



Shire of  
**CARNARVON**  
catch a taste of the life



# Community Growth Fund Program Guidelines

## What is the Community Growth Fund Program?

The Community Growth Fund program by the Shire of Carnarvon is designed to provide grants and support to community organisations that contribute to the sustainable development of the region.

This program provides funding to promote social, cultural, economic, sporting, and environmental initiatives. Through this program, the Shire offers financial assistance, sponsorship (both cash and in-kind), and donations to eligible organisations that enhance the quality of life and foster a vibrant community in Carnarvon.

## What projects are eligible for funding?

For an application must meet one of these eligibility criteria for funding:

- **Engagement and Activation** - Projects must be designed to actively engage the local community and activate spaces.
- **Inclusivity and Accessibility** - Projects must create an inclusive and accessible space to encourage increased patronage and visitors. Accessibility should be a priority to accommodate diverse needs.
- **Aesthetic Enhancement** - Projects should aim to enhance the aesthetic appeal of publicly accessible spaces, contributing positively to the visual landscape of the area.
- **Community Engagement** - Projects should encourage more people to visit, invest, live, work, play, and spend time in the designated area, fostering community cohesion and vitality.
- **History and Heritage** – Projects that acknowledges our history and heritage and celebrates our diverse cultures.
- **Project Expenses** - Funding may cover essential project materials and equipment, including freight costs; venue hire, including Shire venues; contracted labour costs, performers, and/or artists fees, including travel and accommodation.
- **Promotion and Communication** - Funding may be used for publicity, marketing, and communication costs to effectively promote the project and engage the community.
- **Catering Costs** - Catering expenses are permissible when integrated into a community building project, must not exceed 50% of the total budget.
- **Operational Expenses** - Operational expenses, such as insurance, rates, and lease, are acceptable and must not exceed 50% of the total budget.
- **Community and Social Impact** - Projects should drive community and social outcomes to enhance the quality of life in local communities, contributing to community, arts, cultural, and sporting.
- **Community Well-being** - Projects should aim to improve the capacity and wellbeing of the community, with a particular focus on youth, Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, older persons, and access and inclusion initiatives.



## Applicant Eligibility

The Shire of Carnarvon welcomes applications for sponsorship that meet the following criteria:

- Align with the Shire of Carnarvon’s Strategic Community Plan.
- Be based and operate within the Shire of Carnarvon boundaries.
- Have satisfactorily acquitted any previous Shire of Carnarvon grants.
- Be free of debt to the Shire of Carnarvon.
- Be an incorporated ‘not-for-profit’ organisation with a current Association Constitution.
- Have relevant public liability insurance coverage.
- Ensure the project or event can be delivered to a high standard within 12 months of approval to guarantee timely implementation and impact.
- Provide a comprehensive budget and quotes, where applicable.

## Ineligible Applicants

The Shire of Carnarvon will not accept applications for sponsorship that meets the following criteria:

- 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. (do we want to make it clear this does not include Rates debts?)
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets where Council has an unacceptable risk of being damaged, lost, causing injury, or quickly losing value.

## Submission Timeframe

Submissions will be considered on a triannual basis at the Community Growth Funds Committee Meeting. Applications outside scheduled rounds will not be accepted.

Round	Opening Date	Closing Date	Applicants notified of outcome
1	1 January	12 February	Up to six weeks after the closing date.
2	1 July	12 August	
3	1 October	12 November	

## How Are Applications Assessed?

- The Community Growth Funds Committee is a committee consisting of Elected Members and Council staff that evaluates applications and prepares recommendations for Council approval.
- The high demand for funding under the Shire of Carnarvon’s Community Growth Fund may mean that not all grant applications can be approved.
- All funding submissions will be assessed by Community Growth Funds Committee on an assessment matrix and eligibility criteria for the category. This is done by a 0 - 4 scoring method as listed below:

Conflicts with Eligibility Criteria	0
Not Demonstrated	1
Partially Demonstrated	2
Sufficiently Demonstrated	3
Strongly Demonstrated	4

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

## Accountability and Reporting Requirements

Organisations applying for funding must adhere to the following requirements:

- 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 because 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.

## Acquittal Process

After your funded event or program concludes, you will be required to complete a detailed report outlining the marketing efforts and the outcomes achieved. Submission of this report is essential for maintaining eligibility for future funding opportunities. Failure to provide this report will result in ineligibility to apply for additional funding.

## How to apply?

Applications can submitted through the Shire’s online grants portal before 5.00pm on the closing date or by completing the application form which is available on the Shire’s website at <https://www.carnarvon.wa.gov.au/community/events/grants-funding/community-growth-fund.aspx>

If you need assistance with the online applications, please contact the Shire's Community and Cultural Development department on (08) 9941 0000 or email [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au)

Please note the following:

- An organisation may only submit one application per round of the funding program.
- The level of assistance available through the Community Funding Programs is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

