

# General Grant Guidelines

## Purpose

The General Grant is for registered not-for-profit organisations and incorporated local community groups to apply for financial assistance (up to \$5,000 ex GST per financial year) towards the implementation of projects, programs or small events that deliver community benefit, consistent with the following principles:

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

The Council Policy relevant to this grant is – [Community Funding](#)

## Before you commence your application:

The Shire of Serpentine-Jarrahdale General Grant rounds can be found [HERE](#).

***Dates are subject to change and will be available on the Shire's website.***

Applications will only be considered if they are submitted with all required documentation. It is recommended that applicants discuss their proposal with a community development officer at the shire before applying. This will assist in ensuring the proposal is within the eligibility criteria and completed adequately. If information details are missing, your application may be ruled ineligible or delayed until the next funding round.

The Community Activation Team can be contacted on 9526 1111 or email [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au).

**If you would like your application to be reviewed before submission, please email a completed draft note later than two weeks before grant closing date.**

To ensure an equitable and fair process for all community groups, applicants should avoid contacting councillors regarding their application. Doing so will deem your application ineligible.

## Eligibility

The General Grant is open to local registered not-for-profit organisations and incorporated local community groups.

Applicants must operate as a local community group or be able to demonstrate that the project will substantially benefit residents living in Serpentine Jarrahdale. All successful applicants will require valid Public Liability insurance and provide a certificate of incorporation.



# General Grant Guidelines

Non-incorporated groups or organisations can still apply for the general community grant providing the group or organisation are supported by an incorporated group (called an auspice organisation). The auspice organisation will be nominated and responsible for the legal contractual arrangements and holding bank account. Please supply information about the delegated auspice organisations and **in** your application. You must include a statement to confirm the commitment of the incorporated organisation.

A signed statement from an authorised representative of that auspice organisation, such as the Treasurer, Chairperson, President, or Secretary. This statement should confirm that the auspice organisation is incorporated and that all the information provided in your application is true and accurate.

## *The Shire will fund:*

- Projects that align with the [Strategic Community Plan 2017-2027](#) objective and outcomes.
- Supports a community issue (e.g. social, cultural, wellbeing, recreational).
- Supports community partnerships e.g. collaborations between other community groups and government agencies.
- Demonstrated project sustainability e.g. community partnerships, in-kind support.
- Projects with clear goals and measures of success.
- Public Liability and Volunteer Workers Insurance costs are eligible for this grant, however please be aware these may not be considered a high priority in competitive rounds.

## *The Shire will **not** fund:*

- Corporate and commercial organisations, political parties or groups, State and Federal Government organisations.
- Schools (unless applying through their P&C, where the event/project has a clear demonstrated broad community benefit).
- Religious organisations/groups where proposed funding is for religious specific activities. However wide community-based projects/events will be considered.
- Applicants who have an outstanding and/or overdue funding acquittal to the Shire are not eligible to apply for funding.
- Projects that already funded by the Shire via an alternative grant category or other community contribution process.
- Projects that have already started or finished (retrospective funding), except where an application relates to costs associated with becoming an incorporated organisation. In this instance, reimbursement of costs associated with becoming an incorporated organisation would be considered.



# General Grant Guidelines

- Operational costs for an organisation or club are not considered such as, Power, Water, Wages, Rent etc.
- Purchase of alcohol or licenses related to alcohol.
- Uniforms.
- Services already funded by State or Federal Governments.

## Available Funding

Each organisation may receive up to \$5,000 (ex GST) through the General Grant Scheme. Applicants can make multiple applications under this category, but the total amount approved per organisation, per financial year cannot exceed \$5,000 (ex GST).

## Application Timeframes

The General Grants rounds can be found [HERE](#), closing dates for the application are as advertised on the Shire's website.

Applications are assessed by a panel of Shire Officers across a range of criteria. Funding for any grant application (entirely or in part) is not assured or guaranteed prior to formal notification of outcome being provided to the applicant.

Applicants must allow a minimum of **eight (8) weeks from the closing date** of the round for applications to be processed and notifications issued regarding the outcome of the application. Should your application relate to an activity or event scheduled to occur within the 8-week period, any funding contribution from the Shire cannot be relied upon.

All decisions are final and not subject to an appeals process.

## Funding Conditions for Events and Activities in Shire Facilities.

A successful grant application **does not** indicate all approvals associated with your event are complete. Events should apply for grant rounds that fall at least 3 months in advance. A formal Event Application process is still required in order to host your event, please ensure that this is completed a minimum of six (6) weeks in advance. More information can regarding event applications can be found [HERE](#).

Similarly, where the use of a Shire-owned facility or reserve is required as part of the program or activity outlined in the grant application, the applicant must still book this facility via **[bookings@sjshire.wa.gov.au](mailto:bookings@sjshire.wa.gov.au)**. The costs associated with your booking should be included on the grant application, if you wish this to be funded.



# General Grant Guidelines

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## Acquittal and Reporting Process

Successful projects must be completed and acquitted within 6 months of receiving written notification of funding, using the Shire's Acquittal Form. As part of the acquittal process, you must retain and submit receipts for all expenditure related to the project.

Failure to complete the acquittal requirements satisfactorily may result in your organisation being ineligible for future grants or financial assistance from the Shire.

