and development of local community events and/or projects that will assist in building community capacity and promoting community cohesion.	\$5,000
Small Assistance Donation	Small financial contribution to an event, activity, service or endeavor for not for profit or benevolent organisations.	\$1,000



Eligibility Criteria

MAJOR PROJECT SUPPORT GRANT (UP TO \$10,000)

A community organisation will be eligible to receive a grant from Council under this category if the organisation demonstrates the following:

- The project, event or activity contributes significantly to the regional profile and/or economic benefit of the Shire.
- The project, event or activity aligns with an activity in the Shire's Community Strategic Plan.
- The organisation/group resides and operates, and the event is carried out in the Shire of Carnarvon boundaries.
- Have acquitted any previous Shire of Carnarvon grant satisfactorily and supplied evidence of funding acknowledgement.
- Be free of debt with the Shire of Carnarvon.
- Be an incorporated 'not-for-profit' organisation and hold a current Association Constitution.
- Have relevant public liability insurance cover (applicable to large-scale events).
- Uses the grant funds for a purpose that Council considers providing a community benefit. This includes spending the grant funds with Carnarvon businesses.
- Demonstrate a clear need for Shire financial support and show that other avenues of financial support have been explored.
- Demonstrates good organisational governance.
- Submit the organisation's most current financial statement.
- Submit a detailed budget for the program, project and/or activity.

COMMUNITY SUPPORT GRANT (UP TO \$5,000)

A community organisation will be eligible to receive a grant from Council under this category if the organisation demonstrates the following:

- The project is a specific community event/activity or community program that demonstrates a social, economic, educational, recreational or art and cultural benefit to the Shire of Carnarvon community.
- The event/activity or community program aligns with an activity in the Shire's Community Strategic Plan.
- The organisation/group reside and operate, and the event is carried out in Shire of Carnarvon boundaries.
- Have acquitted any previous Shire of Carnarvon grant satisfactorily and supplied evidence of funding acknowledgement..
- Be free of debt with Shire of Carnarvon.
- Organisations can apply for financial assistance towards rates notice.
- Be an incorporated 'not-for-profit' organisation and hold a current Association Constitution.
- Have relevant public liability insurance cover.
- Uses the grant funds for a purpose that Council considers providing a community benefit. This includes spending the grant funds with Carnarvon businesses.





- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored.
- Demonstrates good organisational governance
- Submit the organisation's most current financial statement.

SMALL ASSISTANCE DONATION (UP TO \$1,000)

A community organisation will be eligible to receive a grant from Council under this category if the organisation demonstrates the following:

- Small financial contribution to an event, activity, service or endeavour for not-for-profit or benevolent organisations.
- Applicants reside and operate in the Shire of Carnarvon boundaries.
- Have acquitted any previous Shire of Carnarvon grant satisfactorily and supplied evidence of funding acknowledgement.
- Demonstrate a clear need for support (cash or in-kind).
- Demonstrates good organisational governance
- Uses the grant funds for a purpose that Council considers providing a community benefit.
- Submit a budget for the requested activity.

Items/ requests ineligible for funding

The following are ineligible for funding under the Community Growth Fund categories:

- Private, commercial or political ventures or activities.
- Ongoing salaries/wages for staff.
- Retrospective funding – programs, projects and/or activities that have commenced or completed prior to grant outcomes.
- Programs, projects and/or activities that do not benefit or involve the Carnarvon community.
- Payment of debt.
- Items/programs that are the core business of a Government Department, tourism, or economic development organisations.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets where Council have an unacceptable risk of being damaged, lost, causing injury, or quickly losing value.
- Freight, merchandise, prizes, and raffles (unless demonstrated essential to program, project, or activity).

Selection criteria

All applications must meet the following selection criteria:

- All eligibility and selection criteria must be met (essential).



- The level of assistance available is limited by Council's budget allocation and its priorities. No application can be guaranteed funding, nor can any application be guaranteed to receive the full amount requested.
- The grants program aims to provide limited financial assistance in relation to the development of the program, project, and/or activity and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to partially fund a grant application.
- Community Growth Fund applications are assessed by the Community Growth Funds Committee on an assessment matrix and eligibility criteria for the particular category.
- Incomplete or late applications outside the allocated round period will not be accepted.
- previously approved grants through the Community Growth Fund that have not been acquitted will result in future grant applications being declined for consideration.
- Each organisation will be eligible once per financial year.

Accountabilities

Recipients will be required to:

- Accept the Funding Agreement, including terms and conditions as stated;
- Not commence the proposal until the Funding Agreement has been accepted;
- Issue the Shire with a Tax Invoice to request the release of the payments in line with the Funding Agreement;
- Use grant funds solely for the approved purpose;
- Acknowledge the Shire for its contribution towards to proposal. This includes, but is not limited to, advertising, promotion, media releases, use of Shire banners etc. Approval is required to use the Shire's logo;
- Provide an Acquittal by the date stipulated in the Funding Agreement, ensuring the following is provided:
 - Evidence of acknowledgement of the Shire's contribution;
 - Evidence of outcomes achieved as a result of the funded project/activity;
 - Financial Statement detailing all income and expenditure related to the proposal;
 - Evidence of invoices/receipts showing the expenditure of the Shire's funding on approved items.
- Any unspent funds, funds not accounted for, or funds used for ineligible items must be returned to the Shire of Carnarvon.

How to apply

Applications must be submitted via email to shire@carnarvon.wa.gov.au with all required attachments or in person at the Shire of Carnarvon Administration Office, 3 Francis Street before 4:00pm on the closing date.

If you need assistance with the application, please contact the Community Services Coordinator at the Shire of Carnarvon on (08) 9941 0000 or at shire@carnarvon.wa.gov.au.

