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Community and Sporting Grants Program

# Introduction

The Shire of Exmouth’s Community and Sporting Grants Program (CSGP) offers grants of up to $1,500 ex GST to eligible local organisations to support small-scale initiatives that take place from October 2023 to 30 June 2024.

There will be two rounds of funding applications each year with the following timelines for 2023/24;

Round 1 Opens 25 August 2023

Closes 22 September 2023

Round 2 Opens 2 February 2024

Closes 1 March 2024

Eligible local groups may apply for support for up to two (2) events/activities per round (up to a maximum of four (4) per year) and subject to available pool funding. Applications must be submitted using the nominated Shire of Exmouth form.

Late applications will not be considered.

# Eligibility requirements

Funding is available only to not-for-profit and incorporated community or sporting organisations based in the Shire of Exmouth.

Grants can be applied for to cover most aspects of an activity, such as:

* Programming costs, including fees for presenters, instructors and performers (including travel costs);
* Shire fees and charges for non-core activities;
* Production and venue costs, including materials and equipment hire;
* Marketing costs associated with promoting the funded activity;
* Non-core equipment purchases that improve sustainability;
* Individuals to attend sporting conferences or training;
* Purchase of materials in order to deliver the non-core activity and improve sustainability.

# Ineligible Applications

The Shire will not fund the following:

* Retrospective or deficit funding;
* Recurrent expenditure such as salaries, wages, electricity, insurance, water, rates and other core organisational operating costs;
* Fees associated with administering the grant funding;
* Equipment purchases for core activities;
* Annual registration days, fundraising projects, prizes and trophies;
* Government or quasi-government agencies excluding local schools.

# Assessment criteria

To be eligible for assessment, applications must support community capacity building and encourage sustainability by achieving at least one of the following outcomes;

* Increasing community engagement and participation in local events.
* Increase participation in sport, recreation and community programs/projects, in particular, seeking to assist low participation groups. Improving the health and well-being of local communities.
* Helping communities shape, understand and celebrate their identity, history and heritage.

Applications for CSGP Funding will be assessed by a panel consisting of Chief Executive Officer (or delegated representative) plus two Shire Councillors. The panel will assess applications in each round against the following criteria;

* The application addresses at least one priority outcome (see above).
* Demonstrated genuine community need for the activity.
* Demonstrated value for money.

Applicants should answer all questions provided with as much detail as necessary. When completing the application form, consider how your proposed activity addresses the criteria above.

Indicative quotes for budget items are encouraged.

# Conditions of funding

Successful applicants will be required to sign a funding agreement with the Shire outlining conditions of funding that may include but are not limited to;

* Recognition of the Shire as an event sponsor/partner in all publicity material associated with the event, e.g. social media, print and digital advertising, posters and other marketing material, and opportunity to preview/proof the items/documents prior to distribution.
* Opportunity for the Shire to attend events as sponsor, speak at official ceremonies and access participants.
* Signage and other marketing material displayed at event/program/project.

A funding agreement may be refused and/or terminated if deemed by the Chief Executive Officer as a real or perceived conflict, or where a breach of the terms of an agreement has occurred.

# Event approvals

Applicants who receive funding to deliver and organise an event must still seek all relevant approvals from the Shire of Exmouth.

APPLICATION FORM

Please ensure that you have read the CSGP guidelines before completing the attached application form. We also recommend you contact the Shire of Exmouth via [info@exmouth.wa.gov.au](mailto:info@exmouth.wa.gov.au) to discuss your project before applying.

Please note that organisations and individuals are only eligible to submit one application across all Shire of Exmouth funding and sponsorship categories for each project.

# Section 1: Organisation information

|  |  |
| --- | --- |
| Name of organisation |  |
| Contact person |  |
| Address |  |
| Phone number |  |
| Email |  |
| Bank details for direct debit | BSB      Account |
|  | Branch |

|  |  |
| --- | --- |
| I have read the CSGP funding guidelines |  |
| My organisation is eligible to apply for this funding |  |
| Does your organisation have an Australian Business Number?  \*If yes, please include ABN here |  |
| Is your organisation registered for GST? |  |
| Has your organisation been granted deductible recipient status? |  |
| What is the registered address of your bank account? | |
| Are you an employee or contractor working for the Shire of Exmouth or a close relative?  \*If yes, we will contact you to determine any potential conflict of interest |  |

# Section 2: Project information

|  |  |  |  |
| --- | --- | --- | --- |
| Project name | | |  |
| Project dates | | |  |
| If this is a recurring project, how often is the project held? | | |  |
| Location of project/s | |  | |
| Briefly describe the project. (max 200 words) | | | |
|  | | | |
| Which outcome(s) will your project achieve? (Tick applicable) | | | |
|  | Increasing community engagement and participation in local events. | | |
|  | Increase participation in sport, recreation and community programs/projects, in particular, seeking to assist low participation groups. | | |
|  | Improving the health and well-being of local communities. | | |
|  | Helping communities shape, understand and celebrate their identity, history and heritage. | | |
| Provide an overview of how your project will achieve this/these outcomes (200 words or less). | | | |
|  | | | |
| What experience has your organisation had with similar projects? | | | |
|  | | | |
| Does your event hold at least $20 million public liability insurance? | | |  |

|  |  |  |
| --- | --- | --- |
| Please list key people from your organisation who will be involved in organising this project | | |
| Name | Position/roll | Time with organisation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Do you intend to engage agents or intermediaries to assist in the delivery of this project? |  |
| If yes, please provide details of the agent or intermediary and the services they will provide. | |
|  | |

# Section 3: Community support

|  |  |
| --- | --- |
| Please list other organisations who will benefit from the project. | |
| **Organisation** | **Involvement** |
| *Example: Swimming Club* | *Running lunch time sausage sizzle* |
|  |  |
|  |  |

# Section 4: Marketing and Communications

|  |  |  |  |
| --- | --- | --- | --- |
| How will you let people know about this project? | | | |
| Target audience | Communication methods / activities | Timelines | How will the Shire of Exmouth be acknowledged? |
| *e.g. community group* | *Monthly newsletter* | *Quarter 1* | *Include Shire of Exmouth logo on sponsors page* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Section 5: Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide an overview of the budget for specific initiative that your organisation is requesting funding for. | | | | |
| Initiative income | | Initiative costs | | |
| Item | Cost | Provide breakdown of total budget | | Cost |
| Funds requested from Shire  ( (including GST) |  | Salaries, fees and wages (including on costs) | |  |
| In-kind or cash support from your organisation |  | Administration expenses (office costs, phone, fax, etc.) | |  |
| Government grants / contribution |  | Travel (flights, accommodation, mileage, etc.) | |  |
| Other funds |  | Logistics (equipment, venue hire, freight, etc.) | |  |
| Other |  | Research | |  |
|  |  | Advertising and promotion | |  |
|  |  | Program contingency | |  |
|  |  | Other | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| TOTAL PROGRAM FUNDS  #These amounts should be equal |  | #TOTAL PROGRAM COSTS | |  |
| Shire of Exmouth funding request. Please provide a detailed breakdown of how Shire of Exmouth funding will be spent. | | |
| Item | | | Cost | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
|  | | |  | |

# Section 6: Evaluation

|  |  |  |
| --- | --- | --- |
| How will you measure the success of the project? I.e. questionnaires, surveys, ticket sales, participant feedback etc. | | |
| **Tool** | **Measuring** | **Deadline** |
| *e.g: Business survey* | *Economic benefit* | *27/06/2021* |
|  |  |  |
|  |  |  |
|  |  |  |

# Section 7: Signing and checklist

|  |  |
| --- | --- |
| ABN attached (if applicable) |  |
| Copy public liability insurance attached |  |
| Project budget completed |  |
| Application to be submitted in WORD or PDF format only |  |

# Section 8: Declaration

I, the undersigned, being the     ( insert title) of       (organisation name), confirm that I have carefully reviewed and considered the responses and the information provided is true and correct.

Signed      Date: Click or tap to enter a date.

Completed applications should be mailed or submitted in person to:

Shire of Exmouth

Community and Sporting Grants Program

2 Truscott Cres

EXMOUTH WA 6707

Electronic submissions should be emailed to [info@exmouth.wa.gov.au](mailto:info@exmouth.wa.gov.au) with subject line: Community and Sporting Grants Program.