



SHIRE OF  
**HARVEY**

*A Breath of Fresh Air*

# Shire of Harvey Grant Funding Program

## Guidelines



## **Introduction**

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

Funding is available across six grant categories including:

- Community Support Grant – funding for projects that build the capacity and wellbeing of the Shire of Harvey community.
- Placemaking Grant – funding for community-led initiatives that make a positive contribution to the physical character, amenity or activation of a community.
- Facilities Grant - funding to upgrade, extend or construct well planned community and recreation facilities.
- Arts, Culture and Heritage Grant – funding to support projects that provide opportunities to participate in arts, culture and heritage.
- Community Events Grant – funding for events run by and for the local community.
- Partnerships Agreement – funding to achieve longer term community development outcomes through strategic partnerships.

These guidelines outline the relevant objectives, available funding amounts and evaluation criteria of each grant category.

## **Shire of Harvey Strategic Community Plan**

The Shire of Harvey's Strategic Community Plan 2021-2031 describes the community's vision for the future and the values that underpin everything the Shire does.

The plan maps out the strategic direction, goals and objectives under five areas:

- Diversified Economy.
- Connected Communities.
- Protected Natural Environment.
- Sustainable Built Environment.
- Effective Civic Leadership.

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

required to align their project with one or more of the Plan's objectives to be eligible to apply for funding.

### **Eligibility and Exclusions**

Grants are available to not-for-profit community groups and organisations to deliver projects in the Shire of Harvey.

To be eligible for funding, groups must be incorporated or be auspiced by an incorporated organisation.

Applications need to address the following criteria:

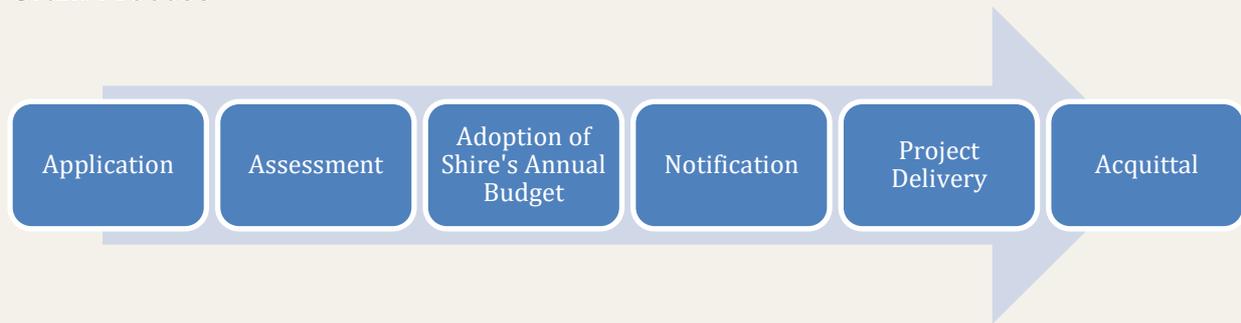
- The project aligns with one or more of the objectives of the Shire's Strategic Community Plan.
- The project aligns with one or more of the objectives of the grant category.
- The project provides achievable outcomes and clear benefits for the community.
- The project takes place within the Shire of Harvey.
- Applicants have clearly indicated contributions to the project, either financial or in-kind, including volunteer hours.

Grant funding will not be considered for:

- Projects that have already started.
- Projects that cannot demonstrate support from the landowner.
- Projects restricted to private or exclusive participation.
- Commercial organisations or activities.
- Fundraising activities.
- Projects with a political purpose.
- Projects that contravene the policies of the Shire.
- Applicants that 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.

- Incomplete applications or applications which do not meet the closing date (where applicable).

### Grant Process



### Application

Applications for the Shire of Harvey Grant Funding Program close 12 April 2023.

Before submitting an application, all applicants must discuss their application with the Shire's Community Development team on [communitydevelopment@harvey.wa.gov.au](mailto:communitydevelopment@harvey.wa.gov.au) or 9729 0300.

Applications are submitted via the online grant portal on the Shire's website. If you require assistance to submit an application, contact the Shire's Community Development team.

Applications will need to include the following information:

- Certificate of Incorporation or Auspicing Agreement
- Public Liability Certificate of Currency
- At least two Letters of Support
- Quotes for all items requested for funding in line with the following procurement policy

Amount of Purchase	Quotes Required
Up to \$5,000	One written quotation
\$5,001 - \$19,999	Two written quotations
\$20,000 - \$49,999	Three written quotations
\$50,000 - \$249,999	At least three written quotations, containing price and specification of goods and services with procurement decision based on all value for money considerations
Above \$250,000	Conduct a public tender process

## **Assessment**

All eligible applications will undergo an assessment against the evaluation criteria outlined under each grant category.

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.

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

## **Funding Recommendations**

The Assessment Panel will determine a recommendation to Council regarding the funding of projects. This recommendation will be presented to Council prior to the adoption of the draft Annual Budget.

## **Notification**

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

Successful applicants will be required to complete a Funding Agreement. The Funding Agreement will include conditions and reporting requirements. Certain special conditions may be placed upon an applicant's funding at the Assessment Panel's discretion.

Payment of funds will occur in negotiation between the Shire and successful applicants. An invoice will be required following the signing of the Funding Agreement in order for the payment of funds to be made. All financial information provided should be exclusive of GST. Successful entities that are registered for GST will receive the allocated grant amount plus GST. Successful entities that are not registered for GST will receive the allocated grant amount, which is exclusive of GST.

## **Project Delivery**

Delivery of the agreed project must occur within the timeframe listed in the Funding Agreement.

If a successful recipient requires a variation to either the project, delivery time or Funding Agreement, a variation request must be submitted to the Shire's Community Development team for consideration by the Assessment Panel.

## **Acquittal Report**

Successful applicants must provide a final Acquittal Report within 30 days of project completion.

The information required will be specified in the Funding Agreement and may include:

- Final accounts (audited, if appropriate).
- An assessment of project outcomes and benefits for the community.
- Evidence of how the Shire was acknowledged during the project.
- Formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to the Shire).

**Community Support Grant – funding for projects that build the capacity and wellbeing of the Shire of Harvey community.**

This grant category provides funding to community groups for projects and that build community resilience and support a safe, accessible, and connected community where everyone has the opportunity to contribute and belong.

***Objectives:***

- 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 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.

***Funding available:***

Applications for up to \$1,000 are open all year until the total funding pool of \$10,000 has been exhausted. 100% of the total project cost is available to be funded.

Applications for up to \$5,000 close 12 April 2023. The applicant must contribute at least 50% of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.

The total funding pool is \$50,000.

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

**Placemaking Grant – funding for community-led initiatives that make a positive contribution to the physical character, amenity or activation of a community.**

This grant category supports the principles of placemaking to inspire communities to collectively reimagine and reinvent public spaces as the heart of every community.

***Objectives:***

- 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.

As placemaking is a collaborative process only one Placemaking Grant can be funded in a locality in each round to ensure partnerships and consultation between community groups and organisations.

***Funding available:***

Applications for up to \$2,000 close 12 April 2023. The applicant must contribute at least 50% of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.

The total funding pool is \$20,000.

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

**Facilities Grant - funding to upgrade, extend or construct well planned community and recreation facilities.**

This grant category provides 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.

**Objectives:**

- 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.

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.

A further requirement of this grant is the provision of feasibility study and an asset management plan.

**Funding available:**

Applications for up to \$50,000 close 12 April 2023. The applicant 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.

The total funding pool is \$100,000.

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

**Arts, Culture and Heritage Grant – funding to support projects that provide opportunities to participate in arts, culture and heritage.**

This grant category provides funding to support arts, culture and heritage projects that contribute to a vibrant, diverse and engaged community.

**Objectives:**

- 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.

**Funding available:**

Applications for up to \$5,000 close 12 April 2023. The applicant must contribute at least 50% of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.

The total funding pool is \$30,000.

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

**Community Events Grant – funding for events run by and for the local community.**

Funds to assist community groups and organisations located within the Shire of Harvey to conduct community based events that encourage participation, engage local businesses and add vibrancy to the area.

**Objectives:**

- 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.

***Funding available:***

Applications for up to \$5,000 close 12 April 2023. The applicant must contribute at least 50% of the total project cost from either the applicant’s organisation, other sources of funding or in-kind support.

The total funding pool is \$50,000.

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

**Partnership Agreements – funding to achieve longer term community development outcomes through strategic partnerships.**

The purpose of the Partnership Agreement 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 five-year agreement term.

This grant recognises that over a number of years the Shire has received applications from the same community groups and organisations for the same activities, programs or services. This not only creates an administrative burden on both the Shire and the group or organisation, but does not provide longer term financial stability or an assurance of continued service delivery which does not 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.

Once a Partnership Agreement has been established, the funding allocation will be listed in the Shire’s Annual Budget each year for a five-year period. This agreement will then be reviewed and a decision made as to whether to extend or cease the agreement.

Each group or organisation that enters into an agreement with the Shire will be required to report against key performance indicators which will be developed in partnership with the Shire. The outcomes of these key performance indicators will relate the Shire’s Strategic Community Plan, the grant objectives and the evaluation criteria outlined below. These reports will be communicated to community and Council via quarterly and annual reporting.

There will also be a requirement for a community group or organisation that receives funding under a Partnership Agreement to maintain regular contact with Shire Officers as well as arrange and attend quarterly progress meetings which will form part of the reporting process.

**Objectives:**

- 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 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.

**Funding available:**

The total funding pool is \$200,000.

<b>Evaluation Criteria</b>	<b>Weighting</b>
Alignment to the Shire’s Strategic Community Plan	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%