

The Shire of Serpentine Jarrahdale Community Grants aims to provide financial assistance to incorporated not-for-profit organisations and community groups for the delivery of projects and events that align with the following principles:

- Are innovative and of a high quality;
- Promote a sense of community and inclusion across the Shire of Serpentine Jarrahdale;
- Help residents to be healthy, active and engaged in community life;
- Encourage the development of locally led and delivered projects and activities;
- Celebrate diversity and cultural heritage;
- Support projects that are in line with Shire plans and objectives.

General Grants are available for up to \$5,000 per financial year to assist with the implementation of programs, infrastructure, equipment, planning or delivery of events that demonstrate outcomes and benefits consistent with the above principles.

Applications are considered four times a year in:

November	February	May	August
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Successful applications must be completed and acquitted within 6 months of notification.

Applicants can make multiple applications under this category, however the total amount approved per organisation per financial year cannot exceed \$5,000 (ex GST).

Who Can Apply?

Applications are welcomed from local community groups within the Shire of Serpentine Jarrahdale Local Government Area (LGA) or be able to demonstrate that the project will benefit residents of the Serpentine Jarrahdale LGA.

1. All applications are to be discussed with the Shire's Community Development Team prior to their submission.
2. School P&C's are eligible to apply where the project has a clear, demonstrated broad community benefit.
3. Religious groups / organisations may be funded for community based initiatives only. Funding towards religious specific activities will not be considered.
4. The applicant group must be based and operate within the Shire of Serpentine Jarrahdale. Applications that are not connected or concerned with the Shire of Serpentine Jarrahdale community will not be considered.
5. Applicants must be incorporated. If a community organisation is not incorporated, the organisation can apply for a grant provided that the application is auspiced and administered by an incorporated community organisation. An incorporated organisation may auspice one or more community groups which are not incorporated, for applications directly relevant to their organisational objectives.

Contact Us

Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: info@sjshire.wa.gov.au

In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



6. State and Federal Government organisations and schools, individuals, corporate or commercial entities, and political parties or groups are ineligible to apply.

What will the Program Fund?

Subject to all criteria being met, the Shire may fund up to 100% of the grant application. Co-contributions are considered favourable.

Whilst General Grants may be used for events, programs or activities where alcohol is served, Shire funds cannot be used to cover any of the costs associated with:

- The purchase of alcohol; or
- Licenses associated with the provision, consumption or administration of alcohol.

Funds cannot be used for:

- Celebrations for individuals or exclusive events.
- Services that are already funded by government.
- Ongoing operational costs such as (but not limited to) utilities (electricity, gas and water), staff wages or rent.

Conditions of the Grant

- Grants are competitive. Funding for any grant application (entirely or in part) is not assured or guaranteed prior to the relevant assessment process being complete and formal notification of outcome received.
- Decisions regarding funding applications are final and will not be reconsidered. Applicants may choose to resubmit their applications during future funding rounds, including those in the same financial year.
- There are four (4) funding rounds per year. Applications for funding must be received prior to the event or project taking place (retrospective applications will not be funded).
- Applications must be submitted in their entirety, with all sections complete and relevant documentation attached by 5pm on the relevant due date.
- To assist the community with timely support, all applications submitted under the General Grants scheme shall be assessed against pre-determined criteria, as outlined in Council Policy 5.2.2 Community Grants.
- Applicants must have met all acquittal conditions of previous Shire grants and have no debt to the Shire.
- Applicants must demonstrate that the grant will be used for a purpose in the public interest.
- Applicants must be financially viable.
- Applicants are to hold appropriate insurances and workplace health and safety policies relevant to the application (for example: event applicants must demonstrate appropriate public liability insurance arrangements).
- Applications for projects that have been financially supported by the Shire via an alternative grant category or other community contribution process, for the same initiative in the same financial year will not be accepted.
- Funds are processed on receipt of a valid tax invoice to the Shire of Serpentine Jarrahdale following advice of a successful outcome.



- Financial acquittals and evaluation reports (including receipts of payment, not invoices) must be received by the Shire within 6 months of the date the Grant was awarded.
- Successful applications and their approved projects are announced both individually to the applicant and to the broader community.

Variations

Following advice of an approved grant application, variations to the approved grant and its intended purpose (as outlined in the grant application) are generally not accepted. The Community Development Team is to be contacted immediately should your project be impacted by circumstances that may require a variation.

Unspent Funds

Funds which are unspent at the conclusion of the project or activity are to be returned to the Shire of Serpentine Jarrahdale within 60 days of the completion of the project, activity or event.

If grant monies are not utilised or acquitted within twelve months of notification, all monies allocated are to be forfeited. The recipient is required to return all funds unless a written request for an extension is received and **approved** prior to the acquittal due date.

Funds not receipted within six months of notification will be forfeited without further notice.

Return Benefit to the Shire of Serpentine Jarrahdale

Groups/individuals (including auspice bodies) agree to acknowledge the assistance provided by the Shire of Serpentine Jarrahdale. This must be outlined in the application and evidence provided as part of the evaluation. Suggestions include (but are not limited to):

- Public address announcements;
- Shire of Serpentine Jarrahdale banner displayed at the event;
- Shire of Serpentine Jarrahdale logo displayed on advertising;
- Shire of Serpentine Jarrahdale logo displayed as appropriate on other promotional materials or newsletters;
- Undertake joint media promotion with the Shire of Serpentine Jarrahdale Shire;
- Facebook posts and/or media stories;
- Organisation / Club website;
- Submission of photographs of activities and outcomes with an acquittal report. The photographs will be used for reporting purposes and may be used of the Shire of Serpentine Jarrahdale and associated bodies websites and promotional materials. Ensure permissions accompany your photographs.

Application forms are available from the Shire of Serpentine Jarrahdale Administration Centre, on the Shire's website www.sjshire.wa.gov.au or by calling the Community Services Team on 9526 1111.

To ensure your proposal meets all criteria, **all applications must be discussed with a Community Development Officer prior to submitting an application** on 08 9526 1111.

Complete the application form (ensuring all sections are complete and attachments included), and return to the Community Development Team, Shire of Serpentine Jarrahdale: email - info@sjshire.wa.gov.au or post/deliver to 6 Paterson Street, Mundijong, WA 6123. *These must be received no later than 5pm on the specified due date.*