



ALCOA HARVEY SUSTAINABILITY FUND



australia's aluminium

2019 APPLICATION FOR FUNDING GUIDELINES

Applications must be submitted by the due date of **Friday 15th March 2019** at 3.00pm

Applications are invited from community organisations based in the Shire of Harvey that wish to apply for funding from the Alcoa Harvey Sustainability Fund.

Projects will be divided into two categories:

1. Small Grants (requests of funding between \$5,000 and \$49,999 in value); and
2. Major and Forward Planning Grants (projects that are \$50,000 or more in value).

Who Can Apply?

Community not for profit groups and organisations that are based in the Shire of Harvey whose activities and purposes are of benefit to the local community are eligible to apply. To be eligible for funding, groups must be incorporated under the Associations Incorporations Act or be endorsed by an incorporated organisation.

Projects eligible for consideration must aim to engage with and strengthen the local community and should:

- Incorporate community participation and show enterprise and/or innovation;
- Demonstrable that they benefit to the community;
- Demonstrate that funding from other bodies has or will be sought. i.e. State and Federal Government grants, Lotterywest etc;
- Demonstrate, where practical, the principle of co-location of facilities and partnerships with other groups or organisations;

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

- Provision of new or upgraded community facilities;
- Advancement of community education and training;
- Promoting health, agriculture, commerce, arts and culture;
- Projects with environmental and or energy saving benefits;
- Preserving historic buildings;

Applicants must discuss individual projects with the Manager of Community and Economic Development, Mr. Patrick Quinlivan, prior to lodging an application.

Tel: 9729 0319 Email: patrickq@harvey.wa.gov.au

Assessment Criteria

Applications will be assessed against the following criteria:

- Evidence of a demonstrated need for the project.
- The extent to which the project will provide a long term benefit to the community.
- The number of groups and individuals who will directly benefit from the project.
- The level of financial contribution from the applicant and / or other funding bodies e.g. other grants, donations sponsorships.
- The long term sustainability of the project i.e. the capacity of the organisation to maintain the project in the long term and meet all ongoing costs.
- The extent to which the project facilitates partnerships with other community groups or organisations.
- Whether the project provides an environmental and/or energy saving benefit.
- Proof of support of Landowner if different from the applicant organisation.
- Proof that Council approval has been obtained for any projects on Council land.
- Provision of financial statements.

Exclusions:

Projects that may be ineligible for consideration include:

- Projects already commenced.
- Projects that cannot demonstrate support from the owners of the facility.
- Projects restricted to private or exclusive participation, which shall include restricting access on the basis of areas such as gender, race, religion, politics, culture, ability, age, or marital status.
- Projects of a commercial nature located on private land solely for generating profit where there is no charitable purpose.
- Funds sought for an individual.
- Projects submitted by groups/organisations that are not incorporated. However such groups may seek to be auspiced by an incorporated group.

Completing your application:

An application form can be downloaded from the Shire of Harvey website – www.harvey.wa.gov.au by email request to stellaj@harvey.wa.gov.au or by phoning 97290308.

Applicants must provide a project description and articulate the project's purpose, benefits to the community and budget. Please attach additional information if there is insufficient space in the form provided.

If you are unsure if your project meets the objective of the fund or are unable to provide all the information requested please call Patrick Quinlivan Manager of Community and Economic Development on 08 9729 0319 to discuss.

Applicants are advised that submitting an application does not guarantee that funding will be granted.

* Please Note: Supporting documentation cannot be returned. Please submit copies, not originals.

Letters of Support:

Your project should have the support of your key stakeholders and or organisations benefiting from or contributing to the project or from key regional organisations.
Please attach the letters of support to the application

The letters of support must;

- Be current
- Relevant to the project / proposal
- From organisations or individuals that are genuine partners, stakeholders and or supporters of the project.
- Demonstrate support from the Landowner if different from the applicant organisation.

Checklist:

The funding application has a checklist. Please tick all boxes in this section to signify that the application form has been completed and all required information has been attached before signing.

SUBMITTING YOUR APPLICATION

Signed and completed applications must be submitted by the due date of

Friday March 15th 2019 at 3.00pm

Applications must be addressed to:

Chief Executive Officer
Mrs. Annie Riordan
PO Box 500
HARVEY WA 6220

Applications will be accepted via:

Email: shire@harvey.wa.gov.au (note: a scanned, signed copy is required)

In person: Administration Office, 102 Uduc Road HARVEY WA

Post: PO Box 500, HARVEY WA 6220