

SHIRE OF HARVEY

Community Grant Program Guidelines 2025



SHIRE OF
HARVEY

Community
Grants

CONTENTS

2. SHIRE OF HARVEY PROFILE

3. PURPOSE

4. COMMUNITY SUPPORT

5. ATHLETE TRAVEL SUBSIDY

6. PLACEMAKING

7. ARTS, CULTURE, HERITAGE

8. COMMUNITY EVENTS

9. INFRASTRUCTURE

10. PARTNERSHIP AGREEMENTS

11. COASTAL COMMUNITIES FUND

12. FUNDING ROUNDS

13. ELIGIBILITY

14. ASSESSMENT PROCESS

15. NOTIFICATION TO APPLICANTS

16. HOW TO APPLY

17. FREQUENTLY ASKED QUESTIONS

SHIRE OF HARVEY PROFILE

The Shire of Harvey Community Grant Program aims to acknowledge and strengthen the valuable contribution community groups and organisations make towards the Shire being a vibrant, inclusive and connected community.

Located approximately 140km south of Perth, the Shire of Harvey covers a land mass of 1,766km² and consists of 42 kilometres of pristine Indian Ocean coastline.

It has six distinct districts – Australind, Coastal (Binningup and Myalup), Harvey, Leschenault, Rural North (Yarloop and Cookernup) and Rural South (Brunswick Junction and Roelands).

It's known for the diversity of its environment, with tracts of Jarrah forests, rivers, the Leschenault estuary, Harvey, Stirling and Logue Brooke dams, unspoilt beaches, rolling hills and fertile agricultural land.

Local industries include dairy, beef, horticulture, mining, commerce, vineyards, citrus, export

beef abattoir, silicone smelter, pigment plant, orange juice and milk factory, boutique cheese factory, light engineering and the Binningup Desalination Plant.

The Shire prioritises balancing its natural assets with the need to support economic growth. It's a region known for its sense of freshness, with fresh produce, fresh water, a clean and green landscape abounding with nature's goodness.

Please view our [Strategic Community Plan](#) for further information.

The Shire of Harvey Community Grant Program is highly competitive. Please review these grant guidelines to help you in submitting a competitive application. Disclaimer: The Shire reserves the right to update the Grant Program Guidelines at any time, please refer to the Shire's website for the current version.

PURPOSE

The Shire of Harvey Community Grant Program supports projects that contribute to the delivery of the Strategic Community Plan in order to optimise the use of Shire funds.

There is funding available across eight grant categories, which correspond to the primary themes of the Shire's Strategic Community Plan.

COMMUNITY SUPPORT

The purpose of this grant category is to provide funding to community groups for projects which build community resilience and support a safe, accessible, and connected community where everyone has the opportunity to contribute and belong.

ATHLETE TRAVEL SUBSIDY

The purpose of this grant category is to help young local athletes, by providing financial assistance for travel and accommodation to state or national competitions.

PLACEMAKING

The purpose of this grant category is to support the principles of placemaking to inspire communities to collectively reimagine and reinvent public spaces as the heart of every community.

ARTS, CULTURE, HERITAGE

The purpose of this grant category is to provide funding to support arts, culture and heritage projects which contribute to a vibrant, diverse and engaged community.

COMMUNITY EVENTS

The purpose of this grant category is to assist community groups and organisations located within the Shire of Harvey to conduct community based events which encourage participation, engage local businesses and add vibrancy to the area.

INFRASTRUCTURE

The purpose of this grant category is to provide funding to local not-for-profit community groups or organisations to upgrade, extend or construct well planned sport, recreation and community facilities that contribute to a vibrant, inclusive and healthy Shire.

PARTNERSHIP AGREEMENTS

The purpose of this category is to support the operating capacity of not-for-profit community groups and organisations to deliver activities, programs and services to the local community over a three-year agreement term.

COASTAL COMMUNITIES FUND

The purpose of this category is for community development and infrastructure projects in and around the town sites of Myalup and Binningup, whose activities and purposes are of enduring benefit to the local community.

COMMUNITY SUPPORT

Funding for projects that build the capacity and wellbeing of the Shire of Harvey community.

Up to \$1,000 (no matched funding required)

For initiatives or events which:

- Contribute to capacity of community groups and organisations.
- Contribute to life-long learning.
- Celebrate and encourage cultural diversity and social inclusion.
- Contribute to capacity and support wellbeing of young people.
- Enhance community identity and sense of belonging.
- Promote an active and healthy lifestyle.
- Grow and develop an age-friendly community.
- Facilitate the emotional and social development of children.
- Contribute to the Shire’s ongoing aspiration to become the most accessible and inclusive community in regional Western Australia.
- Encourage conservation and appreciation of our natural resources.
- Contribute to community resilience.

Eligibility:

- Refer to the ‘applicant eligibility’ section of the document.

Up to \$5,000 (matched funding of at least 50%)

For initiatives or events which:

- Contribute to capacity of community groups and organisations.
- Contribute to life-long learning.
- Celebrate and encourage cultural diversity and social inclusion.
- Contribute to capacity and support wellbeing of young people.
- Enhance community identity and sense of belonging.
- Promote an active and healthy lifestyle.
- Grow and develop an age-friendly community.
- Facilitate the emotional and social development of children.
- Contribute to the Shire’s ongoing aspiration to become the most accessible and inclusive community in regional Western Australia.
- Encourage conservation and appreciation of our natural resources.
- Contribute to community resilience.

Eligibility:

- Must contribute at least 50% of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.
- Refer to the ‘applicant eligibility’ section of the document.

The Shire will accept applications for the Community Support (up to \$1,000) category at any time, however decisions are made on a case by case basis in line with budget and strategic priorities. This funding category operates as exhaustive funding and the Shire reserves the right to close the program once the available budget has been expended.

ATHLETE TRAVEL SUBSIDY

Selected as a team member representing Western Australia/Australia at a state or national championship event or an equivalent competition.

Category 1 - \$150 per athlete

Selected as a member of a State team travelling to represent Western Australia at a national championship event or equivalent.

Category 2 - \$250 per athlete

Selected as a member of a National team travelling to represent Australia at an international sporting competition.

Eligible Athletes:

- Only one application per athlete per year will be considered for support.
- Must be a permanent resident in the Shire of Harvey.
- Aged between 12-18. This aligns with the Shires’ Youth Policy.
- Will be a current registered member of a club or association that is affiliated with a State Sporting Association that is deemed eligible by the Department of Local Government, Sport and Cultural Industries.
- Have undergone a selection process endorsed by their representative State Sporting Association or National Sporting Organisation
- Will be able to provide written confirmation of their selection in a recognised event that is part of their sport’s State or National pathway.
- Athletes who attend school or university and are boarding out of the Shire.
- Refer to the ‘applicant eligibility’ section of the document.

Exclusions:

- Medical or physiotherapy costs.
- Travel or accommodation costs where an athlete has chosen to represent the State or has qualified to represent the State but have not been selected by the State Sporting Association.
- Travel or accommodation costs for participation in an event or competition that does not form part of the recognised State Sporting Association or National Sporting Organisation Pathway.
- Applications for travel and/or accommodation costs for events that have already occurred.

PLACEMAKING

Funding for community-led initiatives that make a positive contribution to the physical character, amenity or activation of a community.

Up to \$2,000 (matched funding of at least 50%)

For initiatives or events which:

- Activate public spaces.
- Create entertaining, engaging and inclusive town centres.
- Create or foster the distinctive character of the place.
- Create collaborative partnerships between community groups or organisations.

Eligibility:

- Must contribute at least 50% of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.
- Due to Placemaking being a collaborative process only one Placemaking Grant will be funded in a locality per grant round. This is to ensure partnerships and consultation between community groups and organisations.
- Refer to the ‘applicant eligibility’ section of the document.

ARTS, CULTURE & HERITAGE

Funding to support projects that provide opportunities to participate in arts, culture and heritage.

Up To \$5,000 (matched funding of at least 50%)

For initiatives or events which:

- Develop, showcase or exhibit new work by local artists.
- Activate places and engage people through the creation and delivery of original and quality arts and cultural experiences.
- Provide cultural impact by bringing a vibrant mix of creative practices to be enjoyed by the wider Shire community.

Eligibility:

- Must contribute at least 50% of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.
- Refer to the ‘applicant eligibility’ section of the document.



COMMUNITY EVENTS

Funding for events run by and for the local community.

Up to \$5,000 (matched funding of at least 50%)

For initiatives or events which:

- Encourage volunteering to help facilitate active, confident, resilient, cohesive and inclusive communities.
- Celebrate and connect the community.
- Celebrate and encourage cultural diversity and social inclusion.
- Enhance community identity and sense of belonging.

Eligibility:

- Must contribute at least 50% of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.
- Refer to the ‘applicant eligibility’ section of the document.



INFRASTRUCTURE

Funding to upgrade, extend or construct well planned community and recreation facilities.

Up To \$50,000 (matched funding of at least one third of the total project cost)

For initiatives or events which:

- Encourage and support well planned community driven infrastructure projects.
- Build the capacity of not-for-profit organisations to plan, fund and deliver local community infrastructure projects.

Other requirements:

- The allocation of funding in this grant category will be prioritised and influenced by the Shire’s Forward Capital Works Plan. Prior to submission it is essential that the community group or organisation discuss the proposed project with the Shire and that any building plans are developed in consultation with relevant Shire Officers.
- Provision of feasibility study and an asset management plan is a further requirement of this grant.

Eligibility:

- Applicants must contribute at least one third of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.
- Refer to the ‘applicant eligibility’ section of the document.



PARTNERSHIP AGREEMENTS

Funding to achieve longer term community development outcomes through strategic partnerships.

This grant category provides the opportunity for community groups and organisation who apply for Shire funding over a number of years for the same activities, programs or services to enter into a partnership agreement with the Shire.

Partnership agreements provide longer term financial stability and an assurance of continued service delivery to foster sustained community development outcomes.

This grant category will support both existing community groups and organisations as well as the establishment of partnership agreements with new, grass roots groups and organisations.

Partnership agreements once established, will have funding allocated over a three-year period with this being listed in the Shire’s Annual Budget. A review of the partnership agreement will take place at the end of the three-year period, and a decision made as to extend or cease the agreement.

Groups or organisations entering into a partnership agreement with the Shire will be required to report against key performance indicators to be developed in collaboration with the Shire.

Outcomes of these key performance indicators will align with the Shire’s Strategic Community Plan, the grant objectives and the evaluation criteria outlined below. Reporting obligations will be in accordance with the Grant Agreement.

For initiatives or events which:

- Contribute to capacity of community groups and organisations.
- Contribute to life-long learning.
- Celebrate and encourage cultural diversity and social inclusion.
- Contribute to capacity and support wellbeing of young people.
- Enhance community identity and sense of belonging.
- Promote an active and healthy lifestyle.
- Grow and develop an age friendly community.
- Facilitate the emotional and social development of children.
- Contribute to the Shire’s ongoing aspiration to become the most accessible and inclusive community in regional Western Australia.
- Encourage conservation and appreciation of our natural resources.
- Encourage the establishment of community led and managed community gardens.
- Contribute to community resilience.

Eligibility:

- Refer to the ‘applicant eligibility’ section of the document.

COASTAL COMMUNITIES FUND

Funding for community development infrastructure projects in and around the town sites of Myalup and Binningup.

Projects that are of benefit to the community may include but are not limited to:

- Provision of positive and stronger communities through the development of facilities that support the community’s social and recreational needs.
- Advancement of community education and training.
- Projects with environmental and or energy saving benefits.

Eligibility:

- The project is situated directly in Binningup or Myalup.
- Refer to the ‘applicant eligibility’ section of the document.



FUNDING ROUNDS

The Shire’s Community Grant Program opens in the following rounds, dates will be advertised on the Shire’s website:

Round One	All Year Round
Categories: <ul style="list-style-type: none">Placemaking GrantInfrastructure GrantArts, Culture and Heritage GrantPartnership AgreementCommunity Events GrantCommunity Support up to \$5,000Coastal Communities Fund	Categories: <ul style="list-style-type: none">Community Support up to \$1,000Athlete Travel Subsidy Scheme
Applications Open: February 2025	
Applications Close: April 2025	

Note: Dates are subject to change and will be available on the Shire’s website.

ITEMS NOT CONSIDERED FOR FUNDING

The Shire will not consider applications from:

- Commercial organisations or activities.
- Projects restricted to private or exclusive participation.
- Applicants who have not met conditions for previous Shire funding.
- Projects where multiple applications have been submitted across multiple categories for the same project in the same financial year.
- Projects which contravene the Shire’s policies.
- Applications with a political nature, or those that involve political activities.
- Projects unable to demonstrate support from the landowner.
- Fundraising activities.
- Projects already in progress will not be considered for funding.

ELIGIBILITY

ELIGIBLE APPLICANTS

To be eligible to receive grant funding from the Shire, applicants must:

- Align the project with one or more of the Shire’s Strategic Community Plan objectives.
- Discuss their application with the Shire’s Grants Officer prior to submitting an application to ensure you are applying in the most suitable category.
- Submit their application via the Smartygrants portal within a grant funding round.
- All submissions must be received by the close of business - no later than 4.30pm. Late submissions will not be accepted.
- Ensure proposed initiatives take place within the Shire of Harvey.
- Have the appropriate insurance and licenses to conduct the relevant work.

INELIGIBLE APPLICANTS

The below types of applicants are ineligible to apply to the Shire’s grant program:

- The Commonwealth, State, local or any government agencies.
- Applicants with outstanding debts to the Shire of Harvey.
- Applicants that have failed to provide satisfactory acquittal reporting for any previous Shire of Harvey funding.
- An applicant who has received funding from the Shire of Harvey for the same initiative within the same financial year or annual grant program.
- Have already undertaken the activity/ project/event (funding will not be paid retrospectively).
- Unincorporated community groups. An unincorporated community group can only apply for funding if they do so under the auspices of another incorporated organisation. The incorporated organisation will be responsible for receiving and managing the funds. Funds will be paid directly to the bank account of the incorporated organisation. It is the responsibility of the incorporated organisation and the applicant to negotiate and agree upon the conditions of the auspicing arrangement. For information on how to become incorporated search for the Department of Mines, Industry Regulation and Safety - How to incorporate an association. Or see this link: www.commerce.wa.gov.au/consumer-protection/how-incorporate-association

ASSESSMENT PROCESS

All eligible applications will undergo an assessment against the evaluation criteria outlined below.

Evaluation Criteria	Weighting
Alignment to the Shire’s Strategic Community Plan and Grant Objectives	20%
Demonstrated need for the project including achievable outcomes	20%
Demonstrated innovation	10%
Demonstrated partnerships	10%
Value for Money	20%
Demonstrated eligibility, skills, experience and capacity of the applicant	20%

This assessment will be undertaken by a panel of Shire Officers including Executive and Managers. Please note that applications which do not meet the closing dates or eligibility criteria will not be assessed.

Applicants are required to obtain all appropriate permits, consents or approvals, including but not limited to those required by the Shire’s planning, building, health and/or recreation departments. Funding may be withdrawn, withheld, or may need to be returned in full to the Shire if the necessary steps are not taken to meet this condition.

Shire Officers will assess and approve applications for the Athlete Travel Subsidy and Community Support Grants (up to \$1,000).

The Assessment Panel will make a recommendation to Council regarding the funding of projects in all other categories. This recommendation will be presented to Council prior to the adoption of the Annual Budget.

The Shire of Harvey reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the eligibility criteria.

The outcome of the Panel’s assessment will be recorded and retained in the Shire’s records management system.

Funds will not be available for projects prior to approval being given in writing.

NOTIFICATION TO APPLICANTS AND PAYMENT OF FUNDS

Following the adoption of the Shire’s Annual Budget, all applicants will be notified by the Grants Officer of the outcome of their application.

Successful applicants will be provided a Funding Agreement for signature, which will outline conditions and reporting obligations attached to receiving the funding. Special conditions may be placed upon an applicant’s funding at the discretion of Council.

Payment of funds will occur within a month of adoption of the Shire’s Annual Budget. Please note the Athlete Travel Subsidy and Community Support Grant (up to \$1,000) are the only two grant categories where assessment of applications and payments are made throughout the year.

On signing of the Funding Agreement, the successful applicant will be required to provide an invoice to the Shire so the payment of the grant funds may be paid out.

Please note all financial information provided is to be exclusive of GST.

- Successful entities registered for GST will receive the allocated grant amount plus GST.
- Successful entities not registered for GST will receive the allocated grant amount exclusive of GST.

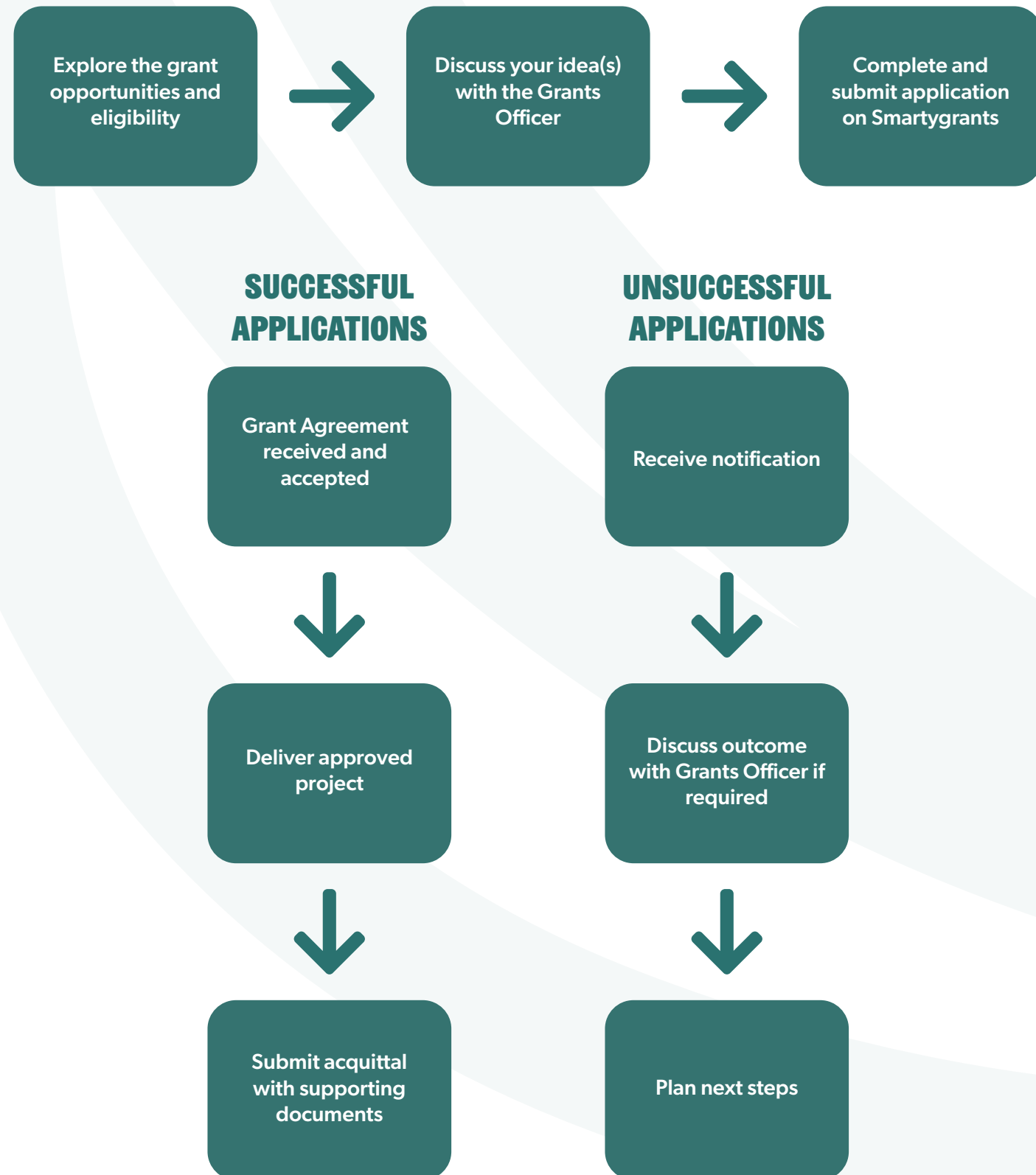
As will be outlined in the Funding Agreement delivery of the agreed project must occur within the timeframe listed.

Should an applicant find their project has changed quite significantly since the initial proposal, they will be required to submit a written request to the Grants Officer for the necessary changes to be made prior to project commencement. The written request will require approval by the panel who assessed the initial application.

Changes that make the project substantially different from the proposal recommended by the assessment panel and approved by Council may result in the offer of a grant being rescinded and the grant funds will need to be returned to the Shire.

As part of the Funding Agreement the applicant must provide a final Acquittal report in Smartygrants within 30 days of project completion.

HOW TO APPLY



FREQUENTLY ASKED QUESTIONS

1. Can I assume my project will be funded if it has been funded in previous years?

The Shire is committed to ensuring the assessment process is fair and equitable. Recurring annual funding is not guaranteed unless a partnership agreement is in place.

2. How many times can I apply?

Applicants may apply for funding for several projects however each project may only receive funding once in each financial year.

3. How will I know if my application is successful?

Following the adoption of the Shire's Annual Budget, all applicants will be notified of the outcome of their application.

4. How long does it take to receive funding after my project is approved?

Payment of funding is subject to the adoption of the annual budget.

5. I have lost a receipt that is needed for my acquittal, what can I do?

Please contact the vendor to see if you can get a replacement receipt or please provide a bank statement to demonstrate proof of expenditure.

6. I would like to apply for a grant but my activity falls outside of your timeline. Are there out of round grants?

The Athlete Travel Subsidy grant and Community Support grant (up to \$1,000) are available all year round until the allocated funding pool is exhausted. The other funding opportunities must be applied for by the specified closing date.

7. What does in-kind mean?

These are items in your budget which have value but are given freely or at a reduced rate as goods or services instead of money. e.g. volunteer time or loans of equipment. The value can be estimated if you had to pay for these items. e.g. 3 hours setting up @ \$25 per hour = \$75

8. Our project has changed quite significantly since the proposal I submitted to the Shire of Harvey. Will we still receive our grant?

Please submit a written request to the Grants Officer for changes to be made prior to project commencement, as this will require approval by the panel who assessed the initial application.

Changes that make your project substantially different from the proposal recommended by the assessment panel and approved by Council may mean the offer of a grant is rescinded and your grant funds will be required to be returned.

9. My community event took place last month. Can I still apply for a grant?

Your event isn't eligible if it has already taken place prior to approval being received. Check the eligibility criteria of the grant to see whether you can apply for another activity.



SHIRE OF
HARVEY

*Community
Grants*

SHIRE OF HARVEY

102 Uduc Road, Harvey WA 6220

PO Box 500 Harvey, WA 6220

T: 9729 0300 F: 9729 2053

E: shire@harvey.wa.gov.au

harvey.wa.gov.au

