

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) 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 this grant is **Council Policy - Community Funding**.

Before you commence your application:

Please be aware that all grant applications should be discussed with the Shire's Community Activation Team prior to submission. This is **strongly recommended**, as your application may be deemed ineligible or deferred to the next round if elements of your application have not been addressed. This may impact on your ability to deliver the event in your determined timeframe

The Community Activation Team can be contacted on 9526 1111 or email info@sjshire.wa.gov.au

If you would like a review of your application before submission, please send a completed draft a minimum of **two weeks before grant closing date.**

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, their primary place of residence must be within the Shire of Serpentine Jarrahdale Local Government Area (LGA) or be able to demonstrate that the project will substantially benefit residents of the Serpentine Jarrahdale LGA.

If a local community group is not incorporated, the organisation can apply for a grant providing the application is auspiced and administered by an incorporated local community group.

School P&C's are eligible to apply where the event has a clear, demonstrated broad community benefit.

Religious groups / organisations may be funded for community based events only. Funding towards religious specific activities will not be considered.

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

Applicants who have an outstanding and/or overdue funding acquittal to the Shire are not eligible to apply for funding.



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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.

Applications must not be retrospective, 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.

Operational costs for an organisation or club are not considered (such as power, water, wages). 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.

Where your project is involving multiple community organisations, letters of support are strongly recommended. However, letters of support from Councillors for applications will cause them to be ineligible for consideration.

The Shire will **NOT** fund

- The purchase of alcohol or licenses associated with the provision, consumption or administration of alcohol
- Uniforms
- Services already funded by State or Federal governments.
- Ongoing operational costs e.g. utilities (electricity, gas and water), staff wages or rent.
- Retrospective funding requests.

Available Funding

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

Application Timeframes

There are three (3) rounds of General Grants per year which open in: August October and February.

Closing dates for applications are as advertised.

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 this period, any funding contribution from the Shire cannot be relied upon.

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



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Funding Conditions for Events and Activities in Shire Facilities.

A successful grant application **does not** indicate all approvals associated with your event are complete. A formal Event Application process is still required in order to host your event.

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**. The costs associated with your booking should be included on the grant application, if you wish this to be funded.

Acquittal and Reporting Process

Successful projects must be completed and acquitted within six (6) months of notification, using the Shire's Acquittal Form provided with your organisation's confirmation letter. Retain all receipts for expenditure and submit with the acquittal form.

