



COMMUNITY FUNDING PROGRAM 2025-2026 GUIDELINES AND APPLICATION FORM

The Shire of Lake Grace Community Funding Program provides financial assistance to not-for-profit organisations within the Shire to support community driven initiatives that encourage community engagement and development, build resilience and wellbeing, and foster pride and leadership.

PART A – GUIDELINES

Applicants are strongly encouraged to contact the Shire's Community Economic Development Officer to discuss the eligibility of their project (Phone: 08 9890 2500 or Email: shire@lakegrace.wa.gov.au).

- All applications for the Community Funding Program must be received by the Shire of Lake Grace before the closing time advertised below to be eligible for assessment
- The project must be delivered within the Shire of Lake Grace
- The project must be completed from 1 July to 30 June within the applicable financial year (unless a written application for a time extension is approved by the Shire of Lake Grace).
- Only one (1) application may be submitted by an organisation within the advertised financial year
- Applications must be submitted using the Application Form, with copies of quotes, project budget, and supporting documents attached
- Applications must clearly state how they intend to acknowledge the Shire of Lake Grace's contribution towards the project, should the application be successful.
- Details on how to submit your application can be found at the bottom of each page.

CLOSING DATE

Closing Time: 4.00pm

Closing Date: Monday 5 May 2025

Postal applications must be received by the above date. Applications received after the closing time/date **will not** be accepted or assessed.

WHO CAN APPLY?

Not-for-profit community groups and organisations located in or has a membership base primarily within the Shire of Lake Grace.

How to submit this application:

- Attach completed PDF to an email and send to shire@lakegrace.wa.gov.au
- Post to Shire of Lake Grace, PO Box 50, Lake Grace WA 6353
- Hand in to the Shire Front Reception at 1 Bishop St, Lake Grace





WHO CANNOT APPLY?

- An organisation that has already received the maximum funding allocation from the Community Funding Program in the same financial year
- Organisations that have not acquitted previous Community Funding cannot apply until the required documentation has been submitted. Please contact the Shire of Lake Grace if there are queries about an organisation's acquittal status.

FUNDING AVAILABLE

Funding up to a maximum of \$5,000 in any single financial year is available, including cash and in-kind support. Projects must demonstrate an identified and evidenced community need and align with at least one priority area within the Shire's Strategic Community Plan (refer to Priority Areas).

WHAT IS COVERED BY THE FUNDING?

- Professional fees and charges associated with an event or project (e.g. entertainment/talent fees, judges/adjudicators, printing, fixed equipment, skilled labour)
- Expenses associated with the production of an event or project (e.g. equipment hire, materials, advertising, venue hire).

WHAT IS NOT COVERED BY THE FUNDING?

- Maintenance, repairs, upgrades or fittings to buildings or property which are privately owned
- Deficit funding or retrospective costs
- Recurrent/operational expenditure (i.e. salaries, on-going maintenance and operational costs)
- Political activities or loan repayments
- Projects, programs, events or activities coordinated by religious organisations
- Projects that are considered commercial, private or benefit an individual
- Projects that may be deemed offensive or bring the Shire and the Community Funding Program into disrepute.

PRIORITY AREAS

Projects must demonstrate a clearly identified and evidenced community need, and align with the Economic, Environment, Social, Leadership objectives and priority areas within the Shire's Strategic Community Plan. These include, but are not limited to:

- An innovative, productive agriculture industry
- A diverse and prosperous economy
- An attractive destination for visitors
- A well maintained attractive built environment servicing the needs of the community

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- A natural environment for the benefit and enjoyment of current and future generations
- An engaged, supportive and inclusive community
- A healthy and safe community
- A strategically focused, unified Council functioning efficiently
- An efficient and effective organisation.

ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

- Clearly identified and evidenced community need
- The level of community benefit and engagement
- The level of community support for the project (this may include, but not limited to: letters of support, evidence of community engagement, and survey results)
- Demonstrated capacity to manage, and be accountable for the funds and the project (this may include, but not limited to: financial statements, project budget, quotes, insurance documents)
- Co-contributions of cash or in-kind services by the organisation, partnerships, or other funding sources
- Each project will be considered on its merits, and allocation of funds will be made within the constraints of the Shire of Lake Grace budget.

SUCCESSFUL APPLICANTS

Recipients of Community Funding must meet the following requirements:

- Acknowledgement of the Shire's support on any advertising, promotional material, and media publicity associated with the project, including social media. Shire logos and approval for its use are to be sought from the Shire (shire@lakegrace.wa.gov.au)
- The project complies with appropriate Local Laws, Policies, Acts, Regulations and Standards. This includes event approval applications, which must be submitted to the Shire independently of the funding application (shire@lakegrace.wa.gov.au)
- The project must be completed from 1 July to 30 June within the applicable financial year (unless a written application for a time extension is approved by the Shire of Lake Grace)
- Funding recipients must complete the Community Funding Acquittal form and provide a brief report and supporting financial documentation within 30 days of project completion. Recipients who fail to complete the acquittal process will be ineligible for future funding.

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