



Shire of Jerramungup

Community Funding Program

What is the Community Funding Program?

Do you have an exciting idea for a project or event that will benefit the Shire of Jerramungup community? Each year, the Shire provides financial support to local community organisations and groups for projects and events planned for the following financial year.

Who can apply for a grant?

Community Funding can be applied for by any incorporated not-for-profit group or community organisation within the Shire of Jerramungup. If you aren't incorporated, you can link with another incorporated community organisation to auspice your application. Emergency Services volunteer groups are ineligible for the Community Funding Program as the Shire provides financial support through other avenues.

What can my group apply for?

There are four different streams in the Community Funding Program.

1. **General Community Grants (up to \$10,000)**

Local community groups and not for profit organisations are able to apply for this grant to fund projects and activities that benefit communities within the Shire of Jerramungup, up to a maximum of \$10,000 ex GST.

Each year the level of community funds available will be up to a maximum of 1.5% of the prior year's rates revenue.

If your project involves upgrades to public areas or buildings, please contact us prior to applying to discuss if any additional approvals will be required.

2. **Community Events**

Local community groups may apply for up to a maximum of \$3,000 ex GST for events that are targeted primarily at a local audience. Community events may create increased vibrancy, activate public places, and/or target specific groups within the local community.

3. **Major Events**

Event organisers may apply for up to \$10,000 ex GST for events that are delivered within the Shire and have significant economic benefit to the wider Shire of Jerramungup community during non-peak periods.

Eligible events include, but not limited to sporting, recreational, music, cultural, food and wine, special interest, and business conferences that have the potential to attract significant numbers from outside the region and that ultimately generate additional expenditure into the Shire of Jerramungup economy.

The Shire will only fund Major Events staged outside of the defined Peak period to encourage economic visitor spend during low seasons.

4. **Chief Executive Officer Donations**

Local community groups or individuals (where an individual can demonstrate sufficient justification for the provision of financial assistance) may apply for up to \$250 ex GST. The Donations category is provided to cover any applications that may not qualify for the other stated CDP categories, and may be applied for at any time of the year subject to funds still being available.

Applicants are limited to only apply for one of the above categories in any one year. CEO Donations may be considered in addition to applications in other categories under exceptional circumstances as determined by the CEO.

Applications for Donations, to a maximum of \$250, may be submitted at any time throughout the year for any purpose. Applications will be received from Shire based organisations, or individuals, where an individual can demonstrate sufficient justification for the provision of financial assistance.

Donations shall be referred to the Chief Executive Officer for consideration under Delegated Authority of Council. Donations will be considered as long as sufficient funds exist within the CDP budget.

Community Funding over \$10,000

For larger scale projects a more detailed application process is required. If the project you are wanting to complete is for infrastructure or upgrades to Shire buildings, a Concept Enquiry will need to be submitted. Concept Enquiries can be started at any point in the year and it is good to get started on this process well before the annual Community Funding round to allow Council time to consider the project.

To commence this process please contact the Shire and request a meeting with a member of the Executive Team.

When can we apply?

There is one funding round each year.

Applications open in May and close in June each year.

The project must take place during the coming financial year from July 2024 - June 2025.

Download an application form at www.jerramungup.wa.gov.au/council/notices/council-donation-requests.aspx or get in touch with the Shire on the contact details below.

When do we find out if we are successful?

We will let you know the outcome of your application once the Annual Budget is adopted by Council. The grant funds can only be used to cover purchases made after funding is confirmed.

More information

For more information, please contact the Shire on:

T: (08) 9835 1022

E: rachel.smith@jerramungup.wa.gov.au

W: www.jerramungup.wa.gov.au

Community Projects (up to \$10,000): Guidelines

This grant is available for events and projects that support the Shire's Strategic Community Plan for enabling a thriving community. If your project involves upgrades to public areas or buildings, please contact us prior to applying as a Concept Enquiry approval is generally required.

What is eligible for funding?

To be eligible for a Community Project grant (up to \$10,000 excluding GST) the event/project must:

- Take place within the Shire of Jerramungup's local government boundaries
- Be organised by an incorporated not-for-profit, or group that is auspiced by a not-for-profit
- Support the Shire's Strategic Community Plan (available on our website or via email)

This grant is not eligible for:

- Consumables (e.g., printing inks, office supplies)
- Core operating costs (e.g. a permanent position for ongoing work)
- Commercial activities
- Projects with a political or religious purpose only
- Retrospective costs

How are applications assessed?

Council asks six questions when it assesses each funding application:

1. How does the project support the community funding focus areas?
2. What will the benefit be for the community?
3. Which part of the community will benefit?
4. Does the group have the experience/support needed to complete the project?
5. What in-kind or cash support is being provided by the applicant or other funding partners towards the project?
6. Is the cost of the project reasonable for the benefits created?

How do we apply?

Fill in the application form on pages 5 -9. Ensure you attached the required documents and read the Funding Agreement prior to signing.

Contact our team with any questions and make sure your application is submitted by 10am Monday 17 June 2024.

When do we find out if we are successful?

We will let you know the outcome of your application when the Annual Budget has been adopted by Council. The grant funds can only be used to cover purchases made after funding is confirmed.

More information

For more information, please contact the Shire Administration Office:

T: (08) 9835 1022

E: rachel.smith@jerramungup.wa.gov.au

W: www.jerramungup.wa.gov.au/council/notices/council-donation-requests.aspx

Examples of Past Community funding Projects & Events

2023/24 Community funding requests approved

- Bremer Bay Community Resource Centre - KidzFest in the Bay
- Jerramungup District High School - Safe 4 Kids education Program
- St John Ambulance - Install new AED (Automatic External Defib) & cabinet
- Fitzgerald Biosphere Community Collection - Fitzzy Photo Series Project
- Jerramungup Community Resource Centre - Upgrade lighting to LED
- Jerramungup Occasional Childcare Association - Indoor and outdoor play space upgrade
- Fitzgerald Biosphere Group - Dancing in the Dirt Gala Ball 2024
- Boxwood Hill Netball Club - Resurface netball and tennis courts



2022/23 Community funding requests approved

- St John Ambulance Jerramungup - Bremer Bay Sub Centre build
- Boxwood Hill Combined Sports Club - upgrade the lighting at the football oval
- Bremer Bay Men's Shed - purchase of a sea container for cash for containers
- Jerramungup District Motorcycle Club - irrigation to remaining half of the track
- Recfish West event.





APPLICATION FORM
For Community Projects up to \$10,000 (GST excl.)

1. PROJECT AND APPLICANT INFORMATION

Project/Event Title:
Sum requested from the Shire of Jerramungup (GST exclusive):
Organisation Name:
Postal Address:
Contact Person:
Role:
Contact Number:
Email:
Is your group incorporated: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If not incorporated please complete below</i>

**** AUSPICING ORGANISATION DETAILS IF RELEVANT (if the applicant is not incorporated and another organisation is auspicing)***

Organisation Name:
Postal Address:
Contact Person:
Role:
Contact Number:
Email:
Is your group incorporated: <input type="checkbox"/> Yes <input type="checkbox"/> No

2. YOUR PROJECT

a) What is the project/event you would like to run in the community?

b) Which of the Strategic focus areas does this project support in the Shire Strategic Community Plan?

c) How will this project benefit the community? What do you plan to achieve?

d) Who will benefit from your project? *Tick all that apply*

<input type="checkbox"/>	Our group	<input type="checkbox"/>	Youth
<input type="checkbox"/>	Our town or locality	<input type="checkbox"/>	Local business
<input type="checkbox"/>	Whole of Shire	<input type="checkbox"/>	Elderly
<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Other (specify)

e) What experience does your group have that will enable you to complete the project?

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3. BUDGET

a) Project Income: Where are you getting the resources for the project from? *Note: If your group is contributing volunteer hours towards organising and running the project this can be calculated at \$25 per hour per person in-kind contribution.*

INCOME			
Income Sources	Cash (GST Excl)	In-Kind Contribution	Confirmed? Yes or No
Own (Applicant's) Organisation Contribution	\$	\$	
Shire of Jerramungup Request	\$	\$	
<i>List other sources such as other grants being applied for or local sponsorships</i>			
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total \$ Income	\$	\$	

b) Project Expenditure: What will you need to purchase/hire to complete the project?

EXPENDITURE			
Item(s) description	Cash (GST Excl)	In-Kind	For items to be funded by Shire grant - Insert Yes
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total \$ Cost of Items	\$	\$	

c) Do you need to use a Shire building or Public Open Space? *If yes, please detail)*

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4. APPLICANT CHECKLIST

Please provide a copy of the following with your application:

	Quotations for project/event
	Supporting information, such as stakeholder and community support, photos, etc
	Most recent financial statement
	Insurance Certificates of Currency (if not supplied in previous years)
	Current Certificate of Incorporation (if not supplied previously)

5. DECLARATION

On behalf of the applicant organisation, I declare that:

- All the information provided is true and correct.
- I give permission to the Shire of Jerramungup to contact any persons or organisations in the assessment of the application, as appropriate.
- I have read and fully accept the Funding Agreement (next page), understanding it will come into effect if this Funding Application is successful.

Applicant Signature:	Date:
Print Name:	
Position:	
Witness Signature:	
Witness: Name:	

Auspicing Organisation Details (if applicable)

Auspicing Signature:	Date:
Print Name:	
Position:	
Witness Signature:	
Witness: Name:	



FUNDING AGREEMENT BETWEEN THE SHIRE OF JERRAMUNGUP AND THE APPLICANT

The Applicant agrees to:

1. Use the funding for the purpose outlined in the application or seek a variation in writing from the Shire prior to spending any funds.
2. Only acquit expenditure from within the 2024/25 Financial Year, made after receiving written confirmation of funding.
3. Comply with Goods and Services Tax (GST) requirements:
 - a. If the group or organisation is registered for GST, then comply with GST requirements and issue a tax invoice with Australian Business Number (ABN) and GST included in addition to the approved grant amount;
 - b. If the group or organisation is not registered for GST then GST cannot be added onto the approved amount and payment will be made on receipt of an invoice with ABN or invoice with a Statement by Supplier; and
 - c. GST liability will be remitted to the Australian Taxation Office (ATO).
4. Receive 50% of payment prior to commencement of the project and remaining 50% upon receipt of the acquittal and completion of the project.
5. Invite a representative from the Shire of Jerramungup to attend the sponsored event, if applicable.
6. If applicable, sell or provide low strength alcohol and non-alcoholic beverages, including water, at the event as the Shire supports the responsible consumption of alcohol.
7. Prominently display the Shire of Gingin logo on advertising, including electronic media, relating to the project or event. Collect, display and return the Shire's logo banners at the project or event.
8. Where possible use local volunteers, community groups and service providers to retain funds in the local community.
9. Endeavour to create a project/event that is accessible to all ages and abilities.
10. Satisfactorily complete the 2024/25 Community Funding Acquittal, including submitting copies of paid invoices/receipts for purchases relating to the Community Funding and copies of promotional material by 31 May 2025 at the latest.
11. Return unspent money if applicable. The funding is contingent on actual spending as supported by the invoices/receipts in the acquittal.

The Applicant understands that:

12. Failure to adhere to this Funding Agreement may jeopardise the organisation's future funding opportunities with the Shire.
13. This Funding Agreement will end on 31 May 2025, including return of the completed Acquittal, unless by prior written request and agreement