



**Shire of Derby /
West Kimberley**

Community Grants Program Management Guidelines

Version 4.0- July 2025

About the Community Grants Program

The Shire understands the important role community groups and not-for-profit organisations play in our community and the value placed by the community on the programs, events, services and initiatives offered by these groups. Through the Community Grant Program, the Shire seeks to provide financial and non-financial support to the community organisations to deliver these projects.

The Community Grants Program has been designed to support community-based projects and events that provide clearly defined outcomes in line with the community priorities identified in the Shire's Strategic Community Plan.

Funding Limits

Funding requests are assessed through a monthly competitive process. A one-off contribution – up to a maximum value of \$5,000 (excluding GST) – may be provided in cash, in-kind support or a combination of both for each project.

Waivers for facility hire fees and other in-kind support should be calculated using the Shire's Schedule of Fees and Charges.

This management guideline provides detailed information about the Community Grants program.



Eligibility Guidelines

Eligible Organisations

Community grants are intended to support local community groups and not-for-profit organisations. This includes charities, sporting and recreational groups, community services organisations, professional and business associations, cultural and social societies.

In order to be eligible for funding the applicant must be one of the following types of organisations;

- ✓ An incorporated, not-for-profit community organisation.
- ✓ A registered charity.
- ✓ An Indigenous Corporation
- ✓ An unincorporated community group, whose application is being supported (auspiced) by an appropriate incorporated organisation (shared aims and common interests).

Where a grant is awarded to an organisation who is being auspiced by an incorporated organisation the responsibility for ensuring compliance with the grant conditions rests with the auspicings body.

Applications will not be considered from;

- ✓ Organisations that promote political, unethical or profit-making purposes.
- ✓ Organisations whose primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- ✓ Organisations whose main purpose is to fund raise.
- ✓ Government agencies.
- ✓ Commercial for-profit organisations and businesses.
- ✓ Individuals.
- Organisations with outstanding debts to the Shire.

Priority is given to applicants who are based within the Shire's boundaries; however this does not preclude organisations based outside the Shire's boundary from applying so long as the activity is based in the Shire or there is demonstrated substantial benefit to the Shire's residents.

To be eligible to receive funding organisations must include the ABN in their application or complete a Statement by Supplier form if they do not have an ABN.

Organisations who have not acquitted previous funding from the Shire of Derby / West Kimberley will not be eligible for funding until those acquittal requirements have been met.

Eligible Projects

Projects supported through the Community Grants Program should enhance community participation, wellbeing and have demonstrated wide community benefit. Additionally they should also align with community priorities as identified in the Shire's Strategic Community Plan. The application must clearly demonstrate defined community outcomes and long-term benefits to the community. A copy of the Shire's [Strategic Community Plan](#) is available on the Shire's Website.

Projects may fall into areas such as arts and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and not-for-profit business development. Grant money is available across a wide range of projects and services to ensure diversity of activities within the Shire.

The funded projects must be accessible, equitable and affordable to community members and must take place within the Shire of Derby / West Kimberley. Projects held outside of the Shire may be considered if the applicant can suitably demonstrate the involvement of Shire residents or if it promotes the Shire on a regional basis.

Examples of funding uses may include, but are not limited to;

- ✓ Costs incurred relating to delivering shows, exhibitions, festivals, open days and other events.
- ✓ Engagement of facilitators or services.
- ✓ Equipment purchases for the delivery of events and programs where it can be demonstrated that there is evidence the equipment is vital for the on-going viability or the quality of the service / program.
- ✓ Venue hire. Note- if funds are being used for the hire of a Shire owned / operated facility this will be given as in-kind donation rather than cash payment.
- ✓ Professional development and training – to provide learning opportunities for volunteers, officials and committee members.
- ✓ Obtaining Police Clearances and Working with Children Checks from project / event volunteers.
- ✓ Accessing Council resources – including facilities, personnel and equipment.

Funding cannot be used for;

- ✓ Projects which have already commenced or have been completed (retrospective funding).
- ✓ Cash prizes, awards or gifts.
- ✓ Operating expenses, eg: administrations costs, staff wages, and utilities.
- ✓ To service outstanding debts or loans.
- ✓ An individual's personal living, medical, education or travel expenses (note: travel expenses may be claimed where a person has been engaged specifically for the project, such as a facilitator, and the expenses relate to the delivery of that project)
- ✓ Activities or events that are the responsibility of a state or federal government.
- ✓ Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements.
- ✓ Political activities.
- ✓ Religious activities that could be perceived as being decisive.

Applications which can demonstrate a contribution from the applicant are preferred. The involvement of volunteers is encouraged.

Projects must be delivered within twelve (12) months of being notified the outcome of the application.

Funding Availability

Each financial year, through the ordinary budgeting process, Council will determine a pool of money to be made available for Community Grants program. Following the endorsement of the budget applications will be sought for Community Grants, in which funds of up to \$5,000 (ex GST) are available for each project. Each year's agreed-upon total funding allocation will be distributed across two rounds: July to December, and January to June.

It should be noted that whilst an application is deemed successful they may not receive the full amount of funding requested.

Application Process

Submitting an application

Applications for Community Grants funding will be accepted throughout the year, with applications being assessed on a monthly basis.

Applications close on the last day of each month. Applications which are received after this closing date will be considered in the next available funding round. Applications must be submitted at least eight (8) weeks prior to the project start date.

There is no set amount of funding for each month. Instead, an annual pool of funding is allocated for the program each financial year, which is then distributed across two rounds: July to December, and January to June. If the annual pool of funding is utilised before all funding rounds are complete then no further funding rounds will open for applications.

All applications must be submitted using the specified application form provided by the Shire of Derby / West Kimberley. Applications received that do not use this form will not be considered. All questions on the application form must be completed. Applications must clearly demonstrate how they achieve defined community outcomes and should demonstrate benefits to the community. Applications who do not address the criteria in their applications will not be considered.

Applicants must discuss their project with a member of the Community Development Team prior to submitting their application.

Assessment of applications

At the close of each round, The Shire's Community Grants Review Group will conduct an initial assessment of the applications and make recommendations to the Chief Executive Officer who will then make a final determination on the outcome of the application.

In accordance with the *Local Government Act 1995* Section 5.60A and Section 5.60B Officer with a financial or proximity interest in an application must declare their interest and exclude themselves from the decision-making process for that application.

All applicants will be notified of the outcome of their application in writing as soon as practicable. Where an application has been unsuccessful feedback can be provided to the applicant by the Community Development Team on request.

Grant Claim and Variation

Successful applicants will receive a letter confirming the grant amount, the purpose for which the funding is to be used and any other conditions relating to the grant. Applicants will be asked to sign an acknowledgement form accepting the grant and acknowledging the conditions under which the grant is provided.

Grants must be claimed within two months of being advised the outcome of the application. The grant must be expended within twelve months of being notified of the outcome of the application. Funds not claimed or utilised within this period will be forfeited and where payment has been made the unused funds must be returned to the Shire of Derby / West Kimberley.

Requests to vary or make a change to the proposed use of the grant funds must be made in writing for the consideration of the Director Community Planning. Significant changes in the way funds are being used may be referred to the Community Grants Review Group. The applicant must also advise of any significant changes in the aims and objectives or management structure of the organisation or group.

Grant Acquittal

All grant recipients are required to acquit their grant within two months of the project completion date. Acquittals must be submitted on the designated form. Supporting documentation, such as photographs

and videos, are strongly encouraged to accompany the acquittal form. Applicants will be requested to provide evidence as to how the funds were used, an evaluation of the project, evidence of the Shire's contribution being acknowledged and evidence of other grant conditions being met.

Failure to acquit the grant will result in the organisation being ineligible for future funding from the Shire of Derby / West Kimberley until such time as the acquittal has been completed.

Where funds have not been expended in accordance with the grant application, permission to vary the use of funding has not been obtained or the grant not acquitted the Shire of Derby / West Kimberley reserves the right to request the return of allocated funds.

Promotional Activities

Promotion of funded activities

Applicants are strongly encouraged to consider how funded activities are promoted to ensure maximum reach to the community. The Shire will assist in the promotion of activities which have been funded through the Community Grants program, but should not be the sole promotional strategy.

The Shire will use funded projects to promote the Community Funding Scheme. This includes, but is not limited to, making information about funded projects available via the Shire website.

Acknowledgement of the Shire of Derby / West Kimberley's contribution

The Shire of Derby/West Kimberley must be acknowledged as a contributor to the funded activity in all promotional materials, including social media and advertisements. . To assist in this successful applicants will be provided with the Shire's logo along with information about the required use of the logo. Applicants will also have access to Shire banners where appropriate and available.

Document Control

Adoption of the Management Guideline

Document Control Box							
DocumentResponsibilities:							
Owner:	Manager Community Development		Owner Unit:	Business	Community Planning		
Reviewer:	Manager Community Development		Decision Maker:	Council			
Compliance Requirements:							
Legislation:	NA						
Industry:	NA						
Organisational:	Council Policy No. F19 - Community Funding Scheme Strategic Community Plan Code of Conduct						
Document Management:							
Risk Rating:	Low	Review Frequency:	Annual	Next Due:		Records Ref:	TBA
Version #	Decision Reference:		Synopsis:				
1.	07/09/2020- 168/20		New guidelines draft				
2.	29/09/2022 – 124/22		Guidelines updated to reflect program changes				
3.	30/05/2024 – 70/24		Guidelines updated to reflect program changes				